

SPHS Fieldwork Grant of up to £400 Notes for Applicants

Eligibility

Support is available to enable an undergraduate or postgraduate student to participate in a fieldwork project in Turkey or the Black Sea region that relates to Hellenic studies (in its widest sense). The applicant must be based at a UK Higher Education Institute.

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 deadline for receipt of applications and references is **17th April 2023, 23:59 UK time**. The BIAA Research Committee will consider all applications received before this date.

Fieldwork projects must be undertaken between **1st June 2023** and **31st March 2024**.

Applications for the SPHS Grant must be supported by one referee. The reference needs to be provided on the headed paper of the referee's home institution or within an email which indicates the position and institution of the referee. Note that you are responsible for ensuring that your referee submits their reference by the closing date. References will only be accepted electronically. The Institute will not contact referees. Failure to provide a reference will disadvantage your application. Please note that your nominated referee must not be a member of the BIAA Research Committee or a BIAA staff member.

A budget should be prepared and submitted along with the application. The template budget form can be downloaded [here](#).

In addition, you are required to provide a copy of a letter from your chosen project's management team confirming your participation in fieldwork.

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 your completed Project Budget Form and your confirmation letter, to biaa@thebritishacademy.ac.uk by **17 April 2023, 23:59 UK time**. In addition, it is your responsibility to ensure that your referee has sent their letter of support by the same deadline.

Registered Office Address

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Contact Address

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E biaa@britac.ac.uk
london.manager@biaa.ac.uk

Registered Charity Number

313940

Companies House Registration

477436

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 a SPHS Fieldwork Grant

Grants are subject to a number of conditions which are set out below.

Recipients of grants must undertake:

- to become a member of the Institute in the year that the grant is taken up;
- to submit a full statement before **31 March 2024** of the ways in which the money provided has been spent, and refund any money which has not been spent;
- to send a written report of no more than 2 A4 pages, and include photographs, that can be forwarded to the SPHS Trustees and shared publicly by the BIAA for the purposes of promoting BIAA and SPHS grants;
- to spend the funds provided for the purposes, and in accordance with the breakdown of costs, set out in the application;
- to acknowledge the support which has been provided by the BIAA in any publication resulting from the activities supported by the BIAA and to submit one copy of any publication to be placed in the Institute's library;
- to send the bibliographical references of all publications that result from the project funded by the BIAA, not only in the year that it takes place, but also afterwards.

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

End of notes and conditions, January 2023