

Notes for Applicants for BA/Leverhulme Small Research Grant Scheme 2016 Competition

**Note: PLEASE READ THESE SCHEME NOTES
CAREFULLY**

**Any application which is incorrectly submitted will not be
eligible for award**

Funding

1. The British Academy announced a major new partnership in January 2012 to support the funding of the Small Research Grants scheme. The awards are co-sponsored by the Leverhulme Trust, with funding of £1.5 million over 3 years, subsequently renewed, matching the public funding deriving from the grant made to the Academy via the Department of Business, Innovation and Skills. In addition, the Academy continues to be able to offer some awards derived from funds generously donated by other funders including the Modern Humanities Research Association, the Sino-British Fellowship Trust, the Sir Ernest Cassel Trust and other endowments administered by the Academy. All successful applicants will be clearly informed of the source of the funding of their grant when an award has been offered, and will be expected to include due acknowledgement of the funder and the Academy when disseminating the results of the research funded under this scheme.

Purpose of grant

2. Grants are available to support primary research in the humanities and social sciences. The first recourse for funding should be to your own institution (where applicable). Applications will not be considered for less than £500. The maximum grant is £10,000 over two years. Applications for collaborative or individual research projects are equally welcome under this scheme. Applications from international groups of scholars are welcome, provided there is a UK-based scholar as lead applicant.

Funds are available to facilitate initial project planning and development; to support the direct costs of research; and to enable the advancement of research through workshops or conferences, or visits by or to partner scholars. Applicants may seek support for any combination of eligible activity and cost up to the overall limit of £10,000. The Academy will assess applications equally on their merits, with no preference as to mode of enquiry.

Grants are not intended to support interchange between UK and overseas scholars where there is no planned programme of activity to meet a clearly specified research objective (dissemination of results of research conducted under the aegis of the project for which funding is sought is a permitted purpose, but applications purely to organise an

international conference, whether held in the UK or overseas will not be considered); nor are grants intended solely to support attendance at open conferences organised by a third party or international organisation. (In other words, this scheme does not cover applications that might previously have been made to the British Academy's Conference Support Grant or Overseas Conference Grant schemes, unless there is a direct connection to the dissemination of results of research funded under this proposal.)

All applications should demonstrate that funds are sought for a clearly defined, discrete piece of research, which will have an identifiable outcome on completion of the Academy-funded component of the project.

The remit of BA funding schemes does not include primarily practice-based outputs such as in musical composition and performance, visual practice, creative writing, and film-making. Such outputs will be considered to fall within the BA's remit only when they form part of an integrated project of demonstrable critical or historical significance.

Eligibility

3. Applicants must meet the following eligibility criteria.
 - Grants are available for advanced research, at postdoctoral or equivalent level, in the fields of the humanities and the social sciences. **Postgraduate students are not eligible to apply.**
 - Applicants must be ordinarily resident in the United Kingdom, the Isle of Man or the Channel Islands (that is, classed as 'ordinarily resident' by the Inland Revenue) **or** currently employed overseas by a recognised UK overseas research organisation.
 - UK research organisations based overseas may apply to be recognised by demonstrating that they satisfy **both** the following conditions:
 1. Organisations which are, or which are constituent parts of, charities registered with the Charity Commission; and
 2. which must be able to demonstrate an independent capability to undertake research in the field or discipline in which they wish to be funded, and to lead the research for which funding is received.
 - Awards will not be made retrospectively: this means that the work for which support is requested **must not** have commenced before the award is announced. Please note the earliest point at which research can commence, and, in order to help regulate the flow of applications, the latest starting date also. The Academy is inviting proposals in this round for the first closing date noted below. The competition for the next round will be opened in the Autumn, 2016.

Opening date	Closing date	Research to commence	Result notified by
1 April 2016	11 May 2016 (5pm BST)	Not earlier than 1 Sept 2016 Not later than 31 March 2017	End July 2016

Eligible costs

4. Funds may be sought to cover the direct expenses incurred in planning, conducting, and developing the research, including:
 - project planning and development costs (cost of travel for discussion in the UK and overseas; initial workshops with potential partners)
 - travel and maintenance for UK scholars; including travel to disseminate results of the research at conferences held either in the UK or abroad
 - travel and maintenance for overseas scholars engaged in collaborative research activity with UK partner(s)
 - research assistance (based in UK or abroad)

- workshops or conferences to advance the programme of research (principally the costs of travel and maintenance for key participants, though organisational costs may be considered)
- consumables
- specialist software
- costs of interpreters in the field

Bids for the cost of childcare may be considered if the parent/carer is conducting research away from home and it is not possible to make alternative arrangements. In such a case, the Academy will consider making a contribution to the element of cost that is directly attributable to the research project. The costs of normal regular childcare whilst at home are not eligible for support. Consumables include the purchase of datasets, photocopies, microfilms, etc, and any other minor items that will be used up during the course of the project. Applicants may apply for short-term consultancy or salary costs for expert staff, or short periods of research assistance. Provided they are central to the research process and an adequate case is made, the costs of preparing illustrations (including photography, acquisition of images, draughtsmanship and cartography or other bespoke illustrative material) may be considered. The cost of reproduction rights for text or images may be considered provided there is a contract for publication in place. Costs associated with deposit of digital material in an appropriately accessible repository may be considered. Costs related to conservation may be considered provided there is a clear research context to the work that falls within the remit of the Academy; if an application is purely for technical or practical work with no research objective, it is not eligible for funding. Incidental translation expenses may be considered.

