

Guidelines for the CREATE Grant Master

1. Introduction

The Grant Master represents CREATE in the EHPS grant review committee, and is primarily responsible for all matters pertaining to the application and review of CREATE grants offered by the EHPS.

2. Types of grants

There are currently three types of grants open to EHPS CREATE Members:

a. The Visiting Scholar Grant

The Visiting Scholar Grant is intended to allow a young researcher to visit a senior researcher in another country.

b. The Tandem Grant

The Tandem Grant is intended to allow two young researchers to work on a joint project. The grant aims to promote networking and/or strengthening established networks between early career researchers in their scholarly pursuits.

c. The Conference/Workshop Grant

The purpose of the Conference/Workshop Grant is to encourage talented researchers and graduate students who do not have access to funding to attend the EHPS conference and the CREATE/SYNERGY workshops.

The number of grants to be disbursed yearly is fixed, although it might deviate slightly depending on the quality of applications and/or decisions made by the EHPS Executive Committee (EC). Where applicable, the Grant Master might also be asked to provide input in the review of the EHPS Networking Grant. Details on the eligibility, application processes and amounts of grants can be found on the EHPS website.

3. Responsibilities of the Grant Master

- a. Review all upcoming grant applications and ensure that all relevant documents are provided**

This task requires working closely with EHPS EC Grant Representative and a member of the Synergy EC. Following the call for applications by the EHPS, applicants will send all relevant documents to the EHPS EC Grant Representative, which will then be made available to the CREATE Grant Master and a nominated Synergy EC member. This three-person grant review committee will first ensure that all necessary documents have been provided prior to the assessment of the applications' content and quality. The EHPS Past President will also be involved in the review process if any conflict(s) of interest arise. The EHPS EC Grant Representative will create a shared online folder with all application documents and a template in which you will input your ratings and justifications. Decisions on the awarding of grants will be mutually agreed within the grant committee over rounds of discussion before being sent to the EHPS Executive Board for its approval.

b. Document the impact of grants on recipients' academic careers

The EHPS Executive Board is interested to assess the impact of the grants on recipients' academic career trajectories. The results of the last grant survey were reported to the EHPS EC in January 2014. Moving forward, the CREATE Grant Master will be expected to propose and implement further ways to capture information that demonstrates how the CREATE grants have impacted on recipients' academic careers in a more comprehensive manner.

c. Provide support and advice to prospective grant applicants

Prospective grant applicants often have queries regarding the grants and application processes. Your role as the CREATE Grant Master is to answer such queries, or to refer applicants to a specific person who is able to address their issues. The EHPS EC Grant Representative is usually the first point of contact for prospective applicants, but you will be asked to address these queries especially if they are CREATE participants.

d. Liaise with other academic societies' early career researcher divisions

In an effort to strengthen ties with external organisations for collaborations and knowledge exchange, it is anticipated that the Grant Master will be required to liaise

with early career researcher divisions in other related academic societies. As this is a new area of responsibility, the requirements of this task will be detailed subsequently.

e. Prepare the CREATE Workshop Information Pack

It has been a tradition within CREATE that the Grant Master gathers all relevant information about the upcoming CREATE Workshop and prepares an Information Pack for participants. The purpose of this Information Pack is to provide useful descriptions on the workshop content (as agreed with workshop facilitators), social programme (as arranged with the local organiser), list of workshop participants (obtained from the CREATE Communication Officer), relevant maps of the areas surrounding the conference venue, food & beverage establishments participants can visit during their social time, and any other logistical information useful to the participants. The dissemination of the Pack will be done in conjunction with the consult of the CREATE Communication Officer.

f. Responsibilities during the CREATE Workshop

As a member of the CREATE EC, you are expected to be involved in all daily/logistical tasks during the CREATE Workshop to ensure its smooth operation. In addition, your specific role at the Annual General Meeting will be to introduce the grants to the CREATE participants, and address related queries.

g. Miscellaneous duties

The Grant Master is also expected to provide support to the CREATE EC on any other responsibilities and tasks that might arise during the year.