**Research Access Award for Students Guidance Notes**

These notes have been produce to guide applicants in the submission process. Please contact the Design History Society administrator at: designhistorysociety@gmail.com if you have any queries further to the below.

**1. The Award**

**1.a** The Research Access Award for Students is awarded by the DHS bi-annually to encourage debate and research activity in design history. The Student Travel Award is part of the Society’s aim to promote and support scholarship in the field of design history and 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.b** A fund of up to £3,000 is awarded twice a 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 individual funding should not exceed £500.

**1.c** All applications must contain full and correct information about the research to be conducted. Any grant made by the DHS will be given towards 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.d** Payments of the Research Access Award for Students are managed through the Society's Treasurer. 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 deadlines for applications is **midnight (GMT) of 15 January and 25 April 2021**. No applications submitted after these dates will be considered.

**2.b** All applicants are required to fill in the application form. The application form can be downloaded from the DHS website or requested via email from the DHS administrator at: **designhistorysociety@gmail.com**.

**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: **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 Access Award for Students is open to all students in the field of design history. This is open to all undergraduate and postgraduate scholars internationally. Cross and inter-disciplinary research is also considered, providing it has a design history focus.

**3.b** Student scholars are also encouraged to apply for the Essay prize award or towards the Day Seminar award, which is open to both students and scholars.

**3.c** The Research Access Award for Students may be used towards the costs incurred for travel, accommodation and other research expenses (eg. photocopying costs, library membership etc ). It can be used for conference travel and fees, but not for the Design History Society conference, of which a separate fund is available.

**3.d** Unsuitable costs might include, but are not limited to: equipment, subsistence (food and drink), employment of other persons to conduct research, higher than standard class travel or accommodation.

**3.e** Applicants are required to give as detailed a budget as possible, including a clear identification and itemisation of the proposed costs.

**4. Assessment Criteria**

The Research Access Award for Students is assessed by a judging panel composed of trustees on the DHS Executive Committee. Applications are judged on the following criteria:

* 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.
* impact the award will make on the student’s research
* articulated and appropriate research questions and methods
* contribution to the aims and activities of the Design History Society. (please see the DHS website for details of events) The Society aims to support research activity that cannot be effectively or entirely funded through other funding avenues.
* qualifications of the applicant to conduct the proposed research
* feasibility of outcomes
* value for money and justification of costs

Specificity is encouraged: priority will be given to applicants who provide sufficient, detailed information of the specific content and context of the outlined research, the intended use of funds, the planned outputs and outcomes, the rationale for the research activity proposed and its contribution to the field of design history and the Design History Society.

**5. Dissemination**

**5.a** Recipients of a Research Access Award for Students must provide a report of their visit/research relating to their project to be published in the Design History Society Newsletter and/or on the DHS website, within 6 months of notification of receipt of the award. Recipients are to send articles of up to 1,000 words, with a copy-right free image plus a caption, via email to the Student Officer. If the nature of the research funded prohibits this deadline, recipients are to contact the Research Grant Officer to discuss an alternative submission date.

**5.b** A copy of any publication that is the result of the DHS Research Grant must be sent to the DHS Administrator for inclusion in the Design History Society Archive.

**Key Dates:**

* Deadline for applications: **15 January and 25 April 2021**
* Notification of acceptance: within a month
* Delivery of article: 31 August and 31 January

**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.