



The Institute of Ismaili Studies

## ALUMNI RESEARCH GRANT

*Terms of Reference – As of 1<sup>st</sup> January 2020*

- The Institute of Ismaili Studies has established the *Alumni Research Grant (ARG)* to support the academic and professional development of IIS alumni who wish to present papers, publish their work, or undertake further research following their studies at the IIS.
- Alumni are encouraged to apply for the ARG if they are seeking funding for conducting field research studies, publishing monographs and articles, presenting research papers at academic conferences, or completing courses that directly contribute to the alumnus/na's current research and professional activities.
- There are two categories for ARG funding: (1) field research studies and publications; and (2) conferences and courses. ARG funding for conducting field research studies or the publication of monographs and articles is set at a maximum amount of £1,000. For the funding of research presentations at academic conferences and courses, the maximum funding is £500. The amount of funding received by any alumnus/na will be according to actual costs and not the maximum grant amount, with the submission of proof of costs (e.g., confirmation letters and receipts).
- The deadlines for ARG applications will be at **5 pm on the final working day (Friday) of April, July, and November**. These dates may be subject to change year-on-year, and any changes in dates will be communicated at the beginning of every year.
- All applications received during the preceding quarter will be reviewed by the Alumni Grant Committee (AGC), appointed by the IIS and comprising four of its scholars. The members of the Alumni Grant Committee will communicate their recommendations to the IIS Co-Director who will make the final decision on the application.
- A decision is aimed at being communicated to the alumnus/na within two weeks following the deadline for each quarter (i.e., final working day of April, July, and November).
- Alumni who have received an ARG are not eligible for funding for a further grant for a period of three years.

### Conditions

- All decisions regarding the acceptance and rejection of an ARG application by the AGC and the IIS Co-Director are final.
- ARG is awarded to the named alumnus/na conducting field research, presenting at an academic conference, publishing an article or monograph, or undertaking a relevant course.
- All decisions will be on the merit of the application and are blind-reviewed by each member of the AGC; all personally identifiable information will be removed from the application when processed by the IIS Alumni Relations Unit and submitted to the AGC.



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- ARG applications will be limited to one of the following: one (1) field research study, one (1) article or book for publication, one (1) academic conference to present research papers, **or** one (1) course directly related to a current research project.
- Applications will not be accepted with the request for multiple or combined funding for further research (e.g., £1,000 funding for field research and publication AND £500 for conference funding). Alumni must select and apply only for one of the categories of grant funding only in the application in a given time.
- Courses may include those available online or at a higher education institution in areas (but not limited to) of methodology, subject-matter relevant to a current research project (i.e., for field research or research publications), or for developing language proficiency that support further research activities (e.g., conducting field studies or publishing research). Evidence of current research activities (e.g., research proposals) with a statement of justification is required, and a certificate of completion is required to be submitted following completion of the course. Conditional acceptance will be given to successful ARG applications for courses, and the funding will be awarded to the alumnus/na following the submission of the official certificate of completion (to be sent directly by the institution or the online course platform to the IIS Alumni Relations Office).
- All applications for conference funding should be submitted as early as possible, preferably at least four months prior to the date of the conference. Requests for urgent processing outside the timeframes indicated above will not be entertained. Preference will be given to alumni attending conferences within their region.
- The AGC will not consider applications for conference funding to present papers or field research project reports, including dissertations, that are undertaken by the alumnus/na as part of their graduate programme at the IIS.
- If further research (i.e., field research study, publication, paper for conference presentation, or course) builds upon research from studies at the IIS then the alumnus/na is required to provide evidence of work from the IIS (i.e., papers or reports) and current research documents with a statement of justification that their current research demonstrates a significant development from the work undertaken while studying at the IIS.
- The alumnus/na is required to supply the Alumni Relations Unit with a detailed abstract/report, along with an assessment of the contribution made by the alumnus/na, together with a final statement of expenditure, within one month of the conclusion of the project/conference. The alumnus/na who were awarded grant have to sign a statement confirming that they would report the outcome of their undertaking to the ARU. The name of the successful candidates/grantees will appear in the Alumni Newsletter/Bulletin.
- If the project/conference participation does not materialize for unexpected reasons, the candidate should notify the Alumni Relations Unit immediately and return the funds.



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## **Application Process**

- Applicants are to complete and submit their ARG application form online at: <https://portal.iis.ac.uk/limesurvey/index.php/174542?lang=en>
- Applications are processed by the IIS Alumni Relations Unit before being sent to the AGC to ensure all conditions and requirements are met. Incomplete applications will not be considered and no further changes to the application will be allowed following the submission of the application.
- Applications will be reviewed following each deadline where the AGC will meet to discuss and give their recommendations on all applications.
- Applicants are required to provide all information relevant to the research project, conference, publication, or course – please include acceptance letters and/or publication contracts, and web links (in the case of courses and conferences) in the application.

*Please note:* Applications submitted without the above requested documentation will not be considered by the Alumni Grant Committee. Completed applications must arrive at the IIS no later than 5 pm of the deadline date for each quarter. Late applications will be considered in the following quarter, if applicable. Please plan your application submission accordingly.

For any further queries about the Alumni Research Grant Terms of Reference or the application process, please contact the IIS Alumni Relations Office at [alumni@iis.ac.uk](mailto:alumni@iis.ac.uk).