The following items are **not currently eligible** for funding (applicants registered with special needs may consult the Academy about possible exceptions): institutional overheads, or any element that should properly be ascribed to institutional overheads; computer hardware including laptops, electronic notebooks, digital cameras, etc; books and other permanent resources; the preparation of camera-ready copy, copy-editing, proof-reading, indexing, nor any other editorial task; subventions for direct production costs (printing, binding, distribution, marketing etc); costs of publication in electronic media; payment to the principal researcher(s) in lieu of salary, or for personal maintenance at home; replacement teaching costs; travel and maintenance expenses for purposes such as lecture tours or to write up the results of research.

Level and duration of award

5. Applicants may bid for up to £10,000, for research taking place over a maximum period of 24 months. Applicants should not apply for expenditure that will take place over more than 24 months. (Note that if application includes an element for dissemination of results of research at conferences, the timing of such a conference must be within the 24 month limit and the end date of the award calculated accordingly to include this element.) There is no bar to reapplying for further funding, providing the conditions of award relating to the preceding grant have been satisfactorily fulfilled. Please note, however, that once a pilot project has been successfully completed further applications relating to the main project may be more appropriately directed elsewhere for funding (ESRC/AHRC). There is no guarantee that a re-application will be successful, so applicants with longer-term projects in mind should ensure that their research is so designed that a single phase will have an appropriate and worthwhile outcome, even if further phases are not funded.

Applications to multiple British Academy Schemes

6. Please note that only one British Academy Small Research Grant or other similar Academy grant may be held, or applied for, at any one time. **An application cannot be accepted if there is a report outstanding on any previous such research grant awarded by the**

Academy to the principal investigator or co-applicant(s) named in the current proposal. Failure to follow this guidance will result in your application being withdrawn from this round of competition.

Duplicate applications for the same purpose to more than one Academy scheme will not be accepted.

Please note the following:

- You *cannot* apply to both this scheme and the International Partnership Mobility Scheme
- A Newton Fellowship Co-Applicant *can* apply to this scheme providing there is no duplication of costs
- You *can* apply to both this scheme and the Mid-Career Fellowship Scheme but cannot be successful in both as the Mid-Career Fellowship Scheme includes some research expenses. You cannot apply for a different project as the Mid-Career Fellowship Scheme buys 100% of your time
- You *can* apply to both this scheme and the Postdoctoral Fellowship Scheme providing there is not duplication of costs
- You *can* apply to both this scheme and the Senior-Research Fellowship Scheme
- You *can* apply to both this scheme and the British Academy Rising Star Engagement Awards providing there is no networking event in your Small Research Grant application as this is the main purpose of the British Academy Rising Star Engagement Awards

Resubmissions

7. The Academy will accept one resubmission of a previously unsuccessful application. A fresh proposal must be prepared and a new statement of support supplied by a referee (who may be either the same or different from that named on the first application). Applicants should clearly demonstrate how the proposal has been modified.

Nominated Referee

8. Applicants are required to nominate one referee and ensure that the supporting statement from their chosen referee is submitted on the e-GAP system by the deadline, which will be 5pm on 19th May 2016. **Your referee has to be drawn from outside your own employing institution and from outside the employing institution of your co-investigator(s), if any.** Before listing your referee on your application form you should seek permission from them that they are happy to provide this by the deadline. **It is essential that you enter the correct email address for your referee otherwise your referee will not receive the automated messages delivered from the e-GAP system. You must also select the 'contact now' button when invited to do so.** Once your application has been submitted and approved an email will be sent to your nominated referee providing them with their login details and also instructions on how to submit their reference in e-GAP. **We strongly advise that you submit your application as early as possible to allow your referee enough time to provide their reference in the system.** An application cannot be considered for an award unless the proposal and reference have been submitted on time. **Please note that references must be provided through the e-GAP system, they cannot be provided as an email attachment nor sent by post in hard copy. Any references received after the deadline, or outside of the system, or by another academic at the same institution as you or a co-applicant(s) will not be accepted and your application will be withdrawn from this competition.**

Code of Practice

9. The Academy has a Code of Practice for assessing research applications, setting out the principles of equity, integrity and confidentiality governing the treatment of all applications for research support. The Code of Practice also covers Data Protection, the

Academy's ethics policy and the appeals procedure. The Code of Practice may be viewed on the Academy's website at <http://www.britac.ac.uk/funding/codepractice.cfm>. **Feedback is not a feature of the Small Research Grants scheme** and the Academy is, regretfully, unable to enter into correspondence regarding the decisions of the awarding Committee, which are governed by the Code of Practice. **Please note** that by applying in this scheme, applicants undertake to accept the terms under which applications are assessed.

Application Information

10. Applications can only be submitted online using the British Academy's electronic Grant Application and Processing (e-GAP2) system (<https://egap.britac.ac.uk>). Applications cannot be submitted on paper.

Applicants should be aware that this application form will be considered by appropriate assessors who will be subject specialists. Applications assessed as being worthy of funding will be submitted to the Grants Committee for final decision on awards. The application will be treated as confidential at all times.

