**DHS Research Publication Grant**

The Research Publication Grant is awarded by the DHS annually to assist those engaged in design history research with the publication of their research in research-based outputs such as peer-reviewed journal articles or books published by a university press or museum institution. The grant can be used to assist with the following costs for publications solely or collaboratively authored or edited by the applicant:

* Cost of reproduction and permission clearance to use copyrighted images in publications.
* Production subvention costs issued by the publisher
* Payment to individuals (not the author or editor) for proofreading and/or indexing of publications.

A total of **£3,000** is awarded annually for the Research Publication Grant. This sum is divided amongst several applications deemed of high merit, at the discretion of a judging panel drawn from the DHS Executive Committee. Parts of a request might be funded and others rejected. The total project budget may be of any size, but individual applicant’s funding requests cannot exceed **£1,000**. Applicants are required to give as detailed and evidenced a budget as possible. A full description of the award, including eligibility, assessment criteria and all other details can be found in the Guidance Notes at the end of this document.

The Research Publication Grant is only open to DHS members. To join or renew membership please see the [DHS website](http://www.designhistorysociety.org/about/join_%26_renew/index.html).

Please send your completed application form by **15th January** via email to DHS administrator (designhistorysociety@gmail.com).

All applicants will be notified of the outcome of their submission within **6 weeks** of the application deadline.

**SECTION 1: Research Grant Application Summary**

|  |
| --- |
| **1. Publication Title:**  |
|  |
| **2. Name(s) of Applicant(s):** |
|  |
| **3. Name of Institution and Position of Applicant(s) (or put independent scholar as appropriate):** |
|  |
| **4. Postal Address of Primary Applicant:** |
|  |
| **5. Email address of Primary Applicant:** |
|  |
| **6. Telephone Number of Primary Applicant:** |
|  |
| **7. DHS Membership Number(s) of Applicant(s)** |
|  |
| **8. Amount requested (£1,000 maximum):** |
|  |

**SECTION 2: Project Description**

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| --- |
| **1. Publication format (e.g. monograph, chapter in edited volume or peer-reviewed journal article):** |
|  |
| **2. Name of Journal or Publisher (or equivalent):** |
|  |
| **3. Role of Applicant(s) (author or editor):** |
|  |
| **4. Additional Contributors to Publication (if any):** |
|  |
| **5. Scheduled Publication Date. Please attach written evidence from publisher:** |
|  |
| **6**. **Abstract (max 300 words). Please include details of research questions, methods and sources:** |
|  |
| **7. Description of Intended Audience (max 100 words):** |
|  |

**SECTION 3: Rationale**

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| --- |
| **1. State the intellectual rationale for the research project and its support by the DHS. Make particular reference to project’s original and significant contribution to design history (max 250 words):** |
|  |
| **2. Describe the research project’s contribution to the activities and aims of the Design History Society (please see the** [**DHS website**](http://www.designhistorysociety.org/) **for details of events) (max 100 words):**  |
|  |
| **3. Competence and Track Record. Please provide details of relevant existing publications or other outputs/activities (max 100 words):** |
|  |

**SECTION 4: Budget**

|  |
| --- |
| **1. Please describe and itemize the use of all funds to be supported by the Grant:** |
|  |
| **2. For applications relating to image costs, please provide a numbered list of illustrations agreed for publication. Include brief source/permission details. (Attach as a separate document if preferred):** |
|  |
| **3. ALL applications: please attach clearly presented invoices, receipts and other written evidence of costs for ALL requested funds. Use the space below for any explanation as necessary.** |
|  |

**SECTION 5: Other Funding**

|  |
| --- |
| **1. List any DHS Grant previously received by the principal applicant (for this or any previous project):** |
|  |
| **2. List any other awards or support received by the applicant for this publication:** |
|  |

**Application declaration**

I confirm that all of the above application is an accurate representation of the research publication and associated costs. I confirm that I will acknowledge the DHS in any public presentation that has used the research made possible by the Grant, and I will submit an article on the research and/or publication to the DHS as outlined in the Guidance Notes. I confirm that I will communicate any change in the research and intended use of funds immediately to the DHS. I understand that the DHS reserves the right to withdraw, withhold or request reimbursement, of the grant.

**Checklist: please ensure you have attached the following:**

**☐** Evidence of scheduled publication within 18 months

**☐** List of agreed illustrations (if not included in application form)

**☐** Invoices or other evidence of individual image costs

**Signed:…………………………………………………….……………**

**Date:……………………………………**

**DHS Research Publication Grant Guidance Notes**

These notes have been produce to guide applicants in the submission process. Please contact the DHS administrator with any further queries.

**1. The Grant
1.a** The Research Publication Grant is awarded by the DHS annually to assist those engaged in design history research with the publication of their research in research-based outputs such as peer-reviewed journal articles or books published by a university press or museum institution.The award of the Research Publication Grant is part of the Society’s aim to promote and support scholarship in the field of design history and to play a role in shaping an inclusive field. In particular, the DHS aims to support high quality, original research activity that has the potential to have a significant or transformative impact on their subject area and beyond.

