



INTERNATIONAL
CENTRE FOR
SPORTS STUDIES

FIFA RESEARCH SCHOLARSHIP

*Promoting
football-related research*



FIFA
Research Scholarship



In collaboration with

FIFA[®]



1. PREAMBLE

The “FIFA Research Scholarship” (hereafter referred to as “the scholarship”) aims to promote academic research on football. The management and implementation of the scholarship has been entrusted to the International Centre for Sports Studies (hereafter referred to as “CIES”) on behalf of FIFA.

This document regulates all aspects related to the projects financed by the scholarship, in particular the eligibility criteria for applicants, the conditions and application procedure, the selection process and criteria, the obligations of the recipients and the terms of payment.

2. OBJECTIVES

The scholarship has the following two objectives:

- To support academic research projects related to football which will provide new and original knowledge on issues which have either not previously been explored or have only partially been investigated by previous research. Projects may also produce substantial new research outcomes on existing areas of study.
- To support applied research which will identify solutions to specific problems and issues faced by football stakeholders (e.g. clubs, leagues, member associations, players’ associations, etc.).

3. ELIGIBILITY

3.1) Status of the Candidates

To be eligible for the scholarship, the candidate must be:

- A doctoral student (thesis in progress). The candidate fulfilling this status requirement must

already have completed the initial stages of his/her thesis (theoretical framework, methodology, literature review at an advanced stage). In this case, the award of the scholarship must allow for further development of the research and expected results (field work, completion of practical case studies, extension of the methodology, etc.);

- A holder of a doctorate whose academic research activity is recognised and firmly established at an identifiable institution;
- A researcher whose academic research work is documented and firmly established at an identifiable institution.

Note: With a view to supporting the next generation of scholars, applicants who are young researchers (at an early stage of their academic careers) will be given additional consideration, provided that they satisfy the selection criteria (see Art. 5.1 below).

3.2) Language of the Candidates

The candidate must have a perfect command, written and oral, of one of the following three languages: English, French, Spanish.

3.3) Origin and Number of Candidates

Applications from all over the world are eligible for the scholarship.

Group applications are also eligible, provided that the number of group members is duly justified with respect to the purpose, nature and scope of the project. However, the research project must not be part of ongoing work with an already established laboratory, team or research programme, for which the scholarship application is motivated by the search to obtain additional funding.

In the case of a group application, a project leader should be appointed, and shall assume

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responsibility for the proper conduct of the research, as well as the obligations arising from these provisions.

3.4) Number and Frequency of the Applications

Candidates may submit several applications, but not more than one per year, either individually or in a group.

Applications may be submitted in consecutive years or over several years. However, a scholarship recipient who has already received a prior scholarship is only further eligible once. If a candidate, whether or not he or she has received support previously, submits a second application, the subject of his or her research must either be substantially different from that of the first application or be part of a duly justified development and extension of the first application.

3.5) Disciplinary Fields Covered by the Scholarship

Applications for scholarships must include the subject of the research in one of the following fields: Humanities and social sciences, law, economics or medical sciences.

3.6) Start and Duration of the Research Project

Funded research projects must not start later than six months after the decision and communication of the award. They should normally have a maximum duration of one year. However, the Selection Committee may consider applications for scholarships exceeding one year, provided that they are duly justified with regards to the purpose, nature and scope of the research proposal.



4. APPLICATION CONDITIONS AND PROCESS

Applications for scholarship funding must contain the documents listed below in section 4.1. In addition, the procedure follows defined steps, as indicated in section 4.3.

4.1) Application File

Applications should be submitted using the dedicated online form – (See Art. 4.3 below for details). The application must contain all documents referred to in the below list, as separated files to be uploaded directly in the online form.