When completing your application on e-GAP, it is recommended that you take particular note of the following points:

- **Personal details:** When registered in the e-GAP system, a user has the option to add or update personal information such as contact details, log-in details (including email address and password), interests, research and employment details, at any time. **This does not form part of the specific application form for any individual scheme**, but represents a personal record of your account in the system. It is useful if this information is kept up to date, but it is not essential to the progress of an application.
- **Automatic log-out:** **You are strongly advised to save your work regularly to prevent accidental loss of text.** In particular you should be aware that if the system does not detect any activity for 3 hours it will log out and everything that has not been saved will be lost. Please note that typing and moving between *tabs* within an application is not considered an activity, you need to have pressed the save button or have moved from one *page* to another. It is recommended that you write the text for longer sections in a word processor such as Word and then copy and paste into the text box to avoid being timed out in this way.
- **Multiple sessions:** You should not have multiple browser windows/tabs of your application open at the same time as this may cause information to be lost. Only one user should edit an application at a time, otherwise changes might be lost.
- **Character limits:** When completing boxes that have a restricted length (note that it refers to characters and not words and that the count includes spaces) you should note that if you exceed the specified amount you will not be able to save when you press the save button. You should type the text for the longer-length boxes in a word processor. You will then be able to check the character limit and paste it into e-GAP. You will then still have a copy of the text to return to in the word processor. The character limit applies to text boxes.
- **Plain text:** If entering plain text, please avoid using symbols as some may not be accepted by e-GAP. You should generate and view a PDF of your application to check that the application appears as you want it to by clicking on print application.
- **Uploading PDF documents:** **Please note the only item you may upload is a copy of sample questionnaire, if you are using one.** When uploading PDF documents, please add your name and a heading at the top of every page to show what the document is. Please avoid uploading documents containing illustrations with fine details or colour as this can cause problems when creating a PDF of the application. Please note we will only print your applications in black and white. Each PDF cannot exceed 3 Mb in size.
- **Email addresses:** The e-GAP system relies heavily on automatic email contact. It is essential that you ensure you enter accurate email addresses where requested as it may cause considerable delay

in the submission/processing of your application if any of these are incorrect. You cannot make changes to email addresses after your application has been submitted for approval.

- **Submission:** You will not be able to submit your application until you have completed each section in full. You should submit your application for approval by a designated approver at your host organisation at least 5 working days before the closing date to allow for your host organisation's administrative procedures. **We strongly advise that you submit your application as early as possible to allow your institution enough time to approve your application and to provide enough time for your nominated referee to provide their reference in the system.**

- **Application sharing:** You can let other e-GAP users view your draft application, in advance of submission, by providing their email address and entering the permissions you want them to have. They will be able to log in using their existing password and also see and, depending on permissions, amend your application. If you choose to do this, the sharer needs to click on My Applications once they have logged on to see *your* application.

Application deletion You can delete your application at any time although it is often a lot easier to just re-edit your existing application. You will be able to recover a deleted application for a period of 7 days after deletion. After this it will be permanently removed from the system.

- **Application returned for editing** The approver can return your application to you for further editing see 'Submission of Application' below.

- **Guidance:** In the tables below you will find in the left-hand each question as set out in the application sections and in the right-hand column useful guidance on its completion.

- **Further clarification** If any of this advice is unclear, or you need further information, please do not hesitate to seek clarification from the British Academy's Research Awards Team (contact details at the end of these notes).

PLEASE NOTE THAT IT IS ESSENTIAL THAT YOU CREATE A PDF OF YOUR COMPLETED APPLICATION (by clicking 'Print Application'), AND CHECK IT THOROUGHLY, INCLUDING EMAIL ADDRESSES AND UPLOADED PDF FILES, BEFORE SUBMITTING IT FOR APPROVAL BY YOUR HOST ORGANISATION. IT MAY NOT BE POSSIBLE TO RECTIFY MISTAKES IN TIME FOR THE DEADLINE.

CHARACTER LIMITS APPLY TO PLAIN TEXT ONLY. PAGE LIMITS APPLY TO PDFs ONLY

ALL FIELDS MARKED WITH AN ASTERISK* ARE MANDATORY

YOU SHOULD NOT HAVE MULTIPLE BROWSER WINDOWS/TABS OF YOUR APPLICATION OPEN AT THE SAME TIME AS THIS MAY CAUSE INFORMATION TO BE LOST. ONLY ONE USER SHOULD EDIT AN APPLICATION AT A TIME, OTHERWISE CHANGES MIGHT BE LOST.

Completion of application

SUMMARY

Summary table

When your application form is complete, all sections on this summary table will have a green tick. **A green tick will only appear when all the mandatory fields in that section have been completed.** All mandatory fields are marked with an asterisk '*'. Only then will a 'Submit' button appear for you to be able to submit your application.

