

Association of Teacher Education in Europe

RESEARCH AND DEVELOPMENT COMMUNITY SUPPORT FUND:

FINANCIAL SUPPORT FOR RESEARCH/SCHOLARLY ACTIVITY FOR RESEARCH AND DEVELOPMENT COMMUNITIES AND THEIR MEMBERSHIP

Introduction: Research and scholarly pursuits underpin the activities of a Research and Development Community (RDC). The Association of Teacher Education in Europe (hereafter the Association) is committed to encouraging these types of pursuits amongst all its RDCs and their members. To this end, the Research and Development Community Support Fund aims to promote activities that will support and inform the work of an RDC and its members. The maximum amount of funding for any individual project is 3,000 Euros (including any payable taxes). This funding may cover a specific project for a well-established RDC or as a start-up fund for a newly formed RDC that wants to develop itself and its membership. The AC invites RDCs to collaborate and join forces to submit a project. The AC will evaluate a joint project from two or more RDCs. An RDC is eligible to apply for funding as long as they have submitted their report, and there is no history of previously submitting an illegal application for any funding. The scheme and its operation will be reviewed annually.

Procedure:

1. Each year that this scheme is in operation, all eligible RDCs will be invited to apply for sponsorship of a project that will develop their scholarly achievements and/or their profile as active researchers. The project may be an individual one, or it may be collaborative, and it could also involve members from more than one RDC working together.
2. Each year there will be an opportunity for an RDC to submit proposed projects to the Administrative Council of the Association for consideration. The Administrative Council will normally announce in January the calendar for applications.
3. Applications for financial support will be via a standard pro-forma (see attached). They will be considered by the Administrative Council of the Association.
4. At least one application form is required for each project. Where a project is a collaborative one undertaken by more than one RDC, or where there is to be collaboration between members from more than one RDC funding may be combined, and a copy will be required for each participant. These forms can be identical in all respects other than sections 1 and 2 (which will have to be completed differently for each person involved), and they must have sections 14 and 15 signed accordingly.

5. When awarding funds to support project proposals, the Administrative Council will take into consideration what they see as
 - The number of ATEE members involved in the project;
 - the feasibility of the proposed project and the value of its expected outcomes;
 - the capacity of the proposer(s) to deliver the outcomes to an agreed standard and time-scale;
 - “value for money” in terms of the way, either directly or indirectly, the project’s contribution to the enhancement of the RDC and the Association;
 - Cooperation with other RDCs.

6. Depending on overall demand for support and on the funds available, payment of an award may be delayed. The annual allocation of the set sum available from the Association’s funds to support projects will be on a “first come, first served” basis. If necessary, later applicants who have been approved for support will be on a waiting list and they will receive funding only when if and when the resources become available.

7. If an RDC feels that they have been unreasonably excluded from an opportunity for support, that Chair(s) can make an appeal to the Administrative Council of the Association. If the matter is not satisfactorily resolved for all parties, the matter will be referred to the Ethical Committee.

8. Awards will be made for the anticipated duration of the project, but where that exceeds six calendar months, continued support will be dependent upon submission of a satisfactory progress report (the nature of which will be specified in the formal notification of a sponsorship award).

9. In accepting funds for scholarly activity or research project, the RDC is taken as making a serious commitment to generating the outcomes anticipated. The Administrative Council (or the panel on its behalf) therefore reserves the right to withhold payments where evidence of such a commitment cannot be provided.

10. Please note that the Association reserves all rights over the outcomes of the research that it sponsors, and it retains ownership of that work. Those seeking Association funding are therefore strongly advised to ensure that no exclusivity clause in their employment contract applies to this particular work. Unless it is previously agreed otherwise in writing, acceptance of funding from the Association also entails agreement to comply with this condition.

SUMMARY

Maximum amount	3,000 EUR for each project (including any payable taxes)
Important dates for 2022/23	<ul style="list-style-type: none"> - application deadline: 30/06/2022 - period for carrying out the project: 01/07/2022 - 30/06/2023
Examples of possible activities eligible for funding:	<ul style="list-style-type: none"> - Joint studies/researches involving ATEE members; - Organisation of online events, such as webinars and short conferences; - Publication of open-access articles (at least three RDCs members or jointly with another RDC); - Publication of books grounded in the RDCs (subject to the ATEE books policy and peer-review process); - Speakers' fees for the RDCs activities at the ATEE conferences; - Expenses to improve the RDCs webpages in the ATEE website (webmaster's invoices); - Cooperation within RDCs to publish a call for submissions, call for chapters, etc; - Extra-nights after or before the ATEE conferences to plan activities or attend meetings ; - Online interactive activities that require professional support.
Reports	<p>The Chairs shall submit:</p> <ul style="list-style-type: none"> - Any relevant invoice prior to payment; - A detailed report with an accurate description of outcomes - An accurate financial report with expenses and supporting documents, e.g; receipts/invoices of travels/accommodations, etc.

