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للعلوم الاجتماعية

Arab Council
for the Social Sciences
Conseil Arabe
pour les Sciences Sociales

ACSS Small Grants Program

Cycle 3 (2019)

“Youth” and “Urban Spatial Inequalities” in the Arab Region

Frequently Asked Questions

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Glossary:

Small Grants Program: SGP

Program Themes and Activities

What are the themes of the Small Grants Program?

We have defined our themes for funding in 2019 as “Youth” and “Urban Spatial Inequalities”. Youth is defined broadly as issues related to the lives and experiences of youth in the Arab region who are between the ages of 14 and 25. Urban spatial inequalities focus on issues of unequal access to various sectors, resources and rights in urban settings.

I am interested in applying for a grant that is related to the themes above but does not adhere exactly to the definitions as elaborated above. Can I still apply?

The Selection Committee will evaluate such proposals on a case-by-case basis. In your proposal, you must show a clear connection between your proposal and the theme to which it is related.

Can I apply for a SGP grant for activity that is not related to the two themes of the Program?

No. We will only fund activities that are related to the themes of the Program.

What are the kinds of activities for which I can apply for funding?

The SGP will fund five types of activities: Travel Grants to participate in conferences and workshops, Internship Grants to support applicants who have secured an internship, Research Grants to fund small-scale pilot studies, Dissemination Grants to support the dissemination of research findings, and Workshop Grants to organize workshops around the themes of the Program.

Can I apply for an activity outside the Arab region?

Applications for travel grants to conferences and workshops are accepted for being held outside the Arab region. All other activities of the SGP (pilot studies, organizing workshops, completing internships, and conducting dissemination events) must be held in the Arab region.

In the Call for Applications, you say “participation” in a conference. What do you mean?

Examples of participation include presenting a paper or a poster session, curating an exhibit, moderating a session, or giving a lecture. There are other ways to be involved in a conference, and the Committee will evaluate each application on its own merits. Please note that we will not fund attendance at a conference without presenting.

What about travel to attend workshops? Do I have to present in a workshop?

Workshops, by their nature, are participatory and thus we expect that your attendance at a workshop is going to involve participation and engagement with other attendees. We will fund attendance at a workshop even if there is no formal role on the agenda or paper presented.

What is an internship?

An internship is a (typically) short-term professional or research opportunity with an organization that allows the intern the chance to engage in meaningful work experience. These are open to students at all levels (high school, university, graduate, and post-doctoral). There are a number of websites to find internships, and the best place to look is at organizational websites.

I can't find an internship. Can the ACSS help me find one?

No. We will help support your internship by providing you with some funds to cover the costs of your internship, but you must find an internship by yourself.

I have found an unpaid internship, and would like to apply for a grant to cover the full costs of living, travel, and extra expenses for the duration of my internship? Will the SGP grant cover those costs?

The average amount of funding provided by the SGP is \$4,000. We want to encourage young professionals to have the rich experience that an internship provides and will work to assist applicants as much as we can.

What kind of research projects will you fund?

We will fund small-scale, short-term (no more than 6 months) pilot studies related to one of the two themes and that will lead to larger projects or collaborations. We welcome applications suggesting research designs using a variety of qualitative and/or quantitative research methods.

What if my project is not related to the themes of the Program or it is related to the themes but is a long-term project (longer than 6 months)? Can I still apply for an SGP Grant?

No. Please consider applying to our [Research Grants Program](#), if your project fits within the theme of the program.

What other kinds of research funding can I apply for?

The SGP will provide funding for activities that are designed to disseminate research findings, such as forums, sessions at conferences, or a public event at a university or research center.

I'd like to organize a workshop. Do you have any guidelines I must adhere to?

Yes. Your workshop must be held in the Arab region, have a majority of participants from the Arab region and must be related to one or both of the themes of the SGP, and must have tangible outcomes in research or activism. The ACSS particularly welcomes applications that link theory and research findings to practice.

What does the SGP grant cover? Conversely, what doesn't the SGP grant cover?

Budgets may include:

- **Travel Grant:** Travel to and from a conference and expenses related to the conference, including registration fees, airline ticket, hotel reservation, meal costs while at the conference, and transportation at the conference location (excluding any costs related to the research to be presented)
- **Workshop Organizing:** Costs associated with the workshop, including room rental, food & beverage, transportation, honoraria for speakers/consultants, and print materials
- **Internships:** Costs associated with travel to and from the internship and housing accommodations, and daily food allowance (as applicable)
- **Pilot Studies:** Costs associated with conducting research, including costs for transportation/commuting to and from research sites, software needed for research, books, materials, stipends for research assistants, and printing of study
- **Dissemination Event:** Costs associated with disseminating research, including room rentals, publication costs, food & beverage costs, and print materials

Budgets may not include:

- Any overhead costs (university or research center)
- Any salaries or salary replacements for staff or organizers of the workshop
- Personal salary or salary replacement or stipend for primary or secondary researcher
- Buying any computers/laptops to be used for research
- Gifts for speakers/consultants
- Any personal purchases, including clothing, accessories, and family gifts

How much funding can I apply for?

The average amount of a grant is \$4,000. All budgets are reviewed and approved by the Selection Committee, which makes decisions on the final funding amount.

Eligibility Guidelines

Am I eligible to apply for the ACSS SGP grant if I am from an Arab country but not “Arab” or do not hold the citizenship of an Arab country?

Yes. The ACSS welcomes proposals from professionals and scholars working in social science fields who are from an Arab country¹ and resident in an Arab country, even if they are citizenless or not regarded as “Arab” (by others or themselves). Applicants are eligible if they are nationals (not necessarily citizens) of an Arab country living in the Arab region (for example, citizenless Palestinians, Kurds, or other individuals/groups denied citizenship for political reasons).

