

BAAL RESEARCHER DEVELOPMENT WORKSHOPS CALL FOR PROPOSALS (2024-25)

Call for workshop proposals

Given the success of the BAAL Researcher Development Workshops, we are delighted to announce a new call under this initiative. The initiative is aimed at meeting the researcher development needs of BAAL's junior academic members (e.g., doctoral students and early-career researchers), thus fulfilling our mission of supporting all BAAL members as well as ensuring continuity and renewal in the Applied Linguistics community.

BAAL invites its members to submit workshop proposals that meet the development needs of doctoral students and early-career researchers (ECRs). With this initiative, we are aiming to:

- a) support colleagues' pro-activeness in the design, organization and implementation of hands-on academic events;
- b) provide them with an opportunity to access funding in the current challenging financial times;
- c) develop their experience and expertise in applying for funds;
- d) offer a pathway for junior researchers to network with colleagues in the Applied Linguistics community;
- e) further engage doctoral students and ECRs in BAAL activities.

We welcome applications from **all** BAAL members with a diversity of backgrounds and from a range of institutions. Half of the funding will be ring-fenced for applications led by doctoral students and/or ECRs.

In relation to eligibility, please note that applicants **must** be BAAL members by the time they submit their application and, if they are successful, until their workshop is finished. To be considered for the ring-fenced funding, applicants **must** also meet one of the criteria at the time of application:

- be doctoral students until two months after the workshop has ended; *or*
- meet the ECR description according to the [AHRC guidelines](#): "an individual who is within eight years of the award of their PhD, or equivalent professional training; or an individual who is within six years of their first academic appointment." Please note that: (i) "these periods exclude any period of career break, e.g., for family or health reasons" and (ii) "[b]y 'first academic appointment', this is paid contract of employment, either full-time or part-time, which lists research and/or teaching as the primary functions."

The BAAL Researcher Development Workshops are member-benefit initiatives. This means that **only** BAAL members can attend these workshops, which will be offered free of charge on a first-come, first-served basis.

BAAL now invites proposals to its 2024-25 Researcher Development Workshops. The proposals should follow the guidelines indicated in the present call (see p. 3 for a breakdown of proposal sections) and should be submitted by **15 November 2024** to the BAAL Seminars Coordinator, Vander Viana (vander.viana@ed.ac.uk).

General guidelines for proposed workshops

BAAL members should bear in mind the following points when preparing proposals for the BAAL Researcher Development Workshops.

1. Workshops must address a clear researcher development need which is of relevance to doctoral students and/or ECRs in Applied Linguistics.
2. Innovative, outside-the-box workshop proposals are welcomed.
3. Careful consideration should be given to equality, diversity and inclusion (EDI) matters. The workshop proposal should engage with BAAL's position on EDI, which is available at <https://www.baal.org.uk/baal-statement-on-equality-diversity-and-inclusion-within-applied-linguistics/>.
4. Proposals may be for a single workshop or for a series of workshops to be held over a few weeks/months. In either case, proposals must not exceed the maximum budget available.
5. On-site, online and hybrid workshop proposals are equally welcomed. The mode should be relevant for the envisaged activity(ies). In the case of on-site and hybrid workshops, it is important that they be held in a place which is accessible to the majority of BAAL members (i.e., normally in the UK). On-site and hybrid workshops should also have a contingency plan in case they cannot be held as planned.
6. It is envisaged that workshops will last for a maximum of one day to make it easier for participants to attend the event and to reduce their attendance costs. However, proposals for longer workshops will be given equal consideration if their length is well justified.
7. Proposals must explain how the envisaged workshops are above and beyond the regular training provision at their respective institutions. The rationale for the BAAL Researcher Development Workshops is to support colleagues further (and not to duplicate the support that is already offered elsewhere).
8. Applicants are encouraged to embed networking opportunities in their workshop proposals (e.g., the inclusion of social gatherings in the workshop agenda, the planning of specific sessions facilitating discussion amongst attendees).
9. Applicants are encouraged to work across disciplines and across institutions.
10. Where relevant and if possible, applicants should seek the support of BAAL SIG convenors, other learned associations and/or non-academic partners.
11. The workshops must be offered free of charge to all BAAL members.
12. Workshops may have concrete academic outcomes if relevant and possible. These outcomes must acknowledge the original BAAL support. Please specify if you think this will be the case.

Important note

Successful applicants are **not** normally able to apply for funding until two years have elapsed since their last award. BAAL encourages applications from colleagues based at institutions which have not been awarded a seminar grant in the past two years. Please check the BAAL website for details of previous awards (<https://www.baal.org.uk/what-we-do/seminars/>).

Financial considerations

- Proposals of up to £1,500 will be considered. Applications for lower amounts of funding are equally welcomed.
- The budget must **not** include payment of any sort to the workshop organizers.
- In line with BAAL's practice, honoraria are **not** eligible expenditures, and expenses with gifts are limited to a maximum of £50 per guest speaker.
- Applicants are requested to consider environmental and sustainability matters carefully. For example, BAAL would encourage guests/participants to travel by train (rather than by plane), especially if they are based in the UK. If travelling by train means that a guest will need an additional night at a hotel, that would be BAAL's preferred option as opposed to paying for a plane ticket.