SUBJECTS

Primary and secondary subjects	Please select a Subject Group from the drop down menu
Subject	<p>Please select all relevant subjects from the list provided. This can only be done once the 'Subject Group' has been selected.</p> <p>Please bear in mind that the Academy's choice of assessor is directly related to the primary subject selected.</p>

CLASSIFICATIONS

Classifications	<p>Time periods and regional interests: please select the time period(s) and regions of the world most relevant to the topic of your research.</p> <p>Audiences: if your research is of particular relevance to more than an academic audience, such as policymakers or more general audiences, please specify here.</p> <p>This information will help inform the Academy's choice of assessor for your application.</p>
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APPLICANT PERSONAL DETAILS

Title, Names, Address, Email address etc.	Please take care to complete this accurately. Errors in this section can cause difficulties in the processing of your application
Co-applicants	<p>Please note that all applications should have one lead applicant, although applications on behalf of more than one person are welcome. Please note that all correspondence is sent via the system only to the individual in whose name the application is submitted on e-GAP. The applicant is responsible for notifying any other parties. If there is more than one applicant, or the research involves other partners, please complete this section, and the relevant sections of the co-applicant personal details and co-applicant career summary. A 'co-applicant' is a joint director of the project with equal responsibility for the academic management of the project. It is expected that no more than two co-applicants would normally be named on a proposal for a Small Research Grant. Postgraduate students are not eligible to apply for grant support from the Academy, and applicants (and co-applicants) are asked to confirm in the personal details section(s) that they are not currently working towards a PhD, nor awaiting the outcome of a <i>viva voce</i> examination, nor awaiting the acceptance of any corrections required by the examiners.</p> <p>Other participants in a project, whose involvement does not equate to being a 'co-</p>

	applicant' should be named in the relevant section (other participants) on the Proposal tab.
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APPLICANT CAREER SUMMARY

<p>Statement of qualifications and career</p> <p>Please click 'Add Qualification' to add each appointment or qualification</p>	<p>Please give details of relevant appointments and qualifications in reverse chronological order.</p>
<p>PhD confirmation</p>	<p>Applicants working towards a PhD, or awaiting the outcome of their viva/submission of corrections are not eligible to apply. Please therefore confirm that you have a PhD by answering yes. If you are an established scholar with relevant equivalent experience, but no doctorate, please select 'no' and indicate in the 'personal statement' field why you should be eligible for consideration.</p>
<p>Present Appointment, Employing Institution and Present Department</p>	<p>Applications are welcomed from independent or retired scholars, and such applicants should indicate 'independent scholar' here, and select this as their 'organisation' on the organisations tab. 'Approval' of their application will be given by the BA as appropriate.</p>
<p>Publications, Unpublished Research</p>	<p>Please list publications to date in reverse chronological order under publications; and any unpublished studies previously funded by any agency, including but not restricted to the British Academy. Please give details of planned publication dates, or explain why the research has not yet been published. Assessors may take backlogs of publication into account.</p>
<p>Personal statement</p>	<p>This field is optional, but may be used, for example, in providing information regarding interruptions to an academic career. The limit on this field is 1100 characters including spaces</p>
<p>Previous support</p>	<p>An application will not be eligible for consideration if there is a report outstanding on any previous research grant awarded by the Academy to the applicant or any co-applicant. Failure to follow this guidance will result in your application being withdrawn from this round of competition.</p> <p>Please give details of any research applications submitted to the British Academy within the last five years. In the case of a further application for continuing research which has received previous Academy support, please note that a full report and statement of expenditure for the previous grant must be submitted, before further funding can be considered.</p>

ORGANISATIONS

<p>Organisation</p> <p>Please be aware that it is your responsibility to ensure that you complete your application in time for your employing institution to process it and provide their approval by the closing date. Once they have checked your application they will contact you if any changes are required. It is recommended that you allow at least five working days for this process.</p>	<p>Please select your current employing organisation (or independent scholar if appropriate). The majority of appropriate establishments appear in the drop-down list. If your employing organisation is not there, however, please contact the institution's research support services, or equivalent, and ask them to provide the Research Awards Department with contact details of an appropriate person in the organisation to act as an approver on its behalf.</p> <p>All applications must be approved by the employing organisation authorities e.g. research grants office, finance department, etc. The approving department will receive email notification once you have completed your application and submitted it. They will be asked to provide approval and then submit the application to the British Academy. It is strongly recommended that the applicant maintains an open dialogue with the approving department at your employing institution as the British Academy cannot be held responsible for emails being caught in spam filters or not being received.</p>
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CO-APPLICANT PERSONAL DETAILS/CAREER SUMMARY

<p>Specify Co-Applicant</p>	<p>Your co-applicant(s) will need to register themselves on e-GAP before you are able to complete this section.</p> <p>If applicable, please enter all the details of your co-applicant(s). Please click 'Add Co-Applicant', enter the co-applicant's email address and then click next. Confirm the user by clicking 'Next' then select the permissions you wish the sharer to have with your application and then click 'Finish'. It is possible to go back each step by clicking 'Previous'.</p> <p>If necessary, it is possible to enter additional co-applicants by repeating the instructions above.</p> <p>Once you have clicked on the 'Finish' button, your co-applicant will be able to view your application and, depending on permissions, amend and submit your application. If you choose to do this, the sharer needs to click on My Applications once they have logged on to see <i>your</i> application.</p>
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PROPOSAL