Note: The absence of any one of these documents will result in the application for the scholarship being automatically rejected.

a) Research project: Outline, description and discussion – this is the core part of the application and must contain the following sections:

- Introduction and theoretical framework/key concepts;
- State of the field and literature review, including bibliography;
- Research questions and hypothesis;
- Planned methodology and schedule/ timeframe;
- Research rationale;
- Expected results.

b) Copy of an identity document – in the case of a group application, as many copies as there are candidates;

c) CV – in the case of a group application, one CV per candidate;

d) Proof of the candidate's eligibility, on official letter headed paper (in the case of group applications, as many items of proof as there are candidates) – proof of institutional status,

registration as a doctoral student, certificate of employment;

e) Two academic letters of recommendation, in the event that a candidate submits subsequent applications, the letters of recommendation must be revised and the signatory must justify the request with regard to the new subject of research (or its development – see point 3.4);

f) List of previous publications, with a maximum length of one page – in the case of grouped applications, as many lists as there are candidates;

g) Note: In the event that a football organisation officially supports the research proposal, a possible third letter of support from the football family may also be submitted. Furthermore, if an applicant submits subsequent applications, this letter of recommendation must be revised and the signatory must justify the request with respect to the new subject of research (or its development – see section 3.4).

4.2) Approved and Non-approved Expenses

The maximum level of expenses is USD 30,000.

The following expenses are approved:

- Purchase/rental of technical equipment and devices necessary for the conduct of the research, duly justified, but no mobile phones;
- Candidates' living expenses (basic daily expenses);
- Fees for external service providers required for the conduct of the project and duly justified, for example: Translation costs, costs of data collection and minimum data processing;
- Costs associated with domestic and international travel, in economy class, as well as accommodation (equivalent to a three-star hotel), duly justified, exclusively for the purposes of conducting the research.

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The following costs are not approved:

- Data analysis (statistical processing, application of mathematical and advanced processing methods, etc.), which form part of the applicant's range of skills;
- Travel expenses arising from general participation in symposia or conferences;
- University registration fees or any related expenses;
- General fees imposed by the university relating to accommodation for the candidate(s) (rooms, etc.);
- Income of a salary type, for example, related to the hiring of staff or assistants to carry out the research;
- Health, life, accident insurance;
- Costs related to the publication of the results (editorial charges, etc.).

4.3) Application Process

The application process shall follow the below steps and timetable:

- **Opening of the application period: 31st July.**

Applicants must submit their application via the dedicated online application form (handwritten applications will not be accepted), which is accessible at the following address: <http://www.fifa-research-scholarship.ch/>. All mandatory fields must be completed, and the required documentation as indicated in section 4.1 of these regulations should be attached. (See also the "General Instructions" section of the online application form for further guidance). Once the application has been completed and submitted, candidates no longer have the opportunity to change the form or attach/replace any documentation.

- **Closing date for applications:**
15th October.

The CIES confirms receipt of the application form and supporting documentation. This is then forwarded to the Scholarship Selection Committee.

- **Communication of the results: early January of the following year.**

5. SELECTION PROCESS

Any applications submitted must comply exactly with all of the application guidelines set out in sections 4.1 and 4.2. These are then reviewed by a Selection Committee. The selection criteria and process is outlined below.

5.1) Criteria

Successful applications will be selected according to the following criteria:

- **Completeness of the required documentation** – Is the submitted application complete (correctly completed form and all documentation provided)?
- **Level of interest and relevance of the subject** – Is the submitted application innovative and does it adequately fulfil one of the objectives of the scholarship, as indicated in Art. 2?
- **Strength of the theoretical framework** – Is the submitted application constructed in a convincing manner and from a theoretical point of view? Does it comply with the rules and good practices of academic work?
- **Feasibility of the research project** – Is the submitted application feasible in terms of the general scholarship system and the approach used, as well as the time schedule?
- **Contribution of the research** – Does the application submitted provide new knowledge

with regard to the subject area in question or provide a relevant solution to a specific problem and/or situation?

