Seminar Series Awards (2024-2025)

Application Guidance

This document provides extended application guidance for applying to the USF Seminar Series Awards. This guidance covers proposal content, assessment, and the application process.

This information must be consulted in conjunction with the call for applications, eligibility and terms, and other documentation available at the Urban Studies Foundation website.

After consulting the further guidance, enquiries regarding this grant and application process may be addressed to the Urban Studies Foundation via email: grants@urbanstudiesfoundation.org

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1 Application content

The following sections contain additional, more specific, guidance on application information and proposal content.

All applicants must ensure they have understood the eligibility and terms for this grant before applying (see 'Eligibility and Terms' document).

1.1 Applicant information

The first section of the application should contain all contact information for the applicants, host organisations, and referees. It should also detail any third parties upon whom the application and proposal may depend.

1.1.1 Applicants

The application may name up to three co-applicants, each of whom will be equally responsible for the project delivery. The lead applicant shall be considered the Principal Investigator and the primary point of contact for the application and any subsequent grant. Each co-applicant must provide a CV (maximum two-pages), collated as one .pdf file and uploaded accordingly (maximum 2mb file size).

Whilst at least one applicant should be an academic, researcher, and/or educator working within the field of urban studies, the USF welcomes proposals that include any number of non-academic professionals and/or practitioners in the programme.

> **For example:** an application may come from three co-applicants where one is an Associate Professor of Urban Studies at a university (who might also be the primary host organisation for the grant), but the other applicants are local planning professionals. Or, an application might come from two co-applicants where one is an early-career researcher at a university on a time-limited contact (that nevertheless extends beyond the end date of the proposed events), and the other is a local community activist in the region of interest to the proposal.

Applicants may optionally name any relevant team members and third parties involved in the delivery of the proposed activities, where it may add useful context in terms of delivering the proposed activities (e.g. research assistants, support staff, trainers/instructors, etc). However, CVs are not required for team members (URLs to online profiles may be added to the field if relevant).

1.1.2 Partner organisations and venues

Applicants should name all host and partner organisations and venues involved in the delivery of the project. Supporting letters should be provided from the primary host organisation and any other key partners that indicate their willing and capable support for the proposed activities.

Primary host organisation

The primary host organisation (who is capable and willing to receive the total funds from the USF) should be clearly detailed in the table (please use the check box to indicate which is the primary host). This organisation will be primarily responsible for the administration of the grant funding. The organisation may disburse the funding to other organisations and third parties involved in the project, but will be the primary point of contact for the grant with the USF. See below for guidance on what the primary host institution's support letter should contain.

Please note that applicants are strongly advised to consider whether they are nominating a suitable primary host organisation for the project activities. For example, is the primary host organisation capable of administering and distributing the funds in circumstances where third party organisations and individuals might also be overseas, based outside of academia, or beyond the reach of mainstream banking systems (e.g. indigenous groups or activists).

Other partners and venues

Other partner organisations and venues involved in the proposal should also be detailed as relevant, along with individual contacts for each. These might include universities, research institutions, public venues, community centres, and other relevant organisations involved in the delivery of the event programme.

The USF welcomes proposals that represent engaging partnership and collaboration between multiple organisations and actors, including organisations and venues outside of the academy.

The contact point for all partner organisations and venues should ideally be the author of any supporting letter provided, but may also be someone from the relevant research office who can liaise with the USF to setup a grant (e.g. sponsored projects, research officer, finance officer, etc.).

Any third-party funders should also be listed in this table.

The USF strongly welcomes applications from host organisations and event programmes based in the Global South. Primary host organisations based in Global South countries may charge overheads in line with their financial regulations, but no more than 10% of the total grant value. Please see eligibility terms for more details.

Supporting letters

Supporting letters from the primary host organisation and other key partner organisations or venues are crucial for the USF to assess the willingness, capability, and contributions of these third parties.

At minimum, applicants should ensure they provide a supporting letter from the primary host organisation and any partner organisation(s) or venue(s) that are regarded as essential to the support and delivery of the programmed activities.