<p>Subject Group</p>	<p>Please select the Subject Group from the drop down menu that is most relevant to this proposal</p>
<p>Subject</p>	<p>Please select a Subject from the drop down menu. This can</p>

	only be done once the 'Subject Group' has been selected
Starting date/end date	<p>To select a date in the future using the calendar feature in e-GAP, click on the month and year in between the two arrows at the top of the box. A second box will appear where you can select the month you wish and then you can type the year you require in the box provided. Click 'Okay' and the calendar will take you to the month and year you have selected.</p> <p>Please note that awards may be held over a period of up to 24 months from a starting date not earlier than 1 September 2016 and not later than 31 March 2017.</p> <p>Please ensure that the dates you list here match the dates listed in the 'financial details' section.</p>
Abstract	<p>Please provide a short abstract summarising your proposed research in terms suitable for an informed general audience, not one specialised in your field. This is a mandatory field and the limit is 1100 characters including spaces</p>
Proposed programme/plan of action	<p>The proposal must;</p> <ul style="list-style-type: none"> • clearly specify the context, and research objectives of the proposed study, • describe the methodology to be used, and • set out a realistic research programme, describing the activities that will take place, and explaining how they will contribute to the achievement of the research objectives <p>Applicants should give an account of their research which is complete of itself, and should not depend on material facts being provided by their referees, nor rely on special prior knowledge on the part of assessors.</p> <p>Where the bulk of funding sought is to finance a workshop(s) or conference(s), applicants should give a clear account of the overall research programme, provide a justification of the contribution of the event(s) to the achievement of the research objective, and give an account of the onward research planned.</p> <p>It is essential that applicants clearly state the reasons why funds are needed. For example, it is not sufficient to state that the applicant will visit a particular archive: adequate details must be provided of sources to be consulted, and the length of visit must be clearly justified. The applicant should briefly explain why alternative access to material, such as microfilm or internet access, is not appropriate.</p> <p>Grants are intended only for the planning and conduct of primary research. They are not available to cover the costs of spending time at another institution for purposes such as the writing up of primary research. All applications must clearly itemise the research programme to be undertaken at any location. Convenience is not a justification.</p>

	<p>If support is sought for visits between UK and overseas scholars, applicants should clearly explain the purpose of the meeting(s).</p> <p>If a research assistant is to be employed, applicants should provide a brief job description, clearly stating the nature of the work to be undertaken by the research assistant, and the arrangements for ensuring adequate supervision. If the research assistant has already been identified, details should be given under 'other participants'. Otherwise, applicants should state the skills and qualifications sought. Applicants should justify the period of employment (or number of hours) for which funding is sought (e.g., has a pilot study or sample been conducted to show how long it will take the assistant to achieve the task in question?). Please note that PhD candidates employed as research assistants on projects funded by the Academy should work for no more than 10 hours per week on projects outside their own PhD research. British Academy research grants may not be used to fund work by PhD candidates that is directly related to their PhD thesis.</p> <p>If the study will involve the use of a questionnaire as a research tool, a sample of the questionnaire (in English) should be submitted, if available at the time of application. Please note no other attachments can be uploaded. The PDF cannot exceed 3 Mb in size.</p> <p>Independent researchers, not affiliated to an institution, should provide evidence of access to relevant facilities and resources.</p> <p>The character limit for the proposed programme field is 3500 including spaces, and for the plan of action is 2000 including spaces.</p>
<p>Planned research outputs/plans for publication/dissemination</p>	<p>Under 'planned research outputs', please only state the type of output expected. Please give more detail about potential publishers etc under plans for publication, for which the character limit is 1500. In assessing value for money, the assessors may take into account the intended outcome as compared with the amount of money sought, although it is fully appreciated that some modes of research are more expensive than others and proposals will not be discriminated against on grounds of cost alone.</p>
<p>Digital Resource</p>	<p>It is a condition of award that digital resources created as a result of research funded by the Academy be deposited in an appropriately accessible repository. Applicants should ensure that any necessary technical advice is obtained before commencing work that involves the creation of digital resources.</p>
<p>Overseas Travel: Country/Institution</p>	<p>Where overseas travel is to be undertaken, please list the most significant country (up to three can be chosen) to be visited under "Overseas travel - country"; and if your</p>

	<p>research involves working in a particular overseas institution, and/or working in other countries to which you will travel in connection with this application, please give details under 'Overseas travel - institution'.</p> <p>This information is used for monitoring purposes and may be provided to sister Academies or other organisations which have agreements or links with the British Academy, or the British Academy-sponsored overseas Institutes and Societies. Relevant information about the proposal, including, with the consent of the applicant, contact details, may be shared with the sister Academies or Institutes where this is part of the assessment process, or where joint funding is available (see www.britac.ac.uk/intl/ for list of organisations with which the Academy has links).</p>
Research Leave Granted/Permission Obtained	If it is necessary for you to obtain research leave in order to undertake this research project, has this already been granted?
Support of BA School or Institute Required/Granted	<p>Please note that scholars may not apply for cash support from <i>both</i> the British Academy <i>and</i> the British Academy-sponsored overseas Institutes and Societies. There is no bar to applicants seeking cash support under the Small Research Grants scheme, and logistical, permit-related, or other <i>non-cash</i> assistance from an Institute or Society. If the project is <i>funded</i> by an Institute or Society, an application may not be submitted under the Small Research Grants scheme. If your research will take you to a country or region in which one of the British Academy-sponsored overseas Institutes or Societies operates, you are strongly encouraged to make contact with it before completing this form so that you can take account of any relevant expertise, facilities and logistical advice: details can be found on the Academy's website at</p> <p>http://www.britac.ac.uk/intl/index-basis.cfm</p>
Language Competence	The Academy expects that applicants will have any language skills necessary to conduct the research. If relevant, please state the level of language competence of the applicant and other participants, or otherwise explain how the objectives of the research will be met.
Other participants/Role of participants/Added value of collaboration	Under 'Other participants' please give the names, appointments and institutional affiliation of any other participants in the proposed research. If detail is not known yet, please indicate numbers and status of people who might be involved. Please describe the contribution to the project to be made by other participants, citing any particular specialisms and expertise, under 'role of other participants'; and under 'Added value of collaboration', please provide any comments you wish to make on the particular relevance, timeliness or other aspects of the collaboration, and the benefits envisaged.
Endangered or Emerging Subject Areas	Applicants for the Small Research Grants should be intending to pursue original, independent research in any field of study within the humanities or social sciences. There are no quotas for individual subject areas and no thematic priorities. The Academy will, however, take into account the aim of providing particular support for certain important fields, including modern languages and

