Please complete all sections of this application form. Once completed, save the document in one of the following formats (.doc .docx .pdf), including your SURNAME in the filename. Send **this form**, together with your completed **project budget form** and your **confirmation letter** (if applicable), to [biaa@thebritishacademy.ac.uk](mailto:biaa@thebritishacademy.ac.uk) by 23:59 UK time on the day of the published deadline.

Please note that applications received after the deadline will not be considered.

## Application Information

|  |  |
| --- | --- |
| Applying for |  |
| Date of application |  |

## Personal Details

|  |  |
| --- | --- |
| Name |  |
| Surname |  |
| Title  \* Dr, Professor, Mr, Ms, etc. |  |
| Nationality |  |
| Present position  \* If not currently employed, please state ‘Independent Scholar’. If currently a student, please state ‘Student’ |  |
| Institution |  |
| Web page  \* Web page of institution or other academic network |  |
| Summary of academic career in narrative form  \* Maximum 150 words (1,000 characters) |  |

## Contact Details

|  |  |
| --- | --- |
| Postal Address |  |
| City |  |
| Postcode |  |
| Country |  |
| Telephone  Please use country code e.g. +44 |  |
| Mobile telephone |  |
| E-mail 1 |  |
| E-mail 2 |  |

## Higher Education Information

|  |  |
| --- | --- |
| Main field of expertise |  |
| Secondary field of expertise |  |
| **Highest degree** **completed** |  |
| Title of degree |  |
| University & Department |  |
| Title of thesis/dissertation |  |
| Completion date |  |
| **On-going degree** (if applicable) |  |
| Title of degree |  |
| University & Department |  |
| Expected completion date |  |
| Details regarding completion |  |

## Academic Record

**Publications** (if applicable)Please list up to 3 academic publications relevant to this application (Harvard style):



## Research Support Scheme Details

|  |  |
| --- | --- |
| Aim of research support (summary)  \*Maximum 80 words (500 characters including spaces) |  |
| Intended start date |  |
| Intended end date |  |
| Amount requested from the BIAA (in GBP) |  |
| Other sources of funding  Please indicate other applications for funding for this project, specifying sources, amounts applied for and amounts awarded. If the application has not yet been assessed, please indicate when a decision is expected. Please note: in accordance with British Academy regulations, applicants may not make applications for funding to both the British Academy and the BIAA for the same project in the same financial year. |  |
|  |  |

## Cover Letter

Please include below a cover letter for this application. Your cover letter should be no longer than 600 words (4,000 characters including spaces **-** please note that the text box will automatically truncate any text beyond this limit). You are expected to outline the aims of this application, why your qualifications and experience are appropriate, and how this scholarship will complement your longer-term career plans.

## Ethics

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please tick to confirm that you have read and will comply with the BIAA’s Ethics Policy, as well as your home institution’