**1.c** A total fund of **£3,000** is awarded each year. This sum is divided amongst several applications deemed of high merit, at the discretion of a judging panel drawn from the DHS Executive Committee. Parts of a request might be funded and others rejected. The total project budget may be of any size, but requests for funding should not exceed **£1,000.**

**1.d** All applications must contain full and correct information about the research to be conducted. Any grant made by the DHS will be made on the basis of the research described in the application form. Any change in the research must be communicated immediately to the DHS and the DHS reserves the right to withdraw, withhold or request reimbursement of the grant.

**1.e** Payments of the Research Grant are managed through the Society's Treasurer. Where the applicant is a permanent employee of an institution, payment will be made directly to the institution. Successful applicants will be contacted by the Society’s Treasurer within two weeks of notification of the outcome of their grant in order to arrange payment. Please refer to **2.e** for details regarding the notification of the outcome of applications.

**2. The Application Process
2.a** The deadline for applications each year is midnight (GMT) of 15th January. No applications received after this date will be considered.

**2.b** All applicants are required to fill in the application form and attach the additional requested material: i) evidence of scheduled publication within 18 months ii) list of agreed illustrations (if not included in application form) iii) Invoices or other evidence of individual image costs

**2.c** Applicants are requested not to send CVs, as these will not be taken into consideration in the judging process.

**2.d** Completed application forms should be submitted by email to the DHS administrator at designhistorysociety@gmail.com

**2.e** All applicants will be notified of the outcome of their submission within six weeks of the submission deadline via email.

**3. Eligibility**

**3.a** The Research Publication Grant is only open to DHS members. Scholars located anywhere in the world - whether independently or in the employ of an institution - are welcome to join the DHS. To join or renew membership please see the [DHS website](http://www.designhistorysociety.org/about/join_%26_renew/index.html). Membership must be valid for the calendar year in which the application is submitted.

**3.b** Student submissions are not eligible; students are encouraged to apply for the [Student Research Travel Grant](http://www.designhistorysociety.org/awards/student_travel_award/index.html). Relevant applicants are encouraged to consider the other awards available on the DHS website. Applicants can only apply for one Grant per calendar year.

**3.c** The Research Publication Grant can be used to assist with the following costs for publications solely or collaboratively authored or edited by the applicant: cost of reproduction and permission clearance to use copyrighted images in publications; production subvention costs issued by the publisher; payment to individuals (not the author or editor) for proofreading and/or indexing of publications.

**3.d** Unsuitable costs might include but are not limited to: costs incurred for online-only publications; publications not available in the English language; teaching cover.

**3. e** For image-related applications, the applicant is required to submit a numbered list of illustrations agreed for publication along a list of individual image costs. All applicants are required to attached clearly presented invoices, receipts and other written evidence of costs for ALL requested funds.

**3.f** The applicant is required to submit written evidence that the publication is scheduled to be published within 18 months of the application deadline.

**3. g** Only one application per author, editor or publication will be considered once per year.

**4. Assessment Criteria**

The DHS Research Grants are assessed by a judging panel composed of trustees on the DHS Executive Committee. In particular, the Society aims to support research activity that cannot be effectively or entirely funded through other funding avenues.Applications are judged on the following criteria:

**4.a** Inter-disciplinary projects are welcomed providing they demonstrate a genuine focus upon design history. Applications involving collaborations across multiple institutions, localities and/or constituencies are especially encouraged.

**4.b.** Clearly articulated and appropriate research questions and methods

**4.c** Specificity is essential: priority will be given to applicants who provide sufficient, detailed information of the specific content and context of the outlined research, a clear and accurate budget detailing the proposed use of funds, the planned outputs and outcomes, the rationale for the research activity and its contribution to the field of design history and the DHS.

**4.d** Feasibility of outcomes

**4.e** Value for money and justification of costs and DHS support

**4.f** Qualifications of applicant(s) to conduct the proposed research including close following of application criteria and process.

**4.g** Direct contribution to the activities and aims of the Design History Society (please see the [DHS website](http://www.designhistorysociety.org/) for details of events)

**5. Dissemination**

**5.a** You are encourage to disseminate your research and its outcomes to as wide an audience as possible – you should therefore specify the intended audiences and proposed output formats.

**5.b** Recipients of a Research Grant must provide an article relating to their project to be published in the Design History Society Newsletter and on the DHS website within 6 months of notification of receipt of the award. Recipients are to send articles (300 - 500 words), preferably illustrated, via email to the DHS administrator. If the nature of the research funded prohibits this deadline, recipients are to get in contact to discuss an alternative submission date.

**5.c** If possible, a copy of any publication (including conference proceedings) that results from the Grant must be sent to the DHS’s offices at Cowcross Street.

**5.d.** Recipients must acknowledge the contribution of the DHS through the inclusion of the Society’s logo in any published or public presentation. Logos can be obtained from the DHS administrator.

**6. General guidelines for DHS grants;**

* the DHS grants do not fund retrospective costs.
* in submitting applications, institutional emails are preferred for anyone affiliated to an institution.
* awardees are asked to consult with the Society's administrator for any variation of use in grants.
* awardees must submit receipts to the administrator with every applicant's final blog post.
* amounts exceeding the pre-agreed funding budget will not be reimbursed.