



EDUCATION PROGRAMME



UEFA Research Grant Programme 2017/18 edition

Regulations

UEFA Research Grant Programme Regulations

1. Eligibility

Candidates applying for a grant must either:

- have obtained a doctorate and currently hold a research position at a university or equivalent institution; or
- be enrolled as a doctoral student at a university or equivalent institution and currently be preparing a doctoral thesis.

All applicants must have an excellent command of at least one official UEFA language (English, French or German).

No joint applications will be considered. Nevertheless, applicants may be assisted by other researchers in their work. The names of other researchers involved must be mentioned in the ten-page application document. However, UEFA will only correspond with the applicant and will only mention the applicant's name (and not those of other researchers involved) in all its official communications.

Research proposals in the following research fields may be submitted for consideration by the UEFA Research Grant Jury:

- Economics
- History
- Law
- Management
- Political science
- Sociology
- Medical science

UEFA's objective is to support research projects that are of high relevance and interest to its 55 member associations. The closer academia and the associations cooperate, the more impact the results will have on European football. For this reason, all research projects must be supported by a national association by means of a letter of recommendation.

Applicants are therefore encouraged to discuss their projects upfront with representatives of the national associations in order to understand their expectations and requirements, and to decide together on the most appropriate research methodology to ensure the chosen research progresses well over the nine months available.

2. Application requirements and procedure

2.1 Composition of the application dossier

Application dossiers must contain all the following elements (incomplete applications will not be considered by the jury):

- A duly completed official application form, available at www.UEFA.org, in the section Football Development → Academic → UEFA RGP & Research.
- An application document of no more than ten pages, describing the proposed research (see section 2.2).
- A one-page summary of the application document (see section 2.2).
- An ethical clearance letter if required for the planned research – particularly for medical research and research involving minors.
- A CV of no more than one page.
- A copy of the applicant's passport or national identity card.
- Proof of registration as a doctoral student at a university or equivalent institution or copy of doctorate certificate and proof of employment at a university or equivalent institution.
- Copies of two academic articles published by the applicant in peer-reviewed journals or presented at an academic conference.
- Two letters of recommendation: the first must be signed by a professor at a university or equivalent institution other than that of the applicant; the second must come from a representative of a UEFA member association. If several national associations support the same research project, only one letter is required and it must be signed by the 'lead' national association. The letters of recommendation must attest to the importance of the proposed research (in academic terms, for the national association(s) concerned and for European football in general) and the quality of the applicant. They must be written on official headed paper and scanned. In the case of an applicant resubmitting an application on a similar topic, the same letters of recommendation can be used as in the first application.
- The declaration to UEFA duly completed and signed, which is available at www.UEFA.org, in the section Football Development -> Academic -> UEFA RGP & Research.

The entire application dossier must be written in one of the three official UEFA languages (English, French or German). It is imperative that all applicants read the UEFA Research Grant Programme Regulations and the Declaration to UEFA before filling in the application form. Please note that in case of any differences between the English, French and German versions of these reference documents, the English version takes precedence.

2.2 Structure of the application and summary

The application, which must not exceed ten pages, must contain at least the following sections:

- An introduction
- The question(s) and hypothesis(-es) to be researched
- Justification for the research (contribution to the national association(s) concerned and European football in general):
 - this section should be at least one page long and should convince the jury of the importance of the research for the national association(s) concerned and for European football in general
- A summary of the state of knowledge and a literature review on the research topic

