



**REGIONAL STUDIES ASSOCIATION**

**MEMBERSHIP RESEARCH GRANT**

**MeRSA**

**HANDBOOK 2017**

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## **I. The award in brief**

In 2015, the Association launched the *RSA Membership Research Grant (MeRSA)* that aims to reward excellence and supports outstanding individual researchers on a topic related to regional studies and regional science.

In offering the Membership Research Grant the Association seeks to raise the profile of regional research and its contribution if appropriate, to policy and practice. All applicants are required to set out how they will disseminate the results of their research not only through academic publishing but also to communities of policy and practice. Awards will be judged on the basis of the excellence of the research proposal and the ability of the applicant to communicate the results of the research broadly.

The MeRSA Research Grant's procedures are provided to support a discrete piece of regional studies and/or regional science research. The value of the grant is up to £5,000 (or its equivalent in dollars or euros; for your information c.5700 EUR, c. \$ 6,000). The award has a maximum time span of 18 months and reporting conditions apply. Only one award will be made to any successful applicant.

The MeRSA is intended primarily to provide opportunities for scholars who have already published in the field of regional studies and or science and who hold a current Individual membership of the Regional Studies Association.

Recipients of the Early Career Research Grant and the Fellowship Research Grant are not eligible to apply. This is in the interest of enabling access to the Association's limited resources to as many members as possible and thus to support a multiplicity of scholars and their different approaches and topics of interest and is consistent with the Association's pluralist approach to regional studies.

The full Terms and Conditions governing the grant will be provided to successful applicants as part of the formal grant offer and will be based on the general terms and conditions set out below.

### **Prioritised research themes**

The MeRSA Research Grants respond to the aims of the Association. The Regional Studies Association's Development Plan highlights the Association's aims and priorities in the next planning period.

### **The RSA's aims are to**

- Lead the regional research, policy and practice communities
- Develop our members and support our community
- Deliver high quality regional research
- Influence policy debate and practice
- Innovate in publishing
- Acknowledge excellence in our field

In line with many other funders, the RSA Board operates a number of schemes and in some of these it allows applicants to apply freely and in others it requires them to contribute to the research priorities of the Association. Applicants for the MeRSA Research Grant should indicate the ways in which their application adds to research and understanding on the following prioritised themes:

1. Austerity, risk and resilience
2. Urban and regional sustainability
3. Leadership and governance
4. Geo economy and geo politics
5. City region building and metro politics

6. Territorial politics and policy
7. Urban and regional theory, methodology and data
8. Developing area studies
9. Socio spatial inequalities, ageing, demography and wellbeing
10. Innovation, agglomeration, evolution
11. Firms, sectors and global production networks
12. Local and regional economic development and planning
13. Identity, citizenship and lived differences
14. Cohesion, competition and smart cities
15. Infrastructures and built environment

## II. Submission process and assessment criteria

The MeRSA Research Grant operates a two stage application and assessment process. In the first round, applicants submit an expression of interest. Shortlisted applicants from this first round will then be asked to submit a full proposal.

The process for the May 2017 round are detailed below and the deadlines are as follows:

Application round	Closing Date	Recommendation to the Board and final decision	Applicants normally informed about the outcome
<b>MAY 2017 ROUND</b>			
<b>First selection round</b> Expression of Interest	<b>8th May 2017</b>	n/a	June 2017
<b>Final selection round</b> Full Application	<b>23rd July 2017</b>	October 2017	October 2017

### First selection round: Expression of Interest

The Expression of Interest should include the following:

- Applicant information details:
  - Title, name, surname
  - RSA membership number
  - Postal address, telephone number and email for correspondence
  - Name of Higher Education Institution (HEI)
  - Details on previously awarded RSA Grants (Early Career Grant, Membership Research Grant, Fellowship Research Grant, Policy Expo and Research Network)
- Title of the research project
- Timings of the research
- Summary - details of research and the advances it is hoped to make – word limit 500
- Brief overview of costs and budget
- 1-3 page CV

The Expression of Interest needs to be emailed to [mersa@regionalstudies.org](mailto:mersa@regionalstudies.org) by 8th May 2017.

Non-shortlisted applicants from a previous round may re-apply only once with the same proposal.

