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|  | Image result for esai sig |

The Educational Studies Association of Ireland (ESAI) is pleased to launch a new Call for Proposals to form Special Interest Groups (SIGs) with a view to supporting current and future practitioners and researchers of education in Ireland. ESAI members who are interested in the formation of a SIG should submit a formal proposal to the SIG sub-committee of the ESAI Executive. A proposal to form a SIG must give evidence of the ability to sustain the SIG across a three-year period and to warrant investment of ESAI funds. Through the current Call it is envisaged that up to five SIGs may be established. **Appropriate SIG expenses will be reimbursed up to a maximum of €3000 over three years.**

Proposals for this current Call must be submitted by **28th November 2022** and decisions will be announced by 21st December 2022. Each SIG will have a funding lifetime of 3 years, beginning on 1st January 2023 and running until 31st December 2025.

The application form (and guidelines) for submitting a proposal for a SIG is overleaf. Each submission must include a nominated SIG convenor and a secretary/treasurer, and the names (and email addresses) of three or more additional persons who would undertake to support the SIG. Full details on membership of ESAI can be found at <http://esai.ie/membership/>

**SIG Expectations**

* It is expected that a SIG should hold at least (but not limited to) one event/meeting or workshop each year (outside of ESAI annual conference) to convene SIG members and interested people.
* The SIG should clearly promote the educational research focus of the SIG and promote ESAI as a research association, as well as clearly using the name of the Association and the SIG in its communications with members and other interested bodies/parties.
* All SIG events and outputs must acknowledge ESAI funding and where possible use the ESAI logo in promotion and dissemination of work and where possible use the ESAI logo and/or Twitter handle in promotion and dissemination of work.
* SIGs will be expected to present on their work at ESAI Annual Conference.
* SIGs are encouraged to make efforts to forge links with other similar SIGs internationally, where possible.
* SIGs are also encouraged to consider submitting their findings/work to *Irish Educational Studies* journal for possible publication.
* The SIG will submit to the SIG sub-committee of the ESAI executive interim reports (by 31 December 2023 and 31 December 2024) and final report (by 31 December 2025) of its activities. It is envisaged that these reports should be about 400-500 words in length and will be used as a short SIG update on the ESAI website.

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| **It is essential to note that this is a reimbursement funding scheme and funds can only be released upon submission of receipts up to the maximum funding allocation.** Reimbursements will be made upon submission of receipts and a SIG Expenses Claim Form. Reimbursement will only be processed electronically via credit transfer.Typical SIG reimbursements might include travel and accommodation costs, costs relating to hosting a guest speaker, costs relating to organising a SIG event (catering, room hire, etc.). It may also be used to purchase software/licences, web spaces etc. to enhance online communications.   |

**Criteria for Approval**

In assessing the proposal, the SIG sub-committee will consider it against the following criteria:

* That the SIG has a coherent and cohesive research focus which in turn reflects the collective interest of the initial group of members named in the proposal and which has the potential to appeal to the interest of the wider (and potential) ESAI membership.
* That the proposed SIG objectives are consistent with the Aims of the Educational Studies Association of Ireland. See Article 2 (Nature, Aims and Activities of the Association) of the ESAI Constitution at <http://esai.ie/about-esai/>
* That the SIG represents a distinct and definable body of knowledge (which can be inter-disciplinary).
* That the SIG application clearly articulates how the proposed SIG will contribute to the growth and promotion of ESAI.
* That the named persons in Section 2 of the application form (SIG Personnel) hold current membership of ESAI.
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Following a decision of the SIG sub-committee of the ESAI Executive, applicants will be informed of the outcome of their submission. The ESAI membership will be informed of the awarding of SIGs. This announcement will include the names of the initial convenor(s) and an overview of the SIG through announcements through any ESAI communication channels, including the ESAI website ([www.esai.ie](http://www.esai.ie)), ESAI Twitter account (@esai\_irl), and email.

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A new SIG is constituted on 1st January 2023, and will run until 31st December 2025.

**All SIG applications must be submitted by email to** **sigs@esai.ie** **by 28 November 2022.**

**Education Studies Association of Ireland (ESAI)| Special Interest Groups (SIGs)**

ESAI SIG Application Form

**All SIG applications must be submitted by email to** **sigs@esai.ie**

**by the closing of 28 November 2022 (**[**www.esai.ie**](http://www.esai.ie)**)**

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| 1. **SIG Details**
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| **Name of Proposed SIG:** |  |
| **Purpose of the Group:**How will this group further the interests of an identifiable educational research community (including current and emerging researchers)? Please provide a good argument to support the creation of a new SIG, to include the proposed specific focus of the group and its concerns. Include the justification of establishing this new SIG and the background or context for it, as well as its purpose and goals. |  |
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| 1. **SIG Personnel**
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| **SIG Convenor:** |  |
| Institution: |  |
| Postal Address: |  |
| Email: |  |
| Phone Number: |  |
| Confirm Current Membership of ESAI (Y/N): |  |
|  |
| **SIG Secretary/Treasurer:** |  |
| Institution: |  |
| Postal Address: |  |
| Email: |  |
| Phone Number: |  |
| Confirm Current Membership of ESAI (Y/N): |  |
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| **Initial SIG Members** Include the **names and email address** of **at least 3 additional** **ESAI members** who have agreed to support the creation of the new SIG and will join if the SIG is established. The SIG sub-committee of ESAI reserves the right to contact those named here to confirm their assent. Preference will be given to SIG proposals that illustrate an initial SIG membership base across multiple institutions/geographical areas/etc. Please add additional rows below as required.  |
| Member #1:Institution/geographical area |  |
| Member #2:Institution/geographical area |  |
| Member #3:Institution/geographical area |  |
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| 1. **SIG Operating Plan**
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| Please outline your plan for operating the SIG. This should include information on: * the activities it proposes and the suggested timeline for implementation
* how it will communicate with its members and potential members
* what the expected numbers of members will be
* how the SIG will meet and coordinate its activities
* how the SIG will contribute to the growth and promotion of ESAI
* a brief outline of how the SIG plans to utilise the funding
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| 1. **SIG Application Submission**
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| Submitted by: |  |
| Email Address: |  |
| Date: |  |