The support letter(s) should be authored by suitable representatives of each organisation who possess the authority to express such support (e.g. heads of department, directors, research officers, finance officers, and other such parties). Each letter must not exceed two pages. Applicants must not author support letters themselves.

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Each letter should clearly express the willingness and capable contribution of the organisation or venue in a manner that engages directly with the proposal details—it should be clear that the author of a support letter is familiar with the proposal details, and is writing in specific terms about the host organisation's support (i.e. generic letters of support which might be used for any grant will not fulfil these requirements).

Supporting letters from host and/or partner organisations may cover details including, but not limited to:

- The primary host organisation's willingness and capability to host and administer the funds (e.g. referencing specific experience and suitability to perform this role).

- The primary host organisation's familiarity and acceptance of the grant award terms (e.g. budget conditions), including confirmation that they are eligible to perform this role.

- A partner organisation's/venue's specific research experience and suitability to support the grant activities (e.g. ongoing complementary projects, relevant staff/community experience and expertise present, relevant networks/audiences present, etc).

- A partner organisation's/venue's specific event experience and suitability to support the grant activities.

- A partner organisation's/venue's specific contribution(s) to the grant activities, for example: space, time, resources, networks, staff, in-kind support, monetary support, logistical or communication support, etc.

- Explanation of the connection between applicant(s) and host organisation(s), including details of past collaborations and the host organisation's/venue's connection(s) to the proposal topics and themes.

- Other commitments, sentiment, and evidence for the support of the proposed activities, and relevant contextual information as to why the organisation(s) are committed to the project being a success.

1.1.3 Referees

Please provide contact details for two referees who are willing and prepared to provide short recommendation letters to the USF in the event that the proposal should be shortlisted for the grant.

Referees should be suitable senior colleagues of at least one of the applicants (e.g. department heads, supervisors, ex-supervisors, etc.) who can vouch for that applicant's professional track record, capacity to deliver the proposal, and suitability for the award.

Please note that referees are typically only contacted in the event that a proposal is short-listed. When contacted, the USF will typically ask for a confidential letter of recommendation that details:

- How the referee knows the candidate.

- Their understanding of the candidate's track record in the field.

- Their assessment of whether the candidate will be able to execute the proposal to a high degree of success.

Please **do not** ask the referees to contact the USF independently, though they should be prepared for the USF to contact them during the period of assessment, i.e. in the following twelve weeks after the deadline.

1.2 Proposal information

The proposal title should be the name under which the seminar series will be advertised and communicated to the relevant wider scholarly community. It should be clear and succinct for the purposes of advertising the proposed activities (please avoid very long titles if possible).

The USF requests that applicants enter up to five keywords that represent the topic of their proposal, alongside identifying the most relevant primary and secondary sub-fields.

1.3 Events and outputs

Applicants should detail top-line summary information regarding the expected key events and outputs proposed as part of the planned activities. It is understood that some of the details regarding dates, venues, and outputs might be approximations.

1.3.1 Proposed events

The proposed events table should provide a basic summary of all key events. This should include the approximate dates, host institutions or venues, country locations (if relevant), event types, and durations. Free fields should be used as succinctly as possible. Please note that there is an additional field and/or optional upload for more detail on the programme.

Where exact dates, durations or other details are not known, applicants should provide approximate details and indicate this in the notes for each entry. For events which take place over more than one day, the date should indicate the start of the event.

The date of the first and last events will be deemed as the start and end dates of the proposed activities (and therefore of any successful grant funding). These should adhere to the eligibility guidelines.

Some flexibility has been allowed in the definition of events in order to allow a wide range of activities to qualify (including hybrid and virtual programming). As a result, successful past proposals have included any number of events between three and fifteen (and each was assessed relative to the planned activities). However, the requirement for three distinct stand-alone events (and at least one in-person event) is non-negotiable and applicants should be confident that their proposals constitute enough significant activity towards the minimum programme.