- Should costs for administrative tasks be necessary, applicants are strongly encouraged to hire students to undertake these tasks so that the funding made available is invested in the development of future applied linguists. In any case, it is expected that administrative costs will represent a small percentage of the overall budget.
- The workshops will be offered free of charge to all BAAL members on a first-come, first-served basis.
- Appropriate room(s) and equipment could be sought as the in-kind institutional contributions to the workshops from applicants' institutions. The fact that the workshop will not generate any financial profit or loss should help on this front.
- Applicants may also want to consider alternative catering arrangements (e.g., where participants pay for their own meals).
- Applicants are requested to follow (with modification if necessary) the financial template included at the end of this call. A Word version of the template can be requested from the BAAL Seminars Coordinator (vander.viana@ed.ac.uk), and it is available on the BAAL website.
- The grants will be paid on request to the BAAL Treasurer (Bettina Beinhoff at bettina.beinhoff@aru.ac.uk) by successful workshop proponents.

Successful workshop proponents

Following the final selection, successful workshop proponents will receive organization guidelines and they should note the points below.

- Workshops should be advertised via the BAAL mailing list and other channels, clearly stating that these events are part of the BAAL Researcher Development Workshops.
- If non-BAAL members wish to take part in any of the workshops, they should be encouraged to become members first.
- A report on the workshop(s) will be required for publication in the *BAAL Newsletter* (<https://www.baal.org.uk/news/newsletter/>) within four weeks of the event having taken place.

Proposal sections

BAAL members are invited to submit proposals by **15 November 2024** for workshops to take place until **December 2025**. All bids will be evaluated by the BAAL Executive Committee. Please submit proposals by email to the BAAL Seminars Coordinator, Vander Viana at vander.viana@ed.ac.uk. They should not exceed 2,500 words in total and should include the following points.

- *Workshop title(s)*
- *Date(s)*
- *Place(s)*
- *Name(s) / Institution(s) of workshop organizer(s)*
- *Lead applicant status (please indicate whether you qualify as a doctoral student and/or ECR so that your application is considered for the ring-fenced funding)*
- *Full contact details (e-mail and postal addresses as well as telephone numbers)*
- *List of workshop objectives*
- *Rationale (up to 300-400 words only)*
- *Organization*
 - *number and length of workshop(s)*
 - *presenter(s) and/or facilitator(s)*
 - *brief description of workshop(s) and its session(s)*
 - *target participants*

(please see next page)

- *Support from BAAL SIGs, other learned societies and/or non-academic partners (where relevant and if possible)*
- *Equality, diversity and inclusion (EDI) statement for the workshop proposal (please consider how the workshop plans abide by and account for BAAL's position on EDI matters – see <https://www.baal.org.uk/baal-statement-on-equality-diversity-and-inclusion-within-applied-linguistics/>)*
- *Proposed use of sponsorship money, including projected costs*
- *Suggested contingency plan in case the event cannot be held as originally planned*

Proposals for the ring-fenced funding must be accompanied by a letter of support from the main supervisor (in the case of doctoral students) or the line manager (in the case of ECRs). The letter, which is not included in the word count of the proposal, must:

- state that the institution is happy to support the initiative and manage the grant;
- indicate how/why the proposal is beyond the training offered at the institution;
- explain how the proponent meets the criterion of being a doctoral student and/or ECR;
- confirm that the principal applicant will still be studying/working at the institution at least two months after the workshop has taken place.

Evaluation criteria

1. *Workshop requirements:* the proposal must meet the workshop requirements to (a) be linked to research development; (b) address the needs of doctoral students and/or ECRs in Applied Linguistics; and (c) carefully consider EDI matters in the workshop proposal.
2. *Quality:* the workshop(s) must be innovative and distinctive, not duplicating current training provision offered to doctoral students and/or ECRs.
3. *Reach:* the workshop(s) should appeal to attendees in different disciplines and/or institutions, and the proposal must contain evidence to support its reach.
4. *Budget:* a feasible budget which offers value for money should be provided, and the expenditures should be clearly justified.

Important dates

- 25 October 2024 (Friday, 3-5pm – UK time): Information session (invitation to be circulated via the BAAL mailing list)
- 15 November 2024 (Friday): Submission deadline
- 20 December 2024 (Friday): Results to be disclosed
- January to December 2025: Workshops to be held

For any inquiries, please contact the BAAL Seminars Coordinator (Vander Viana at vander.viana@ed.ac.uk).

BAAL Researcher Development Workshops

Sample financial plan (for guidance only)

Costs

1	Travel costs for guest speakers ¹		
	Speaker 1	Bus (£...)	£
	Speaker 2	Train (£...)	£
2	Subsistence	2 speakers @ £... for 1 day	£
3	Programme and abstract booklet	25 copies @ £...	£
4	Technical support	10 hours @ £...	£
5	Promotion		£
Total costs			£

¹ Please note that this is simply an example. The sample financial plan does **not** mean that one speaker has to travel by bus, and the other by train. Means of transportation (if applicable and needed) should be chosen according to individual guests' needs. However, BAAL encourages applicants to consider sustainability and environmental matters when selecting means of transportation for guest speakers.

In line with BAAL's practice, honoraria are **not** eligible expenditures, and expenses with gifts are limited to a maximum of £50 per guest speaker.