- A description of research undertaken to date by the applicant on the topic or in related fields
- The planned methodology
 - This section should be at least one page long and should explain in detail the methodology which will be used during the research, showing that it is the most appropriate for the purpose, timeframe and budget of the research, demonstrating that it will be correctly applied and illustrating that the researcher is aware of the latest methodological developments in the field.
- The main results expected
- A detailed timeline, ideally clearly presented in the form of a graphic chart
 - Given that the research should be feasible in a period of nine months, the timeline should start at the earliest on 1 July 2017 and end at the latest on 31 March 2018. The timeline must include the production of an interim report, to be submitted by 30 November 2017, and a final report, to be submitted by 31 March 2018.
- A select bibliography (max. one page)
- A list of the applicant's main academic publications (max. one page)
- A list of prior bursaries awarded to the applicant
- A detailed budget in euros, ideally clearly presented in the form of a table, justifying the amount requested (max. €15,000):
 - The budget may cover:
 - purchase of specific material necessary for the research (this area does not include the purchase of a computer);
 - living costs of the researcher (and any potential assisting researchers);
 - cost of additional manpower (e.g. for data collection);
 - cost of travel and accommodation linked directly to the research.
 - The budget may not cover:
 - costs related to publication of the results (e.g. participation in academic conferences);
 - university overheads.
 - UEFA will bear the cost of travel (by plane and/or train in economy class) and accommodation for the researcher and a representative of the (lead) national association connected with the project for the final presentation of the research findings at UEFA headquarters in Nyon, Switzerland, in May or June 2018.

The application must be typed in size 12 font (1.5 line spacing) on numbered A4 pages. **No application of over ten pages or in a different format will be considered.**

Applicants must also provide a one-page executive summary of their application as a separate file. The summary must be typed in size 12 font (single line spacing). It must mention the justification for the research (contribution to national associations and European football in general, specifying how they will particularly benefit from the research and why), the research question(s) and hypothesis(-es), the planned methodology and the total financial contribution requested.

2.3 Submission of the application

Applications must be emailed to universities@uefa.ch. They must reach UEFA by 31 March 2017 (24.00CET) in order to be considered for the 2017/18 Research Grant Programme. The UEFA administration will acknowledge receipt of all applications by email.

To make it easier for UEFA to process the applications, each candidate must name the files that make up their application as follows: Year_SurnameFirstname_Document name

Please follow the examples below for fictional candidate Albert Einstein:

2017_EinsteinAlbert_Application form

2017_EinsteinAlbert_Application dossier_10 pages

2017_EinsteinAlbert_Application dossier_summary

2017_EinsteinAlbert_Ethical clearance letter

2017_EinsteinAlbert_CV_1 page

2017_EinsteinAlbert_ID or 2017_EinsteinAlbert_Passport

2017_EinsteinAlbert_Proof of registration as a student or 2017_EinsteinAlbert_Proof of employment at a university

2017_EinsteinAlbert_Scientific article 1

2017_EinsteinAlbert_Scientific article 2

2017_EinsteinAlbert_Letter of recommendation_University

2017_EinsteinAlbert_Letter of recommendation_National association

2017_EinsteinAlbert_Declaration to UEFA

Applications that do not conform to these naming conventions will not be considered.

3. Selection procedure

Applications that meet all the requirements set out in this document will be examined by the UEFA Research Grant Jury. This jury comprises a chairman, representatives of the European football family and academics known internationally for their work linked to football or other sports in Europe. The UEFA administration will be involved in the pre-selection of dossiers and in an advisory capacity in subsequent stages of the process.

When considering an application, the jury will base its decision only on objective criteria, primarily those listed below:

Importance of the research for UEFA and its member associations

- The **European dimension** (Is the project of limited geographic interest or is it on a European scale?) and **reproducibility of the results** (Will the research lead to the identification of best practices that may be useful for other national associations wishing to support a similar project in the future?)
- The potential impact of the research findings on decision-making (Could the research findings be used to improve current processes, structures or regulations?)
- The innovative nature of the research (Would the proposed research advance the current state of knowledge, or does it at least offer an innovative interpretation of existing research in the same field?)
- Academic rigour (Is the theoretical basis sound? Has the current state of knowledge been considered?)
- The feasibility of the project (Can the project be realistically carried out according to the proposed timeline?)
- The clarity of the proposal (Is the proposal well-structured and well-presented?)

- The quality of the documents attached (What is the quality of the applicant's prior research? Are the letters of recommendation convincing?)