- **Relevance of the budget application.**

5.2) Procedure

The selection process follows three steps:

- **Formal check:** The CIES verifies that the application file is complete (with all the required documentation) and that the submission deadline has been complied with. If any of these requirements have not been met, the application is automatically rejected. (This stage also includes a check on academic integrity and plagiarism).
- **Expertise and selection:** Applications are analysed by the Selection Committee. The committee members shortlist the best applications and decide on the appropriate level of funding for the proposed project
- **Information to the recipients and submission of instructions:** Applicants will be informed by letter, attached to an email, of the acceptance or rejection of their application. In the former case, they will receive instructions and directives relating to the conduct of the research project, as well as associated documentation required (see section 6 below).

5.3) Decisions by the Selection Committee

Decisions by the Selection Committee are final and may not be the subject of any appeal. In addition, the Selection Committee does not provide any evaluation or feedback to candidates, whether they are selected or not.

6. BENEFICIARIES OBLIGATIONS, RESULTS AND FUNDING SCHEDULE

The obligations of the recipients are, in general, to keep to their research commitment, to carry out and complete their project as provided for on their application form, and to observe the agreed budget, deadlines and other expected deliverables.

6.1) Deliverables and Timetable – General

The results and the funding structure are as follows:

Deliverables	Deadline for submission	Financing	Payment Deadline
Application file (cf.: 4.1)	15th October of the preceding year	Instalment 1	By the end of January
Interim report 1	31st May or 4 months after the start of the project	Instalment 2	June 31
Interim report 2	30th Septemeber or 8 months after the start of the project	Instalment 3	October 31
Academic report / Manuscript for publication	30th January of the following year or 12 months after the start of the project	Instalment 4	End of February of the following year
Summary of expenditures			

The first instalment of the scholarship, equivalent to one quarter of the total amount awarded, is paid following communication of acceptance of the application. The two interim payments will be made in the fourth and eighth month from the project start date, and the last instalment one year later.

However, payments of the interim and final instalments of the scholarship are conditional on the submission of reports to agreed deadlines set out by the Evaluation Committee. If the interim and final reports cannot be validated, either because they do not comply with the instructions relating to form and content (see 6.2 and 6.3) or in the event of a duly justified exceptional situation, the recipients shall retain the right to re-submit them. In all cases, the

duration of the research project cannot be extended by more than two years.

In addition, random checks on expenses may be carried out by the CIES, which will then require the project leader to submit supporting documents.

6.2) Interim Reports

- *Form and length*

-The interim report is produced using the template provided at the time of acceptance of the application and submission of the documentation;

-The maximum length is ten pages (approximately 30,000 characters).

- *Content*

-Description and progress of the research project (including all detected or potential discrepancies, collected data, sources consulted, materials developed, etc.);

-First observable results if available;

-Plan for the final report.

6.3) Academic Report / Manuscript for publication

The scholarship provides for two types of final deliverables:

6.3.1) Academic Report

- *Form and length*

-The final report may take any form; it is not necessary to use a template. However, the candidate must ensure that he or she submits a document of impeccable quality and form, subject to proofreading and ensuring good readability. All images, acronyms, figures, tables and maps must be labelled and included in the indexes at the beginning of the document;

-The length may vary from 50 to 100 pages.

- *Content*

The content will essentially depend on the results and nature of the research conducted, so it is not necessary for it to follow a set form. However, the following sections must be included in the final report, albeit without any constraints as to form or length. Elements relating to these different points can be integrated in a form that is preferred by the recipient:

-An executive summary in English – this will be used by the CIES for communication purposes;

-An introduction;

-The questions, hypotheses and objectives of the research;

-Critical discussion of the theoretical framework and review of the literature: a posteriori justification;

-Critical discussion of the design and strategy of the research: justification and validation a posteriori of the selected approach;

-Impact of the results and conclusions: presentation and critical discussion of the research questions, their validity and relevance, any potential transfer to other contexts, their applicability;

-Any obstacles encountered.

