



**INTERNATIONAL  
FOUNDATION FOR  
SCIENCE**

# IFS WORKSHOP

## Designing Online Training Events

### Preparing a Research Budget

17, 20, 24, 27 AUGUST 2021    10:00 – 13:00 CAT/CEST    ONLINE VIA MS TEAMS

#### BACKGROUND

Technological advancements have made it possible to facilitate communication between people across the globe. With the COVID-19 pandemic stopping in-person gatherings, the traditional model of training has shifted from face-to-face to online settings. Researchers have had to adapt to an online environment, having to train, teach, instruct, and collaborate remotely.

IFS is delivering a workshop that will give you the skills to confidently design and deliver an online event. In this workshop, you will experience the workshop through the eyes of an event designer as well as a participant. In the first part of the workshop you will learn about designing an online event, including how to plan an inclusive event and how to effectively engage others in an online setting. You will also start working on designing your own online event that is suited to your context and which you will refine as the workshop progresses. In the second part of the workshop you will take on the role as participant and develop your skills on preparing a research budget. As well as learning how to create a sound research budget, you will see how the principles covered in the first part of the workshop can be put into action when training others in a scientific skill.

At the end of the workshop, you will have developed your skills in online event design and preparing research budgets as well as writing a plan on delivering your own online event on a research or scientific skill/subject of your choice. IFS would like you to implement your own training event independently within 6 months of completing this workshop given that you have the necessary resources in place.

The event will be run on Microsoft Teams (MS Teams). You will be contacted by workshop coordinators well before the workshop starts, who will provide personalised technical guidance and make sure you can access the platform.

## OBJECTIVES

### Part 1: Designing an online training event

- Receive technical guidance on the use of MS Teams and other online tools.
- Exchange information and experiences related to barriers to online learning.
- Discuss how to remove barriers in online environments.
- Gain a deeper understanding of the reasoning behind each workshop activity.
- Define the purpose, scope, objectives, outputs and outcomes, timing, target group, agenda, monitoring, and evaluation plan of your own training event in a skill of your choice

### Part 2: Planning a research budget

- Critically evaluate a budget.
- Explore a simple approach to planning a research budget.
- Explore how the research budget is connected with the whole research proposal.
- Learn how to estimate prices, obtain quotes, estimate taxes and shipping.
- Discuss how to optimise a budget.
- Learn how to clearly justify and explain budget items (through a funders perspective).

## TIMING

The workshop will include four 3-hour online sessions with 2-3 hours of assignments to complete in between sessions. Assignments include self-study as well as group work, so you will have to arrange to meet others online in between workshop sessions.

Date	Time Central African Time / Central European Summer Time	Subject
17 August 2021	10:00 – 13:00	Online Workshop Design (session 1)
20 August 2021	10:00 – 13:00	Online Workshop Design (session 2)
24 August 2021	10:00 – 13:00	Preparing a Research Budget (session 1)
27 August 2021	10:00 – 13:00	Preparing a Research Budget (session 2)

## AGREEMENT OF PARTICIPATION

This is a highly interactive workshop where you will be in regular contact with other participants inside and outside of the workshop sessions. So that you and others can get the most value from this experience, we kindly ask that you honour our agreements of participation:

- **FULL START-TO-END ATTENDANCE** Please commit to attending all the workshop sessions and any meetings outside the sessions for group assignments from beginning to end.
- **BE STATIONARY** Please participate from a stationary spot. Participation from a moving vehicle, walking, etc. is not ideal for this type of experience.
- **FULL ENGAGEMENT** Please have your video on during the sessions. We understand if you need to have it off due to connectivity issues, but we ask that you start with your video on first and see how it progresses.
- **FULLY PRESENT** Please eliminate notifications, distractions, or anything that will take your attention from the experience.

We understand that sometimes there are events outside of your control that mean you are not able to fulfil all the agreements but we ask that you come with the intention to do so and that you contact workshop co-ordinators if you have any concerns or issues beforehand so that we can help you make arrangements that will allow you to participate fully in the workshop if possible.

## REQUIREMENTS

You will need the following to attend this workshop:

- Internet access
- A computer or laptop with video and a microphone
- A quiet space to attend the workshop
- An idea of a subject or skill you would like to train others in for your own online event. You will have to submit a short paragraph on this on the registration form.
- An example research budget that you can edit and improve on during the workshop as practice. This can be one from a previous unsuccessful research proposal or from a draft proposal you may be preparing. If using an unsubmitted proposal make sure that you already have a clear idea of what the research project entails as this information is important when preparing a budget.

## ELIGIBILITY & REGISTRATION

You have been invited to register for this workshop because you are an early-career researcher, PhD-holder, based in an African country, that received either an IFS grant in 2020 or are a grantee of the French National Research Institute for Sustainable Development (IRD). Registration for this workshop is by invite-only, please do not share your registration link with others.

Please note that there are a limited number of spaces on this workshop. IFS will assess your registration form after submission, and you will be informed if you have secured a space on the workshop. IFS is planning to run this workshop again. If you do not secure a space this time, you will have an opportunity to attend a similar workshop in the future.

Please submit your registration form by **12 June 2021**.

## CONTACT

For more information about this workshop please contact:

**Jennifer Sjölund**

Email: [jennifer.sjolund@ifs.se](mailto:jennifer.sjolund@ifs.se)

Scientific Programme Coordinator at the International Foundation for Science

Karlavägen 108 (8th floor), SE-115 26 Stockholm, Sweden