### **Final selection round: Full Application**

The following documents will need to be provided as part of the final application:

- Completed application form
- Project proposal and dissemination plan (maximum of 2,000 words)
- Detailed budget
- CV of applicant (3-6 pages long)
- List of Publications

For the final round, applications must be made on the official application form, which will be emailed to successful applicants from the first round. The application form, along with any additional documentation should be submitted by email to [mersa@regionalstudies.org](mailto:mersa@regionalstudies.org).

A detailed budget will need to be submitted as part of the application form. The budget will form part of the research contract and applicants should expect to spend the money in accordance with what has been set out and should contact the Association if spending patterns are expected to vary by more than 20% as spending outside this parameter may not be reimbursed.

Final applications will be reviewed and assessed by the Research Committee and funding recommendations will be made to the RSA Board for decision at its October 2017 Board meeting. The research is normally expected to commence from November 2017 at the earliest.

A successful applicant will receive an award letter, which will act as a contract between the Association and the grant holder. The research is expected to start within 6 months of the start date stated in the application form at the latest or the grant will be invalidated and the award reallocated. The award letter and any subsequent agreement will need to be signed by both the grant applicant and the higher education institution.

### **Assessment criteria**

Incomplete applications or applications arriving after the closing date will not be considered. All applications should demonstrate that RSA funds are sought for a clearly defined, discrete piece of research in the field of regional studies and/or regional science, which will have an identifiable outcome on completion.

Applications will be assessed on the basis of (i) quality and (ii) the deliverability of the proposed project.

The decision will be taken by the RSA Board based on the recommendations of the Association's Research Committee. The Committee will reach its decisions based on refereeing by panel members; additional referees will be sought where the subject area demands this. No feedback will be provided and correspondence will not be entered into.

### **Expectations and obligations**

The grant holder will be expected to play an RSA ambassadorial role for the duration of the grant – this may include speaking about the grant scheme at RSA events, writing a short piece for the RSA Blog, RSA website, Facebook or Twitter, the members' magazine – *Regions* and by making other nonspecific contributions to the profile of the Association.

### **General Grant Conditions and Eligibility requirements**

- A.** This award is open to RSA Individual members (excluding student, early career, retired/emeritus or corporate) and in any membership band - A, B, C or D at the time of application. Grant holders

must remain members throughout the duration of the grant and its reporting period which ends 12 months after the acceptance of the research report and after the submission of an impact and outcomes report.

- B.** The MeRSA is provided to support a discrete piece of regional studies and/or regional science research. The value of the award is up to £5,000 (or its equivalent in dollars or euros, for your information, c.\$6,000; c.5700EUR). All grant sums are quoted in British Pounds Sterling but can be paid in the appropriate currency subject to exchange rates. The award has a maximum time span of 18 months and reporting conditions apply;
- C.** Members in any territorial band may apply for grant funding.
- D.** The MeRSA Research Grant will only be allocated to a single researcher. Co-authored or team applications are not eligible.
- E.** Grants will normally only be awarded to higher education institutions (HEI) or recognized research institutions as grant holders will be subject to the research rules and ethics of their employing institutions. Applicants must be based within an eligible HEI. The RSA will allow applications from researchers on temporary contracts with a recognised HEI provided that evidence is supplied showing that the contract covers as a minimum the period of research and reporting period as defined in the application.
- F.** The grant will be administered through the grant holder's HEI which will normally be an institution with degree awarding powers or a national research institute. The grant holders will be subject to the research rules and ethics of their employing institutions.
- G.** Applications from corporate members are not eligible. For clarity, corporate members may not apply for this award either as organisations and nor may individuals as representatives of corporate members.
- H.** Only one MeRSA Research grant is possible per member.
- I.** No co-funding is possible.
- J.** The project must be solely funded by the Association but applicants may think of using this funding as leverage for further funding for future projects. The grant must be used to fund a discreet project which could for example be a pilot study.
- K.** Members will only receive one award across the three individual RSA research grant schemes (Early Career Grant scheme, MeRSA Research Grant and FeRSA Research Grant scheme) in order to maximize access to Association funding. For clarity – if you have already received an Early Career Research Grant you are not eligible to apply for the MeRSA or FeRSA Grant Schemes.
- L.** Non-shortlisted applicants from a previous round can re-apply once with the same proposal.
- M.** If a similar research application has been submitted or is about to be submitted to any other organisation(s), full details should be provided in the application form. If both are successful the applicant will have to decide if she/he wishes to accept the MeRSA Grant and turn down the other offer.