	<p>quantitative skills.</p> <p>http://www.britac.ac.uk/policy/Skills_and_Education_Policy.cfm</p> <p>Please indicate here if, and how, your application is particularly relevant to this programme.</p> <p>NB: All applicants are invited to state how they see their particular programme, whether directly meeting current challenges or not, contributing to the identification of future priorities and challenges. To amplify this final point, the Academy does not set thematic priorities to which all applicants are expected to relate their proposal. Rather the onus is on the individual to indicate if, and how, their research will contribute to meeting national challenges. The primary factor in assessing applications will remain the excellence of the proposal.</p> <p>This is an optional field and the limit is 1500 characters including spaces.</p>
<p>Ethical Issues</p>	<p>It is expected that most ethical issues will be covered by standard codes of practice. It is only necessary to indicate here in detail any non-standard issues. Please note the Academy's ethics policy described in the Code of Practice. Independent researchers (i.e. those without access to institutional ethical scrutiny) may give details of relevant professional codes of conduct to be followed. Approval to undertake the research must be granted by the relevant authority before any work requiring approval begins.</p>
<p>Source of Funding</p>	<p>Please provide details of other support given or applied for in connection with the current proposal.</p> <p>Please indicate whether any other grant applications relating to this project have been submitted, either to the British Academy or to any other funder. Applications submitted to the Academy by separate applicants will not be accepted if it is considered that both (or all, if more than two) applications relate to the same project, whose components would not be viable as independent pieces of research.</p> <p>The Academy has no objection to its grants being held in conjunction with awards from other bodies, provided that there is no duplication of expenditure. Applicants are requested to keep the Academy informed of the outcomes of any other applications (by email to grants@britac.ac.uk). Failure to do so may jeopardise the application's prospects of success. In cases where simultaneous applications to the Academy and to another funding agency covering the same elements of a project are both successful, the applicant will be asked to choose which award to accept. Only if there is no duplication and no unnecessary inflation of a project will an applicant be permitted to retain both awards (subsequent requests to alter the plan of research simply to allow the applicant to</p>

retain both awards are unlikely to be considered favourably).

NOMINATED REFEREE

Referee

Applicants are required to nominate one referee and ensure that the supporting statement from their chosen referee is submitted on the e-GAP2 system by the deadline, which will be 5pm (BST) on 19th May 2016.

Your referee should be familiar with your project and able to comment on its significance and feasibility, and on your abilities. The reference may be supplied by a scholar based outside the UK if you wish. **Your referee has to be drawn from outside your own employing institution and from outside the employing institution of your co-investigator(s), if any.**

Before listing your referee on your application form you should seek permission from them that they are happy to provide this by the deadline. It is essential that you enter the correct email address for your referee otherwise your referee will not receive the automated messages delivered from the e-GAP2 system. You must also select the 'contact now' button when invited to do so.

Once your application has been submitted and approved an email will be sent to your nominated referee providing them with their login details and also instructions on how to submit their reference in e-GAP. **We strongly advise that you submit your application as early as possible to allow your referee enough time to provide their reference in the system.**

An application cannot be considered for an award unless the proposal and reference have been submitted on time. **Please note that references must be provided through the e-GAP2 system, they cannot be provided as an email attachment nor sent by post in hard copy. Any references received after the deadline, or outside of the system, or by another academic at the same institution as you or a co-applicant(s) will not be accepted and your application will be withdrawn from this competition.**

FINANCIAL DETAILS

Financial Details/Justification

Please provide details of funding in the relevant

***Please refer to pages 2-3 for a full list of eligible costs. If you include a cost that is not eligible for funding your application will be withdrawn from this competition.**

fields.

Applicants should prepare accurate costings for the proposed research expenses, and should be particularly careful not to overestimate the resources required. Applicants are advised that competition for funds can be fierce, and proposals on the margin for award may have a greater chance of success if they are modestly costed.

Costs should be clearly itemised and justified in terms of the research programme. If the Academy is being asked to support only a proportion of the total costs, please explain this clearly under proposed programme on the proposal tab.

It is advised that travel costs should be clearly justified; that the length of time for which subsistence is sought should be justified in the application; that *per diem* rates should be explained; that hourly or monthly rates of research assistants should be specified; and that the period of employment needed for a research assistant should be fully justified. If a claim for child care is included, please supply sufficient justification for the case to be assessed.

Per diem rates: The Academy will *normally* offer no more than £2,000 per month for subsistence away from home, or a maximum daily rate of £100 for shorter visits, to include food, accommodation and local daily travel. If you are going to request more than this, we ask that you make your case and explain the reasons for this. Applicants are asked to quote realistic daily rates, bearing in mind that the Academy reserves the right to reduce the amount requested if it is thought excessive. In all cases the Academy is looking to ensure value for money.

In cases where funds are sought for the costs of illustrative material, please note that if there is an agreement for commercial publication, further information may be sought about the general finances for the volume(s). Requests for reproduction fees (for text or image) will only be considered if a publishing contract is in place.