Applicants are therefore encouraged to consider a range of hybrid and virtual formats for activities, as appropriate to support their proposed outcomes and maintain engagement and/or networks throughout the programme.

Virtual events are permitted and encouraged where they add suitable value to the proposals.

1.3.2 Proposed outputs

Applicants should indicate their intended individual outputs using the table provided. The table should be used to list proposed outputs such as publications, research and educational resources, artistic and creative outputs, and other outputs such as collaborations and networks.

Applicants are free to use the final category to specify other types of outputs, as required.

The 'Target venue' field should detail where the output will likely be published, stored, or otherwise located.

It is not expected that candidates should list larger or more ambitious outcomes and impact in this table, which is only intended to gather an overview of the key material outputs. Rather, outcomes and impact should be discussed in the outcomes and impact statement below, which should reinforce and provide context for the outputs listed in this table.

1.4   Proposal statements

Please see below for guidance on completing the proposal statements.

1.4.1 Proposal summary (750 words)

The proposal summary should be a detailed statement orienting the series theme within contemporary scholarly literature, which must clearly link the proposal theme to current research debates of interest in urban studies. This section should also provide a brief background context explaining how the proposal came about, what types of participants and audiences will be engaged, and how it responds to certain needs in both urban studies research and the wider urban studies community (there will be space later to expand on these matters in more detail).

The statement should provide a clear and succinct scholarly explanation of the topics and themes that will be covered by the proposed events and activities, and provide clear justification as to why this is a novel proposal of international importance to the field of urban studies. The statement should therefore clearly justify the contribution that the proposal will make to the broader fields and communities of urban studies research.

Any bibliographic references used in this section (or subsequent sections) should be placed in the bibliography section at the end (see below), using a suitable and established referencing system.

For more detail on eligible topics and themes, applicants should ensure they have consulted the call for applications, and the eligibility and terms document.

The maximum word limit for this section is 750 words.

1.4.2 Outcomes and impact (500 words)

This section should build upon the content of the outputs table and proposal summary to explain in detail what the proposal aims to achieve through holding such events, including how the proposed activities respond to the specific needs and research fields identified in the previous section.

Specific attention should be given to the proposed outputs of the seminar series, especially including any publication plans (though other credible forms of planned outputs, outcomes and impact may be supported by this grant). Proposals must include a credible, timely and well thought through publication and/or dissemination strategy, which should run alongside and throughout the activities. This may include plans in the form of Special Issues in peer-reviewed journals, books, or other meaningful and substantial academic dissemination plans. Therefore, the summary of outcomes should include specific reference to at least one (or more) element(s) of the following:

- Concrete and achievable publication plans that arise directly from the event, and which identify a clear strategy for approaching and engaging with relevant publication venues.

- The generation of research or teaching resources that can provide long-term benefit to communities beyond the immediate participants, including concrete dissemination plans.

- The provision of training elements and activities that respond to specific needs within the urban studies community, and which qualify for additional funding (see additional information below). Please note that proposals with outputs that include training elements must still be accompanied by concrete publication and/or dissemination plans.

It is important that any outcomes and impact identified in this section should be feasible and well-considered. For example, publication plans should be realistic and clearly grounded in the event programming and participation, and other proposals for resource-building and dissemination must include a clear and achievable plan of doing so. Modest support costs for such plans may be included in the budget if relevant and justified (see budget terms).

The maximum word limit for this section is 500 words.

1.4.3 Event programme and format (600 words)

This section should build upon the content of the events table and proposal summary to explain the proposed format of the seminar series event(s), including its location, duration, and intended participants and audience. Audiences might include key individuals, specific research networks or wider communities of urban studies scholars, including senior academics, early-career researchers, industry professionals, students, etc.

This section should also detail the roles and responsibilities of any potential partners to the delivery of the event (e.g. co-funders, host venues etc.). The programme must constitute at least three events in one or more different host organisations or venues. Events can also be virtual or hybrid, but at least one event must be in-person.

