

**REGIONAL STUDIES ASSOCIATION (RSA)  
FELLOWSHIP RESEARCH GRANT SCHEME**

**FeRSA HANDBOOK 2023**

**Contents**

I. The award in brief .....	2
II. Submission process and assessment criteria .....	3
III. Reporting .....	6
IV. Financial guidelines .....	7
V. Recognition / Intellectual property / Knowledge transfer .....	8
VI. Ethics, misconduct and liabilities .....	9
VII. FAQ .....	9
VIII. Application queries.....	10

## I. The award in brief

In 2015, the RSA Board introduced the **RSA Fellowship Research Grant Scheme (FeRSA)** to the Association's activity portfolio to support the research of established researchers and long-term RSA members.

**This award is open to Fellows of the RSA only.** RSA Fellows are individual members who have been continuous members, for a minimum of 5 years and who have also been defined as "active members". This means that they have contributed to the life of the Association through serving on the Board or committees, have spoken at conferences, have applied for grants and other forms of funding etc.

Please email the membership team at [membership@regionalstudies.org](mailto:membership@regionalstudies.org) to check your eligibility for this category of membership. The office team is not empowered to award this membership but may provide advice. 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.

Through the FeRSA Grant Scheme, the Association seeks to enable its members to undertake a piece of regional research and to contribute to regional understanding. All applicants are required to set out their dissemination plans not only through academic networks (e.g. conferences and publishing) but also to communities of policy and practice. The value of the award is up to £7,500 (or its equivalent in dollars or euros, c. \$10,000; c. €8,900). 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 allocation of monies in each round will be determined by the quality of applications. There will normally be normally one grant available in each round. The Association may choose to release further funds in any round.

### Prioritised research themes

The FeRSA Grant responds 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 FeRSA Grant should indicate the ways in which their application adds to research and understanding on the following prioritized 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 RSA Fellowship 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 complete a final proposal.

The estimated process for the 2023 round is detailed below and the deadlines are as follows:

Application round	Closing Date	Recommendation of the Research Committee to the RSA Board or Executive Group and final decision	Applicants normally informed about the outcome
<b>2023 ROUND</b>			
First selection round EXPRESSION OF INTEREST	10th May 2023	n/a	July 2023
Final selection round FULL APPLICATION	September 2023	November 2023	November 2023

### 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), Job title, Position
  - Details on previously awarded RSA Grants (Early Career, Membership Research or/and Fellowship Research Grant, Research Network, Policy Expo)
- 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 should be submitted via the form on the website

<https://www.regionalstudies.org/funding/fellowship-research-grant-scheme/> by 10th May 2022.

If you have any questions or need any help with the submission form, please send us an email to [fersa@regionalstudies.org](mailto:fersa@regionalstudies.org)

Non-shortlisted applicants 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, including research proposal and dissemination plan (maximum of 2,000 words)
- Detailed budget
- CV of applicant and List of Publications (3-6 pages long)

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 [fersa@regionalstudies.org](mailto:fersa@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% because 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 or/and Executive Group for decision.

The research is normally expected to commence from December 2023 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 (HEI).

### **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. We regret that as a micro-research funder, and a registered charity relying in large part on the volunteer labour of our members who are mostly academics, the Association is not able to offer feedback on applications.

### **Expectations and obligations**

The grant holder will be expected to play an RSA ambassadorial role during the duration of the grant – this may include speaking about the grant scheme at RSA events, writing short pieces for our e-Zine *Regions*, the RSA Blog, RSA website, Facebook or Twitter and making other nonspecific contributions to the profile of the Association.