Please note that no payments can be made to the principal investigator or co-investigator(s) either for their own salary costs or for replacement teaching.

Please note that grants are cash-limited, and there is no scope for supplementation of an award. Projects should be fully costed from the outset.

Please do not use '£' signs in the amount boxes.

<p>Total grant requested</p>	<p>This has to be the same total indicated in the financial details table. It should be entered as a figure with no £ sign and no commas or decimal points.</p> <p>Please note we will not be able to edit any mistakes after your application has been submitted and approved and will go by the figure listed here, even if the amount specified in the financial table amounts to more. It is therefore very important you match these two figures to ensure you are requesting the correct amount.</p>
<p>Duration (Years)</p>	<p>This is a drop-down field. By clicking on 1 or 2, the corresponding number of columns will appear in the financial details table, and information of funding requested for each of the years can be entered.</p>
<p>Name of private fund</p>	<p>The British Academy has established partnerships with a number of other funders to provide support for specific areas of research. This support is delivered through the Small Grants programme. If your research is relevant to one of these areas, you can indicate the relevance of your proposal to the appropriate fund by entering the name in this field.</p> <p>Please note that all applications are considered on their merits equally, and it is not guaranteed that awards will be made simply because of the suitability of the subject area.</p> <p>In this round of competition for BA/Leverhulme Small Research Grants, all applicants will automatically be considered for funding either from the public funding or the Leverhulme Trust funding, and no preference need be expressed by the applicant. The funding is expected to be equally available from both sources and no advantage may be obtained by indicating any preference.</p> <p>The other funds available to be distributed in addition to these two main sources of funding include the following non-governmental sources:</p> <ul style="list-style-type: none"> • <i>British Accounting and Finance Association (BAFA - new for 2016)</i> – research into Accounting and Finance, broadly interpreted to cover all aspects of historical and contemporary research on relevant subjects. • <i>Society for the Advancement of Management Studies</i> – research in the fields of management and business studies. • <i>Philosophy of Education Society of Great Britain</i> – research in philosophy brought to bear on educational questions and issues. • <i>Sino-British Fellowship Trust</i> – Funds individual or collaborative projects in Britain or China with preference to applications that will help

	<p>to achieve sustainable development regarding environmental issues and pollution.</p> <ul style="list-style-type: none"> • <i>Honor Frost Foundation</i>- research in the fields of maritime archaeology and cultural heritage. • <i>European Integration</i> – Additional funding has been donated to the Academy to enable the support of research in this round in the field of European Integration. <p>The Academy also has a number of endowed funds which enable contributions to be made to costs of research in particular fields, including:</p> <ul style="list-style-type: none"> • <i>William Hepburn Buckler Fund</i> – research relevant to the history and antiquities of Asia Minor and Cyprus in the classical Greek, Roman or Byzantine periods • <i>Ancient Persia Fund</i> - Iranian or Central Asian studies in the pre-Islamic period. <p>Please also continue to refer to http://www.britac.ac.uk/funding/guide/special.cfm as it is possible that further private funding may become available in future.</p>

EQUAL OPPORTUNITIES

<p>Equal opportunities/Co-Applicant Equal Opportunities</p> <p>The British Academy is committed to its policy of Equal Opportunity in the provision of its grants and awards. Please help us to monitor the effectiveness of this policy by providing the following information concerning your age, gender, ethnic origin and disabilities (if any).</p> <p>This information will be kept separately from the rest of your application and will not be seen by those involved in making decisions in the selection process, including referees etc.</p>	<p>This section is optional. The Academy would however, greatly appreciate it if you complete the details.</p> <p>You must either complete the form or tick the box stating that you do not want to complete the form. If you do not tick one or other of the boxes the system will regard your application as incomplete and will not allow you to submit it.</p>
<p>Date of birth</p>	<p>To select a date in the past using the calendar feature in e-GAP, click on the month and year in between the two arrows at the top of the box. A second box will appear where you can select the month you wish and then you can type the year you require in the box provided. Click 'Okay' and the calendar will take you to the month and year you have selected.</p>

THE ACADEMY WILL ONLY PROCESS COMPLETE, SUBMITTED APPLICATIONS.

Submission of application

Once you have submitted your application for approval by your host organisation, automatic emails will be sent to your host organisation approver asking them to log on to the system. You will not be able to edit your application after it has been submitted to your host organisation for approval. The host organisation approver will either: approve and submit your application, 'send back' your application and contact you to request modifications, or decline your application and contact you.

Please be aware that it is your responsibility to ensure that you complete your application in time for your host organisation to process it (including requesting changes) and provide their approval by the closing date. It is recommended that you allow at least five working days for this process, but please check with your proposed host institution as their internal timetables may require earlier submission.

If your host organisation approver requests modifications through the e-GAP email facility, they can unlock your application, allowing you to edit it. They can do this by selecting 'Send Back'. An automatic e-mail will be sent to you alerting you of this fact. Once you have completed and saved the requested changes, please re-submit your application for approval by your host organisation.

Once your host organisation has approved your application and submitted it to the British Academy it will not be possible to make any changes.

Please note that once the closing date has passed, host organisation approvers cannot approve applications and submit them to the British Academy and unapproved applications are removed from consideration. No late applications will be accepted.

It is recommended that you check that your application is submitted in time. To see the details of the host organisation approver and to check the status of your application, you should log into e-GAP and click on the link to the Application Summary.