In principle, the jury will award a total of six grants supported by six different national associations, and will decide the level of funding to allocate in each case (maximum of €15,000 per grant). The jury will normally award at least one grant to a project in the medical sciences. However, subject to the quality of the project proposals received, the jury may also award a smaller number of grants, not award a grant to a project in the medical sciences and/or award grants to up to two projects supported by the same national association. The level of funding awarded in each case may be higher or lower than requested by the applicant.

The UEFA Research Grant Programme selection process is divided into three stages.

1. All applications are reviewed by the UEFA administration and all proposals that do not meet the required standard or the criteria of the UEFA Research Grant Programme Regulations are eliminated. If the number of applications is high, those proposals which are perceived as having the least potential impact on European football will also be eliminated at this pre-selection stage.
2. At least two members of the UEFA Research Grant Jury review the proposals that made it through this pre-selection stage. The reviewers grade and comment on the proposals. Each application is also sent to a specialist who works for UEFA in the field that the research proposal relates to. The proposals that receive the highest grades enter the third and final stage.
3. Proposals that make it through the first two stages are reviewed by the members of the UEFA Research Grant Jury. The applications are then discussed at the annual meeting of the jury and a decision is taken on which proposals will be awarded UEFA research grants.

Applicants will be informed of the jury's decision by no later than 30 June 2017. Each applicant may ask to see the reviewers' main remarks on their application. Decisions by the jury are final and no appeals will be considered.

Applicants may not submit the same project proposal twice without having introduced significant changes. In addition, applicants may not submit a research proposal on the same subject more than twice in a row. Nor may applicants submit more than one project during the same UEFA Research Grant Programme cycle. Finally, a researcher who has received a UEFA research grant may not submit a new application for either of the next two editions of the programme, nor be part of a research team submitting an application.

4. Payment procedure and beneficiaries' obligations

When submitting the dossier, each applicant must sign the declaration to UEFA regarding confidentiality, data protection, intellectual property, publication and public presentation restrictions and the conditions of payment and possible repayment of the grant if any of the clauses outlined in the declaration are breached. For this reason, applicants must read and fully understand the declaration before submitting their research proposal to UEFA. The declaration is available at www.UEFA.org, in the section Football development → Academic → UEFA RGP & Research. If an applicant's dossier does not contain the signed declaration to UEFA when it is submitted, it will be considered invalid and will not be eligible for a grant. If any researcher other than the beneficiary of the grant is directly involved in the research, a declaration signed by them must also be included in the application dossier.

When submitting their applications, each candidate agrees to take note of the UEFA rules regarding access to UEFA's archives and to follow the necessary steps with the relevant UEFA services if the nature of their research project means that they require access to UEFA's archives. The declaration is available at www.UEFA.org, in the section Football development -> Academic -> UEFA RGP & Research.

Grants are paid in three instalments. The researcher will receive one third of the grant at the start of the project (in June 2017). A second payment will be made in January 2018, once the researcher has submitted an interim report of approximately 15 pages (to be submitted by 30 November 2017 at the latest) and this has been approved by UEFA. The remaining instalment will be paid after the final report (approximately 40 pages, excluding appendices) has been submitted and approved by UEFA. Final reports must be submitted by 31 March 2018 at the latest. The final report must be produced specifically for the national association(s). It cannot be a journal article or part of the researcher's thesis, for example. One electronic and five hard copies of the final report must be submitted to UEFA. For the interim report, one electronic copy is required.

The researcher must present their key outcomes and recommendations to UEFA in May or June 2018. This 20-minute presentation will be held at UEFA, in front of the UEFA Research Grant Jury, a representative of the national association(s) concerned and experts from the UEFA administration. It will be followed by approximately 25 minutes of questions and answers. Researchers are also strongly encouraged to arrange with the national association(s) concerned to give a presentation at their headquarters.

UEFA may ask the researcher to send an update on their research and any results collected at any time during the research process. Likewise, UEFA may at any time request that the researcher submit a list of their expenditure in connection with the UEFA-supported research project.

5. Contact Details

UEFA Research Grant Programme

UEFA

National Associations Division

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