Payments	<ul style="list-style-type: none"> - 60% payable within one month of a project being approved. - 40% payable upon receipt of a satisfactory narrative and financial reports upon completion of the project.
Evaluation Criteria	<ul style="list-style-type: none"> - Involvement of a high number of ATEE members - Impact and relevance of the project - Clearly stated aims and outcomes that specific, measurable, realistic, and time-bound. - Potential contribution to the growth of the Association - Contribution to the long-term maintenance of the RDC(s)

Please note that the financial report shall be reported in the RDC webpages and submitted to the ATEE General Assembly for approval together with the yearly financial report.

The Association for Teacher Education in Europe

Application for financial support for
scholarly activity and/or research projects.

Please note: In order to keep applications manageable and comparable, please use this form as printed (with a minimum 10 point font over no more than three sides of A4).

The form is available as a word document from the ATEE website at the RDCs dashboard, but submissions that exceed the maximum specified length will be returned to conform with the requirement.

Applicant:

RDC name _____

Contact details

Tel (work) _____ email _____

Title of Proposed Project:

Project Aims: *(including, where appropriate, the research question). Only broad aims and basic intentions are required here.*

Project Objectives: *(Please indicate here the broad objectives that are to be achieved in pursuing the aims of the project).*

Rationale and anticipated impact: *(please indicate (i) Perceived need for the project, (ii) justification of selected approach, (iii) links with relevant and related work, (iv) expected benefits to the RDC and the Association v) contribution to knowledge about teacher education vi) impact on teacher education practice and/or policy*

(i)

(ii)

(iii)

(iv)

v)

vi)

Methodology: *(Please outline the activities and methods to be adopted in pursuing the project and explain and justify choices made)*

Project participants: *(Please list (i) all participating ATEE members involved, starting with a designated Project Leader, (ii) others who will be involved, indicating their role and expected contribution). NB Collaborative projects require a copy of this form (carrying the endorsement of the submission from the Chair of the RDC, for each RDC partner involved).*

Project schedule:

Expected Start Date:

Expected End Date:

Project funding requirements: *(Please specify the activities and sums required under the headings below)*

Please note below any particular financial features or implications of the project:

The RDC Chair/Co-Chair

Verification of applicant's commitment _____ (signature)

Endorsement of the project as one seen as feasible, within the capabilities of the member(s) proposing to undertake it and calculated to enhance the experiences of RDC members.

_____ (signature)

Applicant:

I understand that, in signing this application, a serious commitment to pursuing the project detailed above is being made. Further, I am fully aware that progress will be monitored, and continuing financial support is subject to satisfactory periodic review.

_____ (signature)

**Completed forms should be converted to PDF format and sent to Mariagrazia Tagliabue
(email: secretariat@atee.education) as an email attachment.**

DECLARATION ON HONOUR

I, the undersigned, hereby request for a grant for 2022/2023 from the Association for Teacher Education in Europe for the operating costs covered by this application.

I certify that all information contained in this application, including the description of the work programme, is correct to the best of my knowledge and that I am aware of the content of the annexes to the online application form.

I certify that any activity or research projects funded by this grant are carried out on behalf of the ATEE - Association for Teacher Education in Europe with registered address in Brussels - Belgium - Rue de la presse 4.

I am aware that any output of this research is the sole property of the ATEE - Association for Teacher Education in Europe, and any relevant contract for the publication of books, articles, etc. shall be approved by the Administrative Council of the same and signed by its legal representative in compliance with the [Belgian Laws](#). Any income arising from the publication will be the sole property of the Association (e.g.; royalties).

I engage myself to mention the name and legal address of the Association in any relevant document or publication funded by this grant in compliance with the [Belgian Laws](#).

I am aware that contents, design, text, graphics, images, logos, buttons, icons, interfaces, audio and video clips, and the selection and arrangements thereof are the exclusive property of ATEE - Association for Teacher Education in Europe, and are protected by Belgian and international copyright laws.

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Read and approved

Date

Full name and signature