***Assessment criteria:** Assessors will evaluate the proposal on the basis of its academic merit, taking into account its originality, its relationship to, and the volume of, research already in the field, the scholarly importance of the research proposed, the suitability of the methodology, the feasibility of the research programme, the specificity of the scheme of research, the presentation, and intended outcomes.*

Assessors will evaluate the ability of the investigator(s) to undertake the proposed research, taking into account their track record in terms of publication, their academic age and stage of career. Backlogs of publication (including any reasons given by applicants) may be taken into account in assessing the current proposal.

The primary assessment of quality will be based on the specific research objective of the proposal, and whether the methodology and research programme outlined are likely to lead to successful achievement of the objective. The details of how the objective will be achieved - whether through research visits, use of research assistance, workshops, or any combination of eligible activities/costs - will be assessed only in relation to each individual application. No preference will be shown between individual or collaborative modes of research. There are no quotas for different types of application, and no comparisons will be made across applications on the grounds of their operational and financial specifications. For projects involving partners from other countries, assessors may take into account the availability of partner funding: in cases where partner funding is likely to be scarce, assessors may give priority to those projects which are likely to contribute to capacity building and lead to benefits for the wider scholarly community.

Assessors may take into account evidence of language competence where the understanding of material in a foreign language is crucial to the achievement of the research objective.

Comparative judgements about value for money may be taken into account at the final stage of assessment. Any special case made for endangered or emerging fields may be taken into account at the final stage of assessment.

NB The administration of the scheme is undertaken solely by the British Academy and all aspects of the application process, assessment process and award management is undertaken by the Academy.

Outcome of application

Once your application has been submitted and approved, and your reference received, you will not be contacted again by the British Academy until the decisions have been made. You can track the progress of your application by monitoring the Lifecycle Stages in the 'Manage Applications' section of 'My Applications'. Please note that the eligibility stage is an internal process and you do not need to do anything for this. Whilst your application is under consideration, the 'Formal Offer' status will read as 'Decision Pending'. This means a final decision has not yet been made. Applicants will be notified of the outcome of their application by the end of July 2016. Results are issued by email.

Applicants in any doubt about their eligibility or any other aspect of their application are advised to contact the Research Grants office at the Academy, where staff will be pleased to assist.

The British Academy
Research Grants Office
10-11 Carlton House Terrace
London SW1Y 5AH

Tel: 020 7969 5217
Fax: 020 7969 5414
Email: grants@britac.ac.uk

Important Dates:

Deadline for applications: **Wednesday 11 May 2016 (5pm BST)**

Deadline for organisation approval: **Thursday 12 May 2016 (5pm BST)**

Deadline for reference from nominated referee: **Thursday 19 May 2016 (5pm BST)**

Results announced by email to address on application: *before 31 July 2016*

FREQUENTLY ASKED QUESTIONS: BA/Leverhulme Small Research Grants

I am currently studying a post-graduate course. Are there any funds I can apply to?

Unfortunately, the Academy does not have any funds available to provide funding for students. Funding is provided for research at post-doctoral level only.

I have just completed my Ph.D. Can I apply for a grant?

The Academy welcomes applications from recent post-doctoral graduates. In order to be eligible, you must have successfully passed your viva voce examination and completed any corrections.

I am not affiliated to a UK academic institution. Can I apply for funding?

Eligibility criteria will be clearly stated in all competition scheme notes. Affiliation to a UK academic institution is not a requirement for Small Research Grants, which are open to all postdoctoral scholar's resident in the UK.

Who can offer institutional authorisation for my application?

Institutional authorisation must be given by the registered approver in the e-GAP system. This is variable at each institution and will often be the Research Grants or Contracts Office or equivalent. You should seek advice at your home institution.

I am currently a Principal or Co-Applicant on another British Academy grant. Am I eligible to apply?

If you are currently a Principal Investigator or a Co-Applicant on another Academy research grant, you may not apply as either Principal or a Co-Applicant on another research grant until the conditions relating to the award held have been met.

I was unsuccessful in applying to the Academy in a previous round. Are resubmissions accepted?

Yes, resubmission of the same proposal may be made once in the Small Grants scheme. An applicant is eligible to re-apply with a revised or different proposal so long as they meet the eligibility criteria.

Does my Co-Applicant' have to be based in the UK?

No, a 'Co-Applicant' can be based overseas, provided there is a UK based Principle Investigator.

I am not sure whether to list someone as a Co-Applicant or other participant. What is the difference?

A 'Co-Applicant' is a joint director of the project with equal responsibility for the academic management of the project. An 'other participant' can be anyone else actively associated with the project.

My project is due to start before the decision date. Can I apply?

No. The scheme notes will specify the earliest date that research may commence for each round of competition.

What is the latest I can apply to start my project?

This will normally be clearly stated in the scheme notes relevant to the round of application.

Does my referee have to be based in the UK?

No, references written in English from appropriate overseas referees are welcomed by the Academy.

When I apply for funding through any of the awards offered by the British Academy, can I include in the application the cost of APCs (Article Processing Charges) to enable any articles that may arise from the research to be published in learned journals that offer a 'Gold' open access option?

No. Currently the Academy's position is that costs of publication are not eligible costs.

Does the Academy require the outputs of the research it funds to be made available in any open access format?

No, this is not currently a stipulation of any Academy award.