

## **BIAA Postdoctoral Fellowships Notes for Applicants**

### **Eligibility**

The candidate should normally have completed their PhD at a UK University within the last two years. The BIAA also invites applications from those with an active link to a UK Higher Education Institution who were granted their PhD within the last 10 years.

Research should be located within the field of the arts, humanities and the social sciences and should be related to and/or undertaken in Turkey and the Black Sea region.

### **Application Requirements**

It is essential that applicants read these notes and the accompanying conditions of the Fellowship before completing the application form. Applicants in any doubt about their eligibility or any other aspect of their application are advised to contact the British Institute at Ankara (BIAA), where staff will be pleased to assist. The Institute welcomes applications for research that fits within one of the Strategic Research Initiatives currently promoted by the Institute. More information about the current Strategic Research Initiatives can be found on the BIAA website <http://biaa.ac.uk/research/sri>.

The deadline for receipt of applications and references is **17 April 2022**. Members of the BIAA Research Committee and Council will consider applications received before this date.

Fellowships will be tenable for 12 months from **September 2022**. Fellows will be based at the Institute in Ankara and will be required to spend at least two-thirds of the period of their Fellowship at the Institute. The remaining one-third may be spent outside Ankara for research purposes, following consultation with the BIAA Director.

Fellows will be awarded £20,000 tax-free per annum, payable in monthly instalments, and will receive 22 days of annual leave. All costs including travel (to and from Turkey as well as any academic travel, such as to attend conferences), health insurance, visas and accommodation need to be covered by this annual amount. Accommodation will be available at the Institute in Ankara, as required, at a rate of £10 per night or £250 per month. It is important to note that, due to new regulations regarding residence permits in Turkey, Fellows will be obliged to obtain health insurance from a Turkish company for the duration of their stay. The BIAA will assist with organising this.

Applicants are required to submit an application form, together with a cover letter and research plan. The research plan should present a timetable for the anticipated research and include clear deliverables. It should lead to a substantial publication either in monograph and/or article form.

Applications must be supported by two referees. References should be provided on the headed paper of the referees' home institution or within an email which clearly indicates the position and institution of the referee. Note that you are responsible for ensuring that your referees submit their references by the closing date – the Institute will not contact referees. References will only be accepted electronically. Lack of references will disadvantage an application. Please note that your nominated referees must not be members of the BIAA Research Committee or BIAA staff members.

### **Application Form**

In order to proceed with the application, you need to download the relevant Application Form from the Call for Applications page on the BIAA website. Once this is completed it should be emailed to [biaa@thebritishacademy.ac.uk](mailto:biaa@thebritishacademy.ac.uk) by **17 April 2022**. In addition, it is your responsibility to ensure that your referees have sent their letters of support by the same deadline.

## **Assessment Procedure**

All applications are judged on their academic merit through a stringent process of peer review by appropriate experts. The Research Committee of the BIAA considers application forms, references and external assessments. Recommendations made by the Research Committee are passed to the Council of Management of the BIAA who make the final decision on awards.

Members of the Research Committee and, where appropriate, external assessors evaluate proposals on the basis of their academic merit, taking into account originality, relationship to and volume of existing research in the field, the scholarly importance of the research proposed, the feasibility of the research programme, the specificity of the scheme of research, cost-effectiveness and intended outcomes.

Those who undertake the assessment of applications are required to give an undertaking that all information acquired in the discharge of their duties be kept confidential and not be transmitted to any persons other than in accordance with the prescribed procedures for the selection process. All reasonable steps will be taken to ensure that such information is kept in a secure place and in due course disposed of in a secure fashion. Information provided to assessors in an application for funding will only be used for the purposes of evaluating the proposal.

Those who undertake the assessment of applications for funds, either in writing or through membership of the BIAA Research Committee, are required to declare actual or potential conflicts of interest. Applicants are informed by email of the outcome of their application.

## **Conditions of Awards**

Recipients of awards are made aware of the conditions attached to the awarding of a grant, and are required to confirm acceptance of those conditions.

## **Data Protection and Management**

By submitting an application, applicants are confirming that the information provided therein is, to the best of their knowledge, complete and accurate. The Institute is registered under the Data Protection Act 1998 (Registration Number: Z499325X) and adheres to the General Data Protection Regulations (GDPR) which came into force on 25<sup>th</sup> May 2018. Applicants should be aware that the information they provide will be stored and circulated as necessary for the assessment procedures to be followed. Successful applicants should also be aware that the information they provide on the application form may be copied to the relevant authorised officer in their employing institution as necessary for the award procedures to be followed, and information on the status of their award may be made available to the relevant authorised officer in their employing institution as necessary for the conditions of the award to be fulfilled. Application forms will be retained for at least ten years in the case of successful applications, and five years in the case of unsuccessful applications, and may be consulted by the Institute in the event of future applications being submitted. Details of award holders (including name, institution, project details and amount of award) will be used to compile published lists of award-holders which will be made available on the internet, and to produce statistical and historical information on Institute awards. Queries submitted under the terms of the General Data Protection Regulations about the processing of personal data should be addressed to the London Office of the Institute. Submitting an application constitutes the applicant's agreement to all terms, conditions, and notices contained in the Notes for Applicants.