Here it should be noted that the USF welcomes (but does not require) proposals that might incorporate novel formats, regional event programming, and/or virtual events if they are relevant and would have a clear, valuable and productive outcome. The USF expects all applicants to seriously consider the financial and environmental costs of holding large international events. Pro-active and novel responses to supporting international participation are encouraged (e.g. elements of hybrid and virtual programming), but the USF also accepts in some cases justified in-person

engagement is essential. Proposals involving excessive and/or poorly justified international travel will not be successful.

Preference will typically be afforded to proposals for new events rather than continuing events or series developed and initiated prior to applying for this funding opportunity, though very strong cases for such proposals will be considered. In such cases the USF would typically expect, and indeed welcomes, third-party or partnership funding.

This section should also cover feasibility and planning details, including an outline timetable for all event(s) organisation, and the role of other potential partners related to the events. It should also provide an overview of how the applicant(s) will effectively advertise, promote and communicate the event to the relevant participant(s) and/or audience(s).

Overall, the awarding committee expects this section of the application to demonstrate the capacity of the applicant(s), host institution(s), relevant third party(s) and/or partners to run the events successfully and to assume all remaining risks.

The maximum word limit for this section is 600 words.

Optional file upload: applicants may also upload an outline example programme for the individual events proposed, detailing any additional key information regarding locations, dates, timetables, event type(s), key speakers and their significance to the topic. This outline programme should be communicated using as few words as possible, ideally in tabulated format, and should not exceed two pages (pdf file, maximum 2mb).

1.4.4 Equality, diversity and inclusion statement (600 words)

The USF's commitment to values of equality, diversity, and inclusion (EDI) is detailed in the USF Code of Practice. This commitment reinforces the USF's existing pursuit of equal opportunities for grant applicants with the wider principle that a diversity of perspectives and lived experiences is also fundamental to achieving research and training excellence.

Accordingly, the USF requires that applicants to the Seminar Series Awards grant funding should clearly state how their proposals actively consider and incorporate EDI in the context of the proposed activities.

For applicants seeking a clearer and expanded discussion on EDI, including definitions relevant to its implementation within a research environment, it is recommended to read further sources (e.g. one of which can be found here). The USF identifies five important areas of EDI: research conceptualisation, study team, study population, data, and knowledge translation. It is recommended that applicants consider their proposal according to these five areas when completing their statement on EDI for this application.

Applicants are, nevertheless, also free to explain their commitment to EDI in other terms, which will be assessed accordingly by the USF (in terms of the arguments and evidence presented within the application).

Discussing just one area (e.g. study team) will not be considered as a competitive statement.

In specific reference to the Seminar Series Awards scheme, it is recommended that applicants consider their proposals in EDI terms according to the following suggested bullet points:

- Considerations of research **conceptualisation** might include:

  - How does the background and summary proposal reflect a diversity in research literature? For example: Have the applicants performed a historical review of the relevant field(s) through an EDI lens, and have they considered any relevant research-related harm to marginalised communities within the field(s)? Amongst others, this might include scientific communities (e.g. as marginalised knowledge producers) and/or non-academic communities (e.g. as socially marginalised communities). Here, and below, the term 'marginalised communities' should also be considered as geographically specific—e.g. a proposal from applicants based in one region might interpret this very differently to applicants in another region.

  - How have the key research topics and questions underlying the proposal involved the relevant marginalised communities to inform the approach to the proposed activities? For example: how does the research programme account for the views, positions, interests, and voices of any relevant marginalised communities; and how do the activities avoid perpetuating such marginalisation?

- Considerations of the **study team** might include:

  - How diverse and/or representative are the co-applicants and/or research team members?

  - How was the team recruited and how was EDI considered when bringing them together?

  - If the proposal includes plans to recruit research assistants and/or other paid third parties, what principles of EDI will be involved in the hiring process?

  - How will other key selection processes consider EDI as part of the planned activities?

  - Does the wider proposal team include community partners relevant to the research topics and themes?