## General Grant Conditions, Terms and Eligibility requirements

- A. This award is open to Fellows of the RSA only. RSA Fellows are individual members who have been continuous members for a minimum of 5 years and who have also been defined as “active members”. This means that they have contributed to the life of the Association through serving on the Board or committees, have spoken at conferences, have applied for grants and other forms of funding etc.
- B. The FeRSA is provided to support a discrete piece of regional studies and/or regional science research. The value of the award is up to £7,500 (or its equivalent in dollars or euros, for your information, c. \$10,500; c. €8,900). 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. Applicants must be members of the Association and remain in membership throughout the period of the grant and reporting period. Recipients of this grant must be a member of the Regional Studies Association at the time of application and remain a member until the end of the reporting period and acceptance of the end of award report whichever is the latest.
- D. Members may change the type of membership during the grant except that Corporate members are not eligible for funding. For clarity, corporate members may not apply for this award either as organisations and nor may individuals as representatives of corporate members.
- E. Members in any territorial band may apply for grant funding.
- F. The FeRSA Grant will only be allocated to a single researcher. Co-authored or team applications are not eligible.
- G. Grants will normally 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.
- H. The grant will be administered through the 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, data protection regulation and ethics of their employing institutions.
- I. 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. Only one FeRSA Grant is possible per member.
- J. No co-funding is possible.
- K. 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.
- L. Only one reapplication is allowed. Where referees’ comments have been given to the applicant, these should be addressed in any re-application. Note there is no obligation on the Association to give feedback on applications and discussion will not be entered into.
- 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 FeRSA Research 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:
  - a. career responsibility;

- b. disruption due to international relocation for research employment not exceeding 3 months per international relocation;
- c. illness;
- d. maternity or parental leave; and/or
- e. unemployment, or non-research employment for a total of one year.

### Non-Eligibility

You may not apply for this grant if:

- You are a postdoctoral researcher supported on a senior investigator's funding;
- You do not hold Fellowship (FeRSA) status on your RSA membership at the time of application;
- You are not active RSA member;
- You have already been awarded an Early Career, FeRSA or MeRSA Research Grants.
- Corporate members of the RSA are not eligible to apply for this funding.

RSA 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 Travel grant may not apply for the FeRSA 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 only one of the RSA Individual Research Grants (Early Career, MeRSA, FeRSA). 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.

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.

### III. Reporting

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

1. **A short news article** published either in the e-Zine *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.

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

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, research summary for the website, 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.

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 <https://www.regionalstudies.org/funding/fellowship-research-grant-scheme/>

#### 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

Funds may be spent to cover the direct expenses incurred in planning, conducting, and developing the research, including but not limited to:

- 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 £1,875
- Research assistance up to £3,750
- 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 FeRSA 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 FeRSA 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.

A detailed budget was submitted as part of the application form. The budget is a part of the research contract and applicants should expect to spend the money in accordance with what was set out and spending outside this parameter may not be reimbursed. Any budget changes should be communicated to the RSA in advance and are subject to approval. Please note, that if the grant holder does not fulfil all the requirements, the RSA reserves the right not to refund claims.

### **Payment schedule**

A first payment of £3,500 (or its equivalent in dollars or euros) will be paid at the commencement of the grant with any remainder of the grant up to a maximum of £7,500 to be invoiced by the HEI. The final payment will be made only on acceptance of the end of award report by Research Committee. In case the Research Committee finds the report unsatisfactory, 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 in the normal way 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.

In addition to the formal end of award report the RSA may require short contributions that may be published in any one or more of our membership publications - *Regions* and/or on the RSA website, blog, Twitter, LinkedIn or Facebook or through other channels, as appropriate and agreed with the grant holder.

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 RSA Fellowship Research Grant scheme are encouraged to ensure that the outcomes of research investment are used to the benefit of the regional studies and/or regional science international community and should inform the Association where research materials are deposited.

## VI. Ethics, misconduct and liabilities

The RSA accepts no responsibility for the views or opinions expressed by the grant holder. 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.

### GDPR (General Data Protection Regulation)

It is the HEI's responsibility to ensure that the research complies with the all correct GDPR, the Data Protection Act and PECR (Privacy and Electronic Communications Regulations).

## VII. FAQ

### 1. Are virements between headings allowed?

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

### 2. Can members hold more than one RSA 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 FeRSA 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 Fellowship 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 Fellowship 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 [fersa@regionalstudies.org](mailto:fersa@regionalstudies.org) or by telephoning +44 (0)1273 698 017.