Personal information provided by applicants will be used for monitoring and statistical purposes only, and at no stage will it form any part of the assessment process. The BIAA's Privacy Notice can be consulted online: <https://biaa.ac.uk/about-the-biaa/privacy-your-data-and-the-biaa>.

## **Equal Opportunities**

The BIAA is committed to a policy of equal opportunities in that applicants will receive equal treatment, regardless of race, sexual orientation, religion, gender, age or disability.

### **Ethics Policy**

The Institute requires the research it funds to be conducted in an ethical manner. All applicants are required to indicate that they have read and will comply with the BIAA's Ethical Policy (available [here](#)), as well as their home institution's ethical guidelines. BIAA employees and BIAA independent researchers should contact the BIAA Research Committee for guidance.

### **Health and Safety**

Grant recipients are required to adopt accepted standards of best practice with regard to the health and safety of themselves and members of their research teams.

### **Appeals**

The competition for support is intense and many high-quality applications may not receive support. All applications receive careful scrutiny by the assessors, in the context of competing claims on available funding. Appeals may therefore not be made against the academic judgement of the Institute's assessors, Research Committee or Council of Management. The sole ground on which an appeal may be made is one of improper procedure. Anyone wishing to make an appeal against a decision should write to the Honorary Secretary of the Institute no later than two months after the result of the competition is announced, citing the specific decision and setting out clearly the substantive basis of the appeal. Only applicants themselves may appeal, though they may include supporting letters as relevant. The Honorary Secretary will respond in writing within 30 days. There are two possible grounds for one further stage of appeal: either improper procedure in the investigation of the original appeal; or the availability of substantial relevant information which for good reason was not made known to the Honorary Secretary at the time of the investigation. Any such further appeals should be directed to the Chairperson of the Institute.

## Conditions attached to BIAA Postdoctoral Fellowships

Funding is subject to a number of conditions that are set out below.

- The Fellow is expected to become a Member of the Institute in the year/s that the Fellowship is taken up;
- The Fellow is expected to complete the BIAA Fellowship Report Form, and include a full statement of their research outcomes, annually;
- The Institute will confer upon the successful candidate the title of Postdoctoral Research Fellow of the British Institute at Ankara;
- The Fellowship will be held for 12 months from **September 2022**. The Fellowship is not renewable;
- The Fellowship is to support the research project outlined in the application. If it is proposed to vary the project or programme of research in any significant way, prior approval must be sought from the Institute;
- The Fellowship should result in a substantial publication either in monograph or in article form. It should be noted that funding from the Institute for a new project will not be made available until the Fellow has published the research funded by the Fellowship to the satisfaction of both the Research and Publications Committees of the British Institute at Ankara;
- The Fellow will be based at the Institute in Ankara and will be required to spend at least two-thirds of the period of the Fellowship in Ankara. Accordingly, the Fellow should apply for a Turkish research visa prior to taking up the Fellowship;
- Periods of absence from Ankara and Turkey must be agreed with the Director of the Institute in advance;
- The Fellowship will be worth £20,000 per annum, payable in monthly instalments as a non-taxable grant. Payments cannot be made into bank accounts based in Turkey. All costs including travel, health insurance, visas and accommodation need to be covered by this annual amount;
- Accommodation will be available at the Institute's hostel in Ankara, if required, at a rate of £10 per night or £250 per month;
- If the proposed scheme of research entails extensive field or museum/library-based research, the successful candidate will be eligible to apply for BIAA research grant funding to support this activity;
- At the end of the Fellowship a report (approximately 1,000 words) should be submitted, setting out what has been achieved, what conclusions have been reached, the significance of the work for the future and the Fellow's own assessment of the success of the project;
- Due acknowledgement of the support received from the British Institute at Ankara should be made in any publication resulting from the research conducted during the period of the Fellowship, and one copy of any such publication should be sent to the Institute's library;
- The Fellow is expected to provide a full report on the research that has been undertaken with the support of the BIAA in a form that can be published in the Institute's annual publication *Heritage Turkey*, if appropriate;
- BIAA Honorary Fellowships may be awarded on application to individuals who have held the position of Postdoctoral Research Fellow and maintain a collaborative link to the Institute in their research activities. The award of Honorary Research Fellowships is at the discretion of the Research Committee;
- The award holder shall not undertake any activity that would bring the BIAA into disrepute;
- The Institute may, at its discretion, terminate the Fellowship, and all obligations in respect of that award shall thereafter cease. A Fellow whose award is terminated shall have the right to appeal to the Council of Management of the British Institute at Ankara.

End of terms and conditions, March 2020