- N. The Association's grant funding will be acknowledged in all reports, presentations, and publications
- O. Career interruptions of less than one month will not be considered. The following types of interruption will be considered:
- (i) career responsibility;
  - (ii) disruption due to international relocation for research employment not exceeding 3 months per international relocation;
  - (iii) illness;
  - (iv) maternity or parental leave; and/or
  - (v) unemployment, or non-research employment for a total of one year.

### Non Eligibility

You may not apply for this grant if:

- You are a post-doctoral researcher supported by a senior investigator's funding;
- You do not hold a current RSA Individual membership at the time of the application;
- You are a student, early career, retired/emeritus or corporate RSA member.
- You hold a FeRSA Fellowship (FeRSA) status of the RSA;
- You have already been awarded an RSA Early Career Grant, FeRSA or MeRSA Research Grant.

### III. Reporting

The following reports are required to comply with the RSA Membership Research Grant scheme:

1. **a short news article** published either in the members' magazine *Regions* or the RSA Blog with appropriate photographs, graphs or figures;
2. **an end of award report** including a financial report within three months of finishing the project. The end of award report will include both a narrative and financial section. The financial report is expected to be completed by the HEI;
3. **an impact and outcomes report**, twelve months after the award's end date.

In addition to the grant sum, the RSA will cover one Article Publishing Charge (APC) to publish an article in the RSA's Open Access journal *Regional Studies*, *Regional Science* that will include acknowledgement of the grant and therefore, the RSA Research Committee will be looking at the publishable potential of the research proposal when assessing the application.

Additional relevant updates, in forms of brief reports, news items, pictures, pieces for the RSA website, Facebook or Twitter are strongly encouraged.

Information provided in any submitted report may be used in part (extract) or entirety to promote the research project within the Association's publications but in all cases this will be in consultation with the grant holder.

Reports should be submitted using the appropriate form which can be downloaded from the Association's website at [www.regionalstudies.org/funding/page/rsa-MeRSA-Grant](http://www.regionalstudies.org/funding/page/rsa-MeRSA-Grant).

Please note, that if the grant holder will not fulfil all requirements, the RSA reserves the right to do not refund any claims.

### IV. Financial guidelines

This grant can also be used to conduct a piece of research that would lead to a larger grant application, or to explore niche and development areas that are not yet ready for a larger application.

### Eligible Costs

- Project planning and development costs (cost of travel and accommodation nationally and overseas and subsistence for the researcher)
- Teaching or research buy-out up to £1,250
- Research assistance up to £2,500
- Consumables – purchase of datasets, photocopies, microfilms etc. and any minor items that will be used during the course of the project
- Costs of interpreters in the field and transcription costs of interviews
- Costs of preparing camera ready copy, copy-editing, proof reading, indexing where this is not borne by the publisher
- Cost of setting up the research website
- Costs of deposit of digital material in a suitably accessible repository may be considered
- Cost of reproduction rights will be considered provided that there is a contract for publication in place
- Up to £1,000 of the MeRSA Grant may be used towards attending an RSA Conference (travel, subsistence and conference fees at the applicable country band fee) to present a paper and/or run a workshop that will include acknowledgment of the grant.

### Ineligible Costs

Applicants registered with special needs may consult the Association about possible exceptions.

Ineligible costs are:

- Institutional overheads
- Payment to the principal researcher in lieu of salary or for personal maintenance at home
- Equipment including but not limited to computing, printing, cameras, telephones of any type, recording equipment etc.
- Software – of any description
- Subventions for direct production costs (printing, binding, distribution, marketing etc.)
- Books
- Childcare
- Insurance
- RSA membership fee

### Claims

The Regional Studies Association is a learned society and a registered charity. The funding for the MeRSA Research Grant Scheme has been generated by the Association. Grant holders and their institutions are expected to comply not only with the terms of the scheme but also with the spirit of the scheme. If you and/or your HEI are not certain if an expense is eligible or not, please consult the Association prior to financial commitment. Expenses deemed as ineligible will not be covered.

Claims may only be submitted for items listed in the application unless prior permission from the Association is granted for virement of monies to new headings.

Please note that if a grant holder does not claim any refund within 6 months of his/her end of award report, claims will not be reimbursed by the RSA.

