- **Further requirements:**

  o Administrative support for financial processing must be available from your home department(s)
  o A brief project description for the IAS website must be submitted before the work starts. If you require publicity for any of your workshops, please supply the relevant material in good time (at least one month before the event)
  o Acknowledgement should be made of IAS support in any workshop literature or project publication; any online details of the project should include a hyperlink to the IAS website (http://www.ucl.ac.uk/institute-of-advanced-studies)
  o Communication should be maintained with the IAS Events Curator & Communications Officer during the project to enable reporting and/or publicity on IAS website and social media (i.e. advance dates on when workshops will take place, use of the hashtag IAS on award h own social media posts)
  o   https://www.ucl.ac.uk/finance/policies-procedures/expenses-policy

Selection criteria

- Rigour and ambition of the proposed interdisciplinary research project
- Effectiveness and cohesion of the research team
- Coherence of the programme of workshops
- Capacity to create lasting outputs

3. Use of funds

Amount requested:	
Breakdown of costs: (Provide an indicative breakdown of your projected expenditure on the workshops: how they will be organised and what you will spend the money on)	

4. Conditions of award

I accept the following conditions (please tick box):	I confirm that, if successful, I will forward the name and contact details of the local department Administrator responsible for Inter-Departmental Transfers IDTs (https://www.ucl.ac.uk/finance/myfinance/idt) to Catherine Stokes within three months of the project being selected for funding, so that the necessary transfer of funds can be made upon receipt of the final expenditure report after the event has taken place.	

5. Signature of the lead applicant

Signature	Date of submission

Submission of applications

Applications should be submitted via email (form to be signed and scanned), and all enquiries directed to: IAS Administrator Catherine Stokes, c.stokes@ucl.ac.uk.

When submitting your application, please also CC the email to your local department Administrator responsible for IDTs.