**GALA Outreach Fund, 2019–20 (Academic & Professional Staff)**

The GALA Outreach Fund is intended to support Bath Spa University staff and student engagement with GALA partners by providing support for international travel or other activities related to research or teaching collaboration, staff or student mobility, public engagement, or projects relating to the liberal arts. It can also be used to support visits by representatives from GALA partners to Bath Spa. We are particularly keen to support partnership-building and research or teaching projects that are at a very early stage of development. The GALA Outreach fund will not generally fund research in libraries and archives or attendance at a conference.

Applications should aim to expand on existing collaborations with a specific partner(s) or identify areas for new collaborations. Cross-disciplinary projects will be particularly welcomed.

Grants of £500-£1000 are available. Funding can cover travel (including visa costs), accommodation, and subsistence costs; it can also be used to pay for teaching cover. However, no honorariums or stipends can be provided.

**If the activity involves international travel, it will be your responsibility to ensure that all travellers have valid passports and are aware of relevant visa rules prior to travel.**

Any questions about eligibility or financial logistics should be directed to the Academic Director, Professor Ian Gadd.

[**List of Outreach awards made during 2018–19**](http://gala.network/blog/2019/10/25/summary-of-bath-spas-gala-outreach-awards-for-2018-19/)

The GALA Outreach Fund is available only by application to staff and students at Bath Spa University. There is a rolling application deadline. Decisions will be made with three weeks of application. The disbursement panel will consist of the GALA team, who may consult subject specialists if needed. Applications will be assessed in light of GALA’s strategic priorities and the criteria listed below. Applications for co-funding are particularly welcome.

Your application will be circulated between members of the Bath Spa GALA team for evaluative purposes. The data you provide here will also be used to monitor numbers of applications and overall costs. In addition, we will keep a list of successful applicants for internal reporting.

**All activities must be completed by 31 July 2020 to be eligible for support**. Dates of travel should be as specific as possible. Applications must be received no less than four weeks before the intended date of travel.

**Applicants are strongly encouraged to contact the Academic Director, Professor Ian Gadd, to discuss their proposed projects prior to application. He can be contacted at****i.gadd@bathspa.ac.uk.**

**Successful awards**

If you are successful, we will expect you to

* Meet with relevant representatives at the GALA partner
* Write a brief summary with pictures for the GALA website
* Provide a detailed report to the Academic Director
* Complete an anonymous feedback form

You may also be expected to provide a report or presentation to colleagues within your department/school.

If you are successful and if you give your consent, we will announce your award and activity internally (e.g. BSU This Week) and publicly (through the GALA website or email list). Please indicate this on the form.

Please note: under GDPR legislation, we will need informed consent for all individuals included in any photographs. We will supply further details along with other information when we confirm the award.

**Successful awards will be transferred to a budget and project code of your choosing: you will then claim your costs against that. You should check with your relevant administrator about how to claim back costs against this budget code (e.g. eligible costs, need for receipts, cash advances). You should not book travel or claim expenses against the GALA budget code.**

GALA will not be responsible for any extra costs due to travel ‘mistakes’ (e.g. expired passport, failure to confirm relevant visa requirements, missed flights due to oversight etc).

In advance of travel you will need to

* complete a risk assessment to be signed off by your line-manager
* inform insurance@bathspa.ac.uk of your flight details

You will be briefed about GALA and its activities prior to travel, and on your return.

**Current GALA members**

Addis Ababa University, Ethiopia

Bath Spa University, UK

Beijing Foreign Studies University, China

Catholic University of Eastern Africa, Kenya

Claremont Graduate University, USA

Columbia College Chicago, USA

Communication University of China, China

Concordia University, Canada

National Institute of Design, India

National Taiwan University of the Arts, Taiwan

Queensland University of Technology, Australia

RANEPA, Moscow, Russia

SWPS University of Social Sciences and Humanities, Poland

SUNY Geneseo, USA

University of Adelaide, Australia

University of Namibia, Namibia

University of Parma, Italy

University of Stockholm, Sweden

University of Udine, Italy

University of Utrecht, The Netherlands

University of Witwatersrand, South Africa

University College Utrecht, The Netherlands

University College Roosevelt, The Netherlands

**Application process**

Staff applications need the prior approval of their line-manager and (for academic staff) the relevant Head of School. Professional staff may apply but some financial support from their department will be expected.

