

INI Satellite Programmes

Purpose: The UK has many excellent universities and research centres spread out in the whole country. While providing important services and expertise to their local community, research groups and in particular individual researchers can be geographically isolated and less visible. The INI Satellite Programme intends to give even the smallest research units the opportunity to organise an exciting one-month programme which can bring many colleagues to their home institution, thus both highlighting their work but also bringing added visibility to their department and university. The programme also enables those with caring responsibilities to take actively part in a research programme that does not entail travelling.

Value: up to £120,000

Location: anywhere in the UK (elsewhere if co-sponsored)

Duration: typically one month, but four or six months is possible

Scientific Aims: As per standard and INI programmes, INI satellite programs should centre around a specified theme and should bring together communities to collaborate, exchange ideas, network. They should be novel and innovative and should push the boundaries of their field in some way.

Structure: The programme is very flexible and much can be accommodated. But typically a programme should include a workshop or conference that is open to the wider community as well as some seminars or other scheduled lectures in the other weeks. This could include workshops for women or other target groups, introductory lecture series or summer schools, study groups, public lectures or other one-off events that enhance the value of the programme.

How the INI can help: In addition to financial support for accommodation, travel, subsistence and lecture facilities, the INI will provide administrative support covering programme and event registration, reimbursements of participants' expenditure (as far as covered by the INI), scheduling of meetings, a programme website and advertisement of the event. However, there are some administrative tasks that will have to be taken care of by the local organisers, such as identification and reservation of accommodation, lecture rooms and offices for long term visitors, as well as organising catering for events. Organisers will also want to advertise their event both to their specific research as well as their local communities. We recommend a Lead Local Organiser and a Programme Administrator (possibly the same person) are identified to stream line communication with the INI staff.

Indicative Timeline:

XX = event dates

XX-18 months	Proposers submit scientific case (5-10 pages including references and list of potential participants; key participants should have been approached; key practicalities eg local catering options and housing, office space, seminar rooms with suitable availability and capacity etc should have been identified); INI solicits feedback on proposal from external referees
XX-15 months	Proposal discussed at INI Scientific Steering Committee; subject to approval, programme organisers then prepare document detailing specific local arrangements and budget
XX-14 months	Proposal put to INI Management Committee; subject to Management Committee resource approval, INI staff and programme organisers finalise practical local arrangements
XX-12 months	Programme is advertised by the INI and organisers
XX- 1 months	Deadline for participants

Note: The Scientific Steering Committee may request a revision of the proposal on receipt of referee reports. If so another six months needs to be added before approval.

Sample schedule I:

Week 1: summer school with three five-lecture courses

Week 2 & 3: programme participants work together; informal seminars

Week 4: workshop

Sample schedule II:

Week 1: introductory lectures (2-3 days)

Week 2: workshop

Week 3&4: programme participants work together; reading groups

Sample schedule III:

Week 1: study group with industry or workshop (2-3 days)

Week 2&3: participants work in groups on specific problems

Week 4: presentations (2-3 days)

Sample Budget

Accommodation/delegate day rate (£80/person/dayx 30 people x 30 days)	£72,000
Travel & registration fees for workshop (x20 speakers)	£20,000
Travel – hardship fund	£10,000
Workshop dinner (£60/head)	£1,800
Workshop budget (catering, resources etc)	£10,000
Admin costs to host university (where applicable)	£5,000
TOTAL	£118,800