

Strategic Research Initiatives: Research Funding of up to £20,000 Notes for Applicants

Eligibility

Project Directors of any nationality working in the UK or abroad for a UK Higher Education Institution, as well as researchers directing projects that are based formally and demonstrably in the UK, are eligible to apply for a BIAA Research Grant of up to £20,000. Projects 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 awards 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 sponsored by the Institute. More information about the current Strategic Research Initiatives can be found on the BIAA website: <https://biaa.ac.uk/strategic-research-initiatives/>.

The deadline for receipt of applications and references is **17th April 2023 at 23:59**. The BIAA Research Committee will consider all applications received before this date. Research funded by the Institute under this call for applications must be undertaken in the period between **26th May 2023 and 31st March 2024**.

Applications for Research Grants of up to £20,000 must be supported by **two** referees. This only applies to new applications. Applicants for continuation funding do not need to provide references. The **BIAA Reference Form**, complete with guidance notes, can be downloaded from the Call page on the website. Note that you are responsible for ensuring that your referee submits their reference by the closing date. The Institute will not contact referees. References will only be accepted electronically. Failure to provide a reference will disadvantage an application.

Please note that your nominated referees must not be:

- members of the BIAA Research Committee
- BIAA staff members
- employed by your own university or institution
- participants in the project for which the application is being made

The BIAA may additionally seek independent external evaluation of proposals by consulting outside referees not nominated by applicant.

In accordance with British Academy regulations, applicants may not apply for funding from both the British Academy and the British Institute at Ankara for the same project in the same financial year.

The research proposal section of the application form requires applicants to formulate a strict project structure. The project structure and timetable should include the planned programme for writing up and completing publications related to the research that has been undertaken. These elements must be fully integrated within the project structure. Priority will be given to applications that demonstrate a clear and detailed publication plan, including consideration of how funding will be secured.

Applicants should be as explicit and specific as possible about their research aims, the issues they will address, and the methodology they will use. Research directed towards well-defined and realistically achievable goals is expected. If the research for which funding is being sought will stretch

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over several years, please indicate this in your research plan and clarify the place of this application within your overall research project.

Applicants should provide an **itemised budget, which can be downloaded [here](#)**. The following items are eligible for BIAA funding: flights and domestic travel, visas (if applicable), insurance, subsistence costs (up to £20 per person per day), and other costs incurred during the study period in Turkey or Black Sea region (including equipment hire and consumables). The BIAA will not normally fund other direct costs incurred outside Turkey or the Black Sea region. Please note that the BIAA will not support the cost of salary replacement for project directors or personnel. A detailed budget should be prepared and submitted along with the application.

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, together with the completed Project Budget Form, to biaa@britac.ac.uk by **17th April 2023 at 23:59**. In addition, it is your responsibility to ensure that your referee has sent their form by the same deadline.

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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 25th 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/privacy-notice/>.

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 an award of funding within a Strategic Research Initiative

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

Recipients of research funding must undertake:

- to become a Member of the Institute in the year that the grant is taken up;
- to complete the BIAA's Grant Report Form before 1st April 2024, include a full statement of the ways in which the money provided has been spent, and refund any money which has not been spent;
- to spend the funds provided for the purposes, and in accordance with the breakdown of costs, set out in the application and indicate in advance the month during which the grant is expected to be claimed;
- to inform the Institute of any grants received from other bodies for the work supported by the BIAA;
- to liaise with the Director of the BIAA regarding plans to launch fundraising campaigns or approaches for financial support to institutions, firms or prominent individuals, and to take full account of any relevant advice the Director may offer;
- to contact the BIAA's Ankara office before submitting an application to the Turkish authorities relating to archaeological fieldwork or museum studies. Email the BIAA Director: director@biaa.ac.uk;
- to provide the Ankara office with an electronic copy of any and all applications for research permits which have been submitted to the Turkish authorities. Email the BIAA Ankara Manager: ankara.manager@biaa.ac.uk;
- to provide a full report on the work 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;
- if requested, to discuss publication plans for the work which is being supported by the BIAA with the Chair of the Publication Committee (please note, applications for new projects will not be accepted unless project directors have published previous work funded by the Institute to the satisfaction of the BIAA);
- to acknowledge the support which has been provided by the BIAA in all publications resulting from the research and to donate one copy of each publication to the Institute's library;
- to send the bibliographical references of all publications that result from the research funded by the BIAA, not only in the year that the research takes place, but also afterwards;
- to be prepared, at reasonable notice, to give a lecture or a presentation on the work supported by the BIAA to the Institute's members;
- if appropriate, to provide the London and Ankara offices with photographic material and text which may be used for exhibition and publicity purposes from time to time.

Recipients of awards working on topics within the remit of *Anatolian Studies* (the annual journal of the BIAA), are encouraged to offer at least one article resulting from their research for publication in the periodical. Where electronic resources are created by a project supported by the BIAA, community-agreed standards and best-practice must be adopted with adequate provision for the long-term preservation and availability of the resources created. Guidance on suitable standards is available from the Archaeology Data Service (<http://ads.ahds.ac.uk/>) and, on completion of the project, electronic data should be offered for deposit with the Archaeology Data Service or a similar body.

Recipients of BIAA funding undertake to purchase insurance cover for all or any risks and liabilities arising from the work funded by the Institute. The Institute does not insure funding recipients.

Funding recipients agree to hold the Institute harmless for all or any debts, liabilities, or obligations incurred by them or any other party in the course of the work funded by the Institute.

End of notes and conditions, January 2023