Group applications are acceptable.

The application will be assessed against the following criteria:

* Are the scope and plan for the activity/visit clear and feasible?
* What are the long-term goals of the activity/visit and how will the activity/visit contribute towards them?
* How will the proposed activity/visit support GALA’s goals of facilitating sustained collaboration in teaching and research, supporting student and staff international engagement, and/or promoting liberal arts education in a transnational context?
* How will the proposed activity/visit promote creative entrepreneurship, social and civic engagement, and/or global citizenship?
* How will the proposed activity/visit benefit Bath Spa University?
* How will the proposed activity/visit benefit the applicant’s work/teaching/research/career development?

Please submit your application to GALA’s Academic Director, Professor Ian Gadd: i.gadd@bathspa.ac.uk.

**Please note:**

All staff will need the signed approval of their line-manager. Academic staff will also need the signed approval of their Head of School.

|  |
| --- |
| **Part 1: Personal Details** ***This data is collected so that we can identify and contact you regarding this application and the programme itself.*** |
| Name: |  |
| Department/School: |  |
| Job title: |  |
| Bath Spa email address:*To double check that we do not contact another person with the same name in error.* |  |
| Who is your line manager or supervisor? |  |
| Have you been supported by GALA before? | **Yes / No** |
| If successful, the award will need to be transferred to a relevant budget in your department/school. Please advise on what budget and project code we should use | **Department** | **Project** |
| *e.g. M68* | *e.g. CORE* |
|  |  |
| If we have questions about the budget and project code, who should we contact in your departmental/school administrative team: |  |
| If you are successful, are you happy for us to: |
| Announce your award internally within Bath Spa? | **Yes / No** |
| Announce your award publicly on the GALA website/social media/email list?  | **Yes / No** |
| Contribute a summary of your experience on the GALA website? | **Yes / No** |
| List your name and a brief description of the award in our public annual report? | **Yes / No** |
| If you have any concerns about the promotion of your award and activity, please indicate this here: |  |
| Would you like to be kept informed about future GALA activities, events, and opportunities? | **Yes / No** |

|  |
| --- |
| **Part 2: Type of Application** ***This data is collected so that we can properly assess your application.*** |
| Is this a joint application with one or more staff colleagues? If so, please provide their details (including email): |  |
| Are you applying on behalf of a colleague or colleagues at a GALA partner? If so, please provide their details (including email): |  |
| Are you looking for full funding or part-funding? |  |
| What other funding are you applying for (if any)? |  |

|  |
| --- |
| **Part 3: Proposed Budget** ***This data is collected so that we can properly assess your application.*** |
| Please provide as much detail as possible regarding likely costs, and indicate whether costs are estimated; teaching relief should be costed at £50 per hour: |
|  |

|  |
| --- |
| **Part 4: Proposed Activity** ***This data is collected so that we can properly assess your application.*** |
| Which GALA partner(s) do you wish to engage with:  |  |
| Please provide the details of any individuals at the relevant partner(s) with whom you will be working as part of this activity: |  |
| Do you have a specific date(s) in mind: |  |
| Will the activity be completed by 31 July 2020: | **Yes / No** |
| If the activity involves international travel, please confirm that all travellers have valid passports with at least six months remaining, and are aware of the relevant visa regulations | **Yes / No** |
| Please describe the proposed activity, its immediate and long-term goals, and how it will support GALA, Bath Spa University, and your/your colleague(s)/your student(s) work/research/teaching/career development: *(750 words max):* |
|  |

|  |
| --- |
| **Part 5: Line Manager Approval***Electronic (included typed) signatures are acceptable.* |
| I approve this application for mobility as detailed above as part of the GALA Outreach Programme. I understand that, if successful, the award will be transferred into the budget code given on p.4. Expenses can *only* be claimed from this budget code and *not* from the GALA budget.I understand that any overspend above the allocated GALA Outreach award will not be reimbursed (and will be at the expense of the department):Name of Line Manager:Signed: Date:  |
| (Academic staff only)Name of Head of School:Signed: Date:  |

*Updated 25 October 2019*