



Seed Funding for Digital Studies, Digital Humanities and Computational Social Sciences Workshops

Call for Funding – Deadline: January 15, 2020 (23:59 CET)

Introduction

The Center for Digital Humanities of UNIL-EPFL was created in 2018, by the Université de Lausanne and the École Polytechnique Fédérale de Lausanne, in order to promote interdisciplinary research and collaboration between the two institutions in the domains of digital studies, digital humanities, and computational social sciences.

In order to reinforce these poles of research, the Center for Digital Humanities of UNIL-EPFL attributes seed funds for workshops. These funds make possible the interdisciplinary and inter-institutional projects between UNIL and EPFL. These funds finance mainly meetings, hackathons, and other types of collaborative work that lead to the creation of new innovative research projects.

Seed Funding

A call for funding is open to anyone interested in leading research activities in at the Université de Lausanne or the École Polytechnique Fédérale de Lausanne.

The amount for each workshop is limited to CHF 3,000, and the workshop must take place during the year 2020. This seed money can be combined with a third-party financing mentioned in the budget.

Conditions and Eligibility

1. The principal applicant must be an employee or a student at UNIL or EPFL
2. The applicant must be involved in the evolution of the research and education practices
3. All those involved, participants and/or groups, must confirm their prior consent
4. The requests from the interdisciplinary and inter-institutional projects will be given priority

Authorized Expenditures

1. Transportation and lodging costs
2. Costs of meals
3. Rental fees for the meeting facilities
4. Rental fees for any audio/visual equipment or any other services

The funds attributed to the workshops will not cover the following:

1. Publication costs
2. Salaries and overhead
3. Any other activities or expenses not directly related to the workshop

How to Submit an Application

All of the required documents must be submitted electronically on or before the deadline set at January 15, 2020 (23:59 CET). They must be in a single archive file (.zip) entitled “NameOfWorkshop.zip”:

1. One page, named “NameOfWorkshop-description.zip” must include:
 - a. a description of the project and an explanation of the context and the innovative character of the research in digital studies, digital humanities, or computational social sciences at UNIL-EPFL
 - b. the details of the evaluation criteria associated with the project
 - c. none of the names of the initiators or participants of the workshop.
2. A second page, named “NameOfWorkshop-participants.zip”, must provide:
 - a. the names and affiliations of the principal applicants and the co-applicants
 - b. the names and affiliations of the people who already plan to participate in the workshop (if applicable).
3. A third page, named “NameOfWorkshop-budget.zip” must provide:
 - a. a detailed budget in Swiss francs
 - b. any other sources of financing and the respective amounts.

This archive file must be sent to dhCenter@epfl.ch

Evaluation and Selection Criteria

Each proposal will be evaluated by a committee from the Center for Digital Humanities. The committee will evaluate the proposals on a scale from 0 to 5, according the following criteria:

- Innovation and vision
- Interdisciplinarity and complementarity of the teams
- Feasibility
- Implication of young researchers and the attention given to those of the future
- Significance for the community of researchers
- Impacts and next steps (project submission, request for financing, etc.)

The classification, based on this evaluation, will be submitted to the executive committee of the Center; they will make the final decision.

Decisions and Timetable

The final decisions will be announced in February 2020.

The workshop must take place in 2020. Following the decision, the principal applicant will be asked to communicate to the Center the amount of funds needed to manage the workshop. The Center will pay the requested amount in one single transfer.

Reports

All the teams that are funded must submit a report after the workshop is completed. This report is to be composed of two parts:

1. A scientific report that describes the actual contribution of the workshop and the subsequent results. This report should also justify any modifications that were made vis-a-vis the original application
2. A financial report that provides all the details of the expenditures and includes the original receipts.

Any funds that are not fully explained and justified in the scientific and financial reports must be returned to the Center.

Terms and Conditions for the Funded Projects

1. By submitting a workshop project to the Center, the teams accept that their project will be indicated as a project of the Center, in part or in full, in all the documents, activity reports, and communications of the Center.
2. The funded projects must mention the support from the Center in all their written and visual communications. All the documents for communication and promotion of the project must display the logo and respect the graphic charter of the Center.
3. As a result of the financing program, the projects, their research results, data, software, as well as the publications and any activities resulting, partially or completely, must be communicated to the Center; they may be included in the documents, activity reports, and any communication material of the Center.
4. The principal applicant is responsible for the installation, organization, development, management and any related obligations of the project.
5. The principal applicant must comply with all the financing conditions and criteria of their home university.