

Seminar Series Awards (2024-2025)

Frequently Asked Questions

Please consult the list of frequently asked questions below before enquiring about this award.

Please note that in most cases, detailed answers to queries and further guidance can be found in the guidance documents for this award, which can be found on the USF 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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Table of Contents

1 Eligibility.....	2
2 Budget.....	2
3 Proposal specifics.....	3

1 Eligibility

Q) *Can applicants and/or events be based anywhere in the world?*

A) Yes, this is a global grant funding opportunity. Past Seminar Series Award grants have supported proposals originating in many different countries and continents (including Africa, the Americas, Asia, and Europe).

Q) *Can the proposed events be remote and/or 'virtual'?*

A) Yes, any of the proposed events can be remote or virtual. However all proposals should involve at least three distinct events (many successful proposals have included as many as 10-15 individual events), and successful proposals typically consist of at least two in-person events.

For more details on eligibility please read the further guidance available on the USF website.

2 Budget

Q) *Is there a limit on the budget requested, or a template that can be used?*

A) The limit for all Seminar Series Awards is GBP £20,000, or GBP £25,000 for proposals using up to GBP £5,000 additional funds for eligible training elements. Candidates must research and provide a reasonable and justified budget with their application (including evidence for any item above GBP 1,000; and exchange rate evidence where applicable), according to the scheme guidance in the Further Particulars. Candidates should also note that assessors will carefully examine each budget to see if it is reasonable and well-justified in relation to the timeframe and location. Many successful proposals have requested much smaller budgets, but each proposal will be evaluated relative to the activities planned.

Q) *What constitutes 'evidence' for the budget?*

A) Cost items above GBP 1,000 should be accompanied by some form of documented evidence. This will vary depending on the item in questions, but may include travel ticket prices, university accommodation prices, hospitality quotes, research assistance costs, professional training quotes, educational resource costs, etc., as relevant. All items of evidence should be collated into a separate pdf document that should be submitted with the application, as instructed. More complex cost items that are hard to document in advance should be explained clearly in the budget statement and/or via alternative evidence in the supporting documents (as relevant). Reviewers should have no doubt that the budget is well-researched and viable.

Q) *Can host organisations charge overheads as part of the grant budget?*

A) Yes, but only if they are based in a Global South country (defined here as a country on the [OECD's current ODA recipient list](#)). 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.

Q) *Can I include a fee/payment for the applicant's time in the budget?*

A) No, however it is permitted to include research assistance and other third-party personnel costs, provided they are well justified and the hiring process is fair and transparent.

For more details on budgets please read the further guidance available on the USF website.

3 Proposal specifics

Q) *I would like to propose a seminar series around "x" topic. Is it eligible for the grant?*

A) Any topic in the broad field of urban studies is eligible. Therefore, candidates should ensure that they are adequately familiar with the wider urban studies field and related disciplines (including through relevant publications and journals such as the *Urban Studies Journal*—for example, please see their recent [call for papers](#)), and be certain that their proposal can very clearly be situated within a significant area of urban studies. Applicants who are unsure of this requirement may contact the USF to clarify prior to applying (proposals that are not clearly within the domain of urban studies will not be considered under any circumstances).

Q) *Can proposed activities and outputs be conducted or written in a language other than English? What about my application?*

A) Applications and proposals must be in English, but the activities and output(s) from the events may be in any language as suitable/appropriate.

Q) *Is it possible to get a written sample of what the proposal should look like?*

A) Prospective applicants may request a limited sample of past successful proposals from the USF via email. Please write to grants@urbanstudiesfoundation.org using the email subject: "SSA Past Proposals."

Q) *What sort of proposals have been funded in the past?*

A) Profiles for previous Seminar Series Awards are available on the USF website. Current grants may be found [here](#) (About > People and Grants > Seminar Series Awards), and past grants can be found [here](#) (About > People and Grants > Alumni > Seminar Series Awards).

For more details on proposals please read the further guidance available on the USF website.