### Payment Schedule

A first payment of £2,500 (or its equivalent in dollars or euros depending upon the exchange rate) will be paid at the commencement of the grant with any remainder of the grant up to a maximum of £5,000 to be invoiced by the HEI. The final payment will be made only on acceptance of the end of award report by the Research Committee. In case the Research Committee finds the report

unsatisfactory, and deliverables have not been delivered resubmission will be requested and funds will be withheld until the report is acceptable.

If the applicant's HEI is outside the UK it should be noted that the grant is awarded in British Pounds Sterling (GBP) and that the exchange rate risk must be assured by the HEI. Transfers will be made in GBP sterling at the prevailing exchange rate. Where transfers are made by bank transfer, the costs will be borne by the HEI.

## **V. Recognition / Intellectual property / Knowledge transfer**

The support of the Regional Studies Association should be acknowledged when the research results are presented. Copies of any publications should be given to the Association. The receipt of the grant should be acknowledged in all publications. Where possible and appropriate the Association expects, that datasets arising from the research will be deposited in a public repository and that the whereabouts of the dataset will be made known.

The Association wishes to have the opportunity to support all its researchers and therefore if any events or promotions are to be organised as a part of the research, the RSA should be alerted so that they may assist with marketing.

### **Knowledge Transfer**

The RSA recognises and encourages knowledge transfer and actively supports partnership and other schemes that enable this. Recipients of the MeRSA Research Grant scheme are encouraged to ensure that the outcomes of this research investment are used to the benefit of the regional studies and/or regional science community and should inform the Association where research materials are deposited.

## **VI. Ethics, misconduct and liabilities**

It is the responsibility of the HEI to ensure that the research is organised and undertaken within a framework of best practice that recognises the various factors, including rigour, respect and responsibility, that may influence or impact on a research project. Grant holders will be required to comply with their HEI's ethics code and this will be referenced in the document signed off by the HEI.

It is the responsibility of the HEI to ensure that all necessary permissions are obtained before the application is sent to the Association and that the roles and responsibilities of those involved in the research are clear.

The grant holder and the HEI are responsible for any matters arising out of the process of a grant holder's research, the institution holding the grant or from the results of the research.

The grant holder and the HEI are responsible for any human resources related, health and safety issue (the HEI health and safety regulations will apply). The Regional Studies Association accepts no responsibility for issues directly or indirectly resulting from the funded research, the grant holder or other organisations and individuals involved.

## **VII. FAQ**

### **1. Are virements between headings allowed?**

A 20% virement is allowed between headings in the budget without prior permission.

### **2. Can members hold more than one RSA research grant/award at a time?**

No. Members should note that they are not permitted to hold more than one consecutive RSA research award at a time. For clarity, members holding a Research Network Grant, Policy Expo or an

RSA Individual Research Grant (Early Career, FeRSA or Travel grant) may not apply for the MeRSA until their existing award has expired and all reporting requirements have been satisfactorily delivered and accepted by the Association.

Members are only permitted to have one individual grant. For example, if you have held an Early Career grant you are ineligible for the MeRSA and FeRSA grants.

For clarity, after successful submission of all deliveries for the Early Career, MeRSA or FeRSA award, a member may apply for the Policy Expo, Research Network, Travel Grant or Conference Bursaries.

**3. Can the researcher take a period of time out of work during the grant period?**

This is at the discretion of the Chair of the RSA Research Committee and RSA Chief Executive and would not normally exceed six months but may in exceptional circumstances extend to one year.

**4. What is the latest that a grant holder can delay the start of their project?**

Six months' maximum – not negotiable. After this period the money is reclaimed by the Association.

**5. Can part-time researchers apply for the RSA Membership Research Grant?**

Part-time researchers can apply but the research project must still be completed within 18 months.

**6. Can researchers apply for funding for a project which has already started?**

No, retrospective funding is not allowed.

**7. What about insurance, health and safety and liabilities while the researcher is working?**

Please consult the section on ethics, misconduct and liabilities.

**8. Is the RSA Membership Research Grant portable?**

Yes, provided that there is a common agreement between the grant holder, the original and the new host institution, and only with advance written permission from the Association.

**9. Is a change of scientific theme, methodology, scientific strategy and/or objectives allowed during the grant?**

Any significant changes in the direction of the project will require written permission from the Association.

**VIII. Application queries**

Any queries should be addressed to [mersa@regionalstudies.org](mailto:mersa@regionalstudies.org) or by telephoning +44 (0)1273 698 017.

Regional Studies Association

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