  - How else do the proposals represent an active engagement with EDI in terms of the study team collaborations and/or any relevant marginalised communities?

- Considerations of the **study population** and/or study **data** may initially seem less relevant for Seminar Series Awards proposals (since there may not be a singular defined research project at the core of the proposal), but nevertheless applicants are encouraged to consider:

  - How do the research populations, methods, and data employed by invited and/or key participants and/or proposed activities reflect a commitment to values of EDI?

  - How will EDI considerations be reinforced through the selection process that may be part of the participant invitation process?

- Considerations of **knowledge translation** might include:

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- How will the outcomes serve the relevant audiences and communities of concern? This should include attention to the accessibility and dissemination of the planned outputs and outcomes.

- How might the proposals lead to 'knowledge mobilisation' and/or advocacy on behalf of non-academic communities? How will any knowledge mobilisation strategies consider EDI?

- Other considerations of EDI (which could also fall under the criteria above) might include:

  - How does the proposal directly engage with disadvantaged and/or underserved audiences, or have strategies for supporting their participation? Please note that the USF particularly welcomes proposals supporting participation from specific communities or groups (including programmes that include Global South, early-career researcher, and non-academic audiences). Budgets may also be used to address this, for example through the provision of small scholarships and subsidies to cover costs like travel or childcare (as relevant, depending on the case).

  - What role(s) do the host institutions play in this consideration, and how might they add value to the EDI commitments?

All proposals should provide a convincing and carefully constructed statement that clearly explains where EDI values have been considered and implemented as part of the planned activities. The examples above are not exhaustive, and applicants are also welcome and encouraged to explain their commitments in other terms and/or do not have to cover all of the examples above. However, the statement will be critically assessed as part of the shortlisting process and applicants should ensure that all statements are clearly accountable and evidenced within the wider context of the application. Each statement should provide a clear, relevant, and convincing account of the proposal's EDI considerations.

The maximum word limit for this section is 600 words.

1.4.5 Bibliography

Please list any references from the sections above here, in standard alphabetical bibliography format (maximum 750 words).

1.5 Budget guidance

Applicants must ensure that they have consulted the eligibility and terms document prior to developing their budget.

The budget section should be used to provide a detailed and clearly justified budget for the proposed events and associated activities, listing all relevant individual costs for delivering the programme in GBP (UK Pounds Sterling). Overall, the information provided should clearly demonstrate that the applicants have carefully researched the required funds, and that the activities

represent good value for money (in terms of the measured use of funds available in order to achieve maximum impact).

The USF expects to support a range of eligible budget items, including but not limited to: travel, subsistence, communications, IT and AV services/infrastructure, other costs relating to the set up and running of events, equipment, training, research assistance, publication and post-publication support, translation and other language services, research services, hospitality, other subscriptions, other consumables, etc.

Each required budget item should be detailed in the table, indicating whether or not evidence has been included for the cost. Applicants should avoid listing budget items smaller than GBP 100, and instead aggregate smaller items together into relevant categories where possible.

Evidence for items over GBP 1,000 should be collated into a single .pdf document (along with reference to any exchange rates). Eligible budget evidence might include quotations, ticket prices, receipts, signed letters from third parties, etc., as relevant to the item in question. The documented evidence should demonstrate sufficient research of approximate costings to deliver the proposed activities.

If relevant, please detail any third party funding as an item in the budget table (which will be reflected in the 'total requested'), in order to report and reflect the overall cost of the proposed activities (explaining what this funding will be required for). Third party funding should be explained in the budget statement, and should also include some form of documentation (e.g. letters of support from other funders, etc).

Please include any eligible institutional overheads as an item in the budget table.

The budget statement must clearly explain the rationale for the overall cost of the event, and detail any third-party funding the proposal may be reliant upon (maximum 300 words).

Please note that the USF:

- Welcomes budgets that do not request the full maximum support available, e.g. where a proposal can achieve maximum impact with less funds. Applicants should be aware that the USF has funded proposals for Seminar Series in the past which have asked for just 25% of the available funding (but there is not necessarily an advantage in doing so, and many successful applications request the maximum available funding).