6.3.2) Manuscript for publication

In order to disseminate the knowledge and results produced within the framework of the projects funded by the scholarship (see section 7 below), the CIES will inform the recipient at the time of acceptance of the application whether the scholarship is conditional on the commitment to publish the results of the research in one of its two publication collections. In this case, specific instructions that are different from the academic report will be communicated to the recipients at the appropriate time. In particular, specific content requirements (thoroughness, clarity, quality etc.), editorial guidelines and conventional typographical standards must be applied. The CIES is committed to maintaining this approach to quality but only if these expectations are met.

6.4) Summary of Expenditures

The recipient is requested to submit a summary illustrating the actual costs and to highlight any discrepancies with respect to the planned expenditure.

7) DISSEMINATION

In addition to publication in the CIES collections, the CIES will inform the recipients at the

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appropriate time of the possibility of organising, with their co-operation, an academic event such as a symposium, seminar or conference, for example, on the research question proposal.

In addition, the CIES reserves the right to ask the recipients to present the result of their research during an academic presentation to representatives of the CIES and/or the academic and sports world. In this case, the instructions relating to the form, content, logistics and costs of these interventions will be provided in due course.

8) PROVISIONS RELATED TO INTELLECTUAL PROPERTY AND THE PUBLICATION OF THE RESEARCH WORK

The CIES reserves the exclusive rights to publish in its collections the results presented in the final report or the manuscript for publication for a period of six months following its submission (see section 6.3.1 and 6.3.2 above), without any further remuneration to the author. The author shall not assign any rights whatsoever to third parties in conflict with this priority without the explicit written consent of the CIES. The CIES shall inform the recipient within a period of six months from the date of submission of the final report or the manuscript as to whether or not it intends to exercise this right giving it priority with respect to the publication of the results.

Thereafter, intellectual property rights to the research work financed by the scholarship and to the resulting outcomes shall be the property of the recipient of the scholarship. However, if the latter wishes to make commercial use of it, he or she must first obtain the authorisation of the CIES and FIFA. In such a case, the CIES and FIFA may request the partial or total reimbursement of the funds allocated to the recipient.

Neither the CIES or FIFA will demand income generated by such commercial use. However, the recipient must immediately inform the CIES in writing if the recipient obtains a patent or any other right

during or after the research, and also if these will be used for commercial purposes.

As far as possible, the recipient shall ensure that the results of his/her research funded by the FIFA Research Scholarship are publicly recognised in an appropriate manner. Unless otherwise advised by the CIES, the first name and surname of the recipient, as well as the words "FIFA Research Scholarship", must appear on any medium published by the recipient, after approval by the CIES.

The FIFA logo may not be used. Authorisation is required for the use of the CIES logo.

In the general interests of future academic research of the CIES, the latter is entitled to access the data compiled by the recipient during his or her project.

9) ABUSES AND VIOLATIONS

All or part of the scholarship that is not used before the planned end of the project will be considered null or non-existent. However, if mitigating circumstances are considered to be justified by the Selection Committee, the initial duration for completing the research work may be extended, at the request of the recipient, up to a maximum of 24 additional months (see section 6.1 above).

If the scholarship is used for purposes other than those of the planned research, if it does not proceed in a satisfactory manner or if these provisions are not complied with, the CIES reserves the right to suspend payment of the scholarship instalments, to remove its support, to request the reimbursement of the amounts already allocated and to take any other measures that it considers necessary.

10) FINAL PROVISIONS

In consultation with the Selection Committee, the CIES may take any decisions relating to other matters that are not provided for in these provisions.

These provisions enter into force on 31st July 2019.

11) PLACE OF JURIDICTION

These FIFA Research Scholarship Regulations are made under Swiss law. The exclusive place of jurisdiction is Neuchâtel, Switzerland. As outlined in Provision 5.3) of these Regulations decisions by the Selection Committee are final and shall not be subject to challenge.





FIFA Headquarters, Zurich, Switzerland

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