I fit the criteria above, but do not live in the Arab region. Am I eligible to apply for an SGP grant?

No. The SGP grant only funds applicants who live and work in the Arab region.

Am I eligible to apply for an SGP grant if I am not from an Arab country (as noted above) but am a specialist who works on the Arab region?

No. The SGP grant will only fund professionals and scholars who are from an Arab country and reside in one of the countries of the Arab region.

¹ Algeria, Bahrain, Comoros, Djibouti, Egypt, Iraq, Jordan, Kuwait, Lebanon, Libya, Mauritania, Morocco, Oman, Palestine, Qatar, Saudi Arabia, Somalia, Sudan, Syria, Tunisia, United Arab Emirates, and Yemen.

Can I apply for a project (travel grant, internship, research, organizing workshop) within the Arab region outside of my country of citizenship or residence?

Yes.

I do not have a PhD. Am I eligible to apply for an ACSS SGP Grant?

Yes. The program is open to applicants who hold at least a Master's Degree in a core social science (or allied) field. The core social science fields are anthropology, demography, economics, education, political science, psychology and sociology. Allied disciplines include architecture, cultural studies, development studies, gender studies, geography, law, and urban planning/studies.

Do I have to work in a university (or research center) to be eligible to apply?

No. We welcome applicants from a variety of professional backgrounds, including independent researchers who are actively engaged in one of the two themes of the Program.

Can I apply if I have previously benefitted from an ACSS grant?

Yes. If the grant you have received has been closed before one year at least. Additionally, you may not hold concurrent ACSS grants.

Can I apply for more than one SGP Grant at the same time (e.g. applying to do a pilot study and a workshop, or applying for two travel grants)?

No. The goal of the grant is to offer funding for targeted activities to as many scholars and professionals as possible. Applying to more than one grant activity in the same cycle will disqualify you from the selection process.

Application Process and Materials

How do I apply for the ACSS SGP grant?

Applicants must submit an online application through the [ACSS applications platform](#).

It is not possible for me to submit an online application due to technical difficulties. Does this mean I cannot apply for the SGP grant?

No. In extenuating circumstances the ACSS will accept a paper application. If you wish to discuss this option, you must contact ACSS staff (grants@theacss.org) well in advance of the particular Round deadline to obtain additional instructions on how to submit a non-electronic application.

Do I need to complete the on-line application all at once?

No. You may return to the on-line application as many times as necessary between when you start the application and the deadline. Be sure to save your work after you finish each section of the application – the online application will contain detailed instructions on how to do this. Once the application has been submitted, you will no longer be able to alter the information.

Can I ask for feedback on my application before submission?

Yes and no. The ACSS will provide applicants with general feedback on whether their proposed subject falls under the Call's theme, fulfills eligibility requirements and specific issues regarding the application materials requested. However, applicants will not be provided with feedback on the content and quality of their application and narrative proposal.

What materials will I have to submit for my application?

Every application for an SGP Grant will require the completion of the online application form (contact and biographical contact information for the applicant), the CV/resume of the applicant, the Budget Request Form, and a copy of the passport or identification card of the applicant. In addition, each type of funding request will require supplemental materials as elaborated upon in the SGP Call for Proposals.

Do I have to submit my budget request form with the application?

Yes. You must submit your budget in order for your application to be considered complete.

How will I know if I have completed the application?

You will receive a confirmation email from the system informing you that you have submitted a complete application. If you do not receive an email, your application is incomplete and has not been

submitted. If you have completed the application, but have not received an email, please contact grants@acss.org.

Application Deadlines

Why are there multiple application deadlines for this grant?

The nature of the SGP is to provide small amounts of funding in a flexible timeframe to applicants who have more urgent funding needs. Unlike ACSS's Research Grants Program which funds long-term, large-scale research projects, the SGP is intended to support professionals and scholars who need funds to support any of the activities stipulated in the Call.

What are the application deadlines?

The application deadline is 11:00 pm Beirut time on each of the three deadlines listed in the Call: December 20, 2018; April 19, 2019; and August 20, 2019.

What if I miss the application deadline for a particular Round?

The SGP Selection Committee meets three times per year to make decisions on numerous applications per Round. If you miss the deadline, we encourage you to apply for the next funding round.

What if my funding request is urgent (e.g., I have just been accepted to present at a conference or I received a late acceptance for an internship I have applied for)?

Unfortunately, the committee will only consider applications three times per year.

Selection Process and Grant Disbursement

How will the Selection Committee make its decision?

The Selection Committee will consider applications based on their relevance to the Program themes, their completeness, and the merit of the application to advancing the applicant's career or to promoting new and innovative approaches to research, activism, or professional approaches.

When can I expect to receive a decision on my application?

Decisions will be communicated on January 20, 2019; May 20, 2019; and September 20, 2019. The ACSS Secretariat will communicate the decisions of the Committee within a timely manner after decisions have been made.

If my application is successful, when can I expect to receive my funds?

The ACSS Secretariat will be in communication with you informing you of the decision of the Committee, and will send you a Grant Agreement document, a contract, a request for your banking information, and will request of you a copy of your passport (or ID card if you don't have a passport). **Timely, accurate and complete information from you will expedite the process, and you can expect to receive funds within four weeks of us receiving these documents.**

If my application is not successful, will I receive feedback as to why my proposal was not selected?

No. Unfortunately, we are unable to provide feedback on unsuccessful applications, due to the volume of applications and to the turnaround time given to the Committee to review such a large number of applications. You will be eligible to apply again in a later round of the program, although this does not guarantee you will be awarded a grant.