- Encourages an international exchange of ideas and will support a limited amount of overseas travel, but all overseas travel needs to be very well justified and should demonstrably add value (i.e. it should be clear why such events require attendance in-person, and how they add value to the proposed activities).

- Acknowledges that novel proposals for distributed and/or remote or virtual events may not require the same level of hospitality costs, but that they may nevertheless wish to support speakers and participants in other ways.

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- Welcomes co-funding and/or third-party sponsorship of events, but this support should be documented via additional supporting evidence.

- Welcomes budgets that allocate a reasonable and modest element of extra-ordinary support for those who may require this in order to participate in the event. For example, this might include: travel scholarships; extra-ordinary care support costs for those with dependent children/persons; and/or initiatives to support participation from the Global South.

- Will consider budgets with attention to the fact that event costs are likely to vary significantly between locations (and proposals should therefore also be good value for money relative to local costs). Or, in other words, budget details are considered on a case by case basis, but must always be good value relative to their location(s).

1.6 Supporting documents

All applicants must submit the following documentation along with a completed application form:

- CVs of the project lead, and up to two additional co-applicants (maximum two pages per CV, collated as a single pdf file, maximum 2mb filesize).

- A letter of support from the primary host organisation and any key partner organisation(s) or venue(s) named on page one (maximum two pages per letter, collated as a single pdf file, maximum 2mb filesize).

- Budget evidence documentation (collated as a single pdf file, maximum 5mb filesize).

Applicants may optionally submit an outline example programme for the individual events proposed, detailing any additional key information regarding locations, dates, timetables, event type(s), key speakers and their significance to the topic (maximum two pages, maximum 2mb filesize).

Each item above should be collated into one single .pdf for each attachment to the application (i.e. four files maximum). Applicants should reduce the file size via compression where necessary to meet the maximum filesizes noted.

2 Training elements

Additional funding of £5,000 is available to proposals that incorporate training elements for early career researchers (defined as doctoral students, post-doctoral fellows, and research/teaching associates or lecturers within five years of their PhD award). The USF especially welcomes proposals which include writing and publication workshops and mentorship, that may be combined with the thematic focus of each proposal.

Including this provision, the absolute maximum budget available per proposal is therefore £25,000. Applicants that wish to be considered for this additional funding should indicate what specific training need(s) they will address, the activities they will incorporate to meet the need(s), and how the funds will be used. These details should be clearly explained in the outputs and outcomes sections of the proposal (see above), but should also be evident from the context provided by the rest of the application, including the proposal summary, programme information, budget, and other supporting materials.

The USF encourages proposals for novel and engaging training activities. Examples of training needs may include (but are not limited to): writing/publication workshops and mentorship; opportunities to present and get feedback on research from experts in the field; providing training for a particular research method or approach to analysis; developing book proposals or engaging with reviewers; navigating the academic job market; developing your scholarly network; understanding the hidden curriculum of the PhD; developing impact beyond the academy; and developing or practising feminism or anti-racism in your teaching, research or working groups.

The funds available for training elements might be used (as appropriate and evidenced) to support costs including (but not limited to): travel and accommodation costs for early career researchers to participate in the seminar series; the purchase of relevant books or other materials and equipment; the hiring of experts to deliver training sessions in specific methods or topics; or any other suitable and clearly justified training expense arising from the activities.

Please note, that whilst this £5,000 top-up must be used for training elements, that a proposal could nevertheless use more than £5,000 for training elements overall. For example, a proposal may request the full amount of funding (£25,000) where £10,000 of this budget is allocated for training elements. Indeed, a proposal may also request less than the maximum funding where some portion is still used for training elements.

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3   Assessment

All applications will be assessed across the following four criteria:

- Academic quality of the **proposal** and outcomes. Including, but not limited to:

  ○ novelty, presentation and suitability of urban studies theme(s)/topic(s); and

  ○ the quality and/or impact of planned outputs, outcomes, and impact (e.g. publication plans, resource generation, quality of training elements, and broader utility of the series to the relevant participants and urban studies community).

- **Planning** and feasibility of the activities. Including, but not limited to:

  ○ positioning and suitability of host organisation and event format(s);

  ○ evidence of organisational detail and awareness;

  ○ track record of organisers/hosts; and

  ○ planning for contingencies (including strategies and responses to dealing with any challenges presented by the pandemic and/or other potential risks).

- Commitments to **Equality, Diversity and Inclusion** (EDI) according to the guidance above. Including but not limited to:

  ○ The strength of the EDI statement in terms of its active commitment and detailed consideration of EDI within the specifics of the proposed activities.

  ○ The contextual evidence supporting the EDI statement (i.e. any other application materials considered relevant during evaluation, e.g. co-applicant CVs, team member details, proposed participants, etc.).

- **Budgeting**. Including, but not limited to:

  ○ whether the budget represents value for money (measured use of funds to achieve maximum impact);

  ○ whether it represents a reasonable and/or novel use of resources;

  ○ how well evidenced it is; and

  ○ how well it reflects the scale of the proposal.

All of the above criteria will be judged with reference to the guidance available in this document and the USF's Code of Practice.

What does a good proposal look like?

The aim is to encourage research and research-led education that is significant and innovative in its approach to urban agendas. The proposal should therefore clearly set out what its distinctive intellectual or academic contribution consists of and how the proposed speakers and themes

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contribute to the event's well-specified academic objectives. In other words, a good proposal should clearly answer the following questions:

- How does the proposal speak to contemporary national, regional and global academic developments in **urban studies**? For example, how innovative and original is the proposal in terms of the current state of the art of the relevant literature?

- How credible is it in terms of its ability to meet its own objectives stated in the proposal? Including both credible publication and dissemination plans, and long-term goals and impact.

- Is the budget value for money and demonstrably justified? Is it clear that the applicant(s) have considered this carefully and provided a proposal that makes good use of the resources available?

- How innovative and original is the proposal in terms of the format of the event(s) and the particular needs they support within the urban studies community?

- To what extent has the application taken into account the terms of eligibility and guidance available in this document?

- To what extent does the proposal clearly demonstrate a strong and active commitment to values of EDI?

Applicants are welcomed to browse past successful project details on the USF website, in order to gauge an idea of what sort of activities have been supported in the past (please also see Section 7 below).

4 Application process

The following guidance should be checked carefully prior to submitting an application to this grant scheme.

4.1 Submission

- Candidates must ensure they have read and understood all supporting documents and guidance issued by the USF prior to applying to this grant scheme.

- Applications should be made via the USF website, using the automated form provided.

- Applicants are encouraged to first complete their application offline using a word file template (along with gathering together their supporting documents as .pdf files), before pasting their responses into the form when ready to submit the application (with care and attention to remove any formatting issues).

- Do not use BLOCK CAPITALS in any application field, including applicant names or proposal titles.

- Unless indicated otherwise or 'optional', the USF expects every field in the application form to be fully completed and all supporting documents to be provided.

- Supporting documents should be collated as single .pdf files for each file attachment, noting the maximum filesize permitted.

- Extensions to the deadline will not be granted under any circumstances.

- Applications that have exceeded the maximum word count, or maximum page limit for supplementary documents, will automatically be considered ineligible and discarded.

- The application should be completed in English language (as should award administration, post-event reporting, and general communication with the USF). However, the proposed series itself, including outputs, may be conducted in any language (as relevant).

4.2 Assessment

Assessment of applications will typically take around twelve weeks, and all candidates will be informed of an outcome when the process is complete.

Please note that the USF may also make conditional offers based on application proposals, including for reduced budgets and/or offers subject to proposal revisions.

All USF funding awards are conducted and assessed according to the Code of Practice available on the USF website, and the decision of the awarding committee is final. The USF regrets that it cannot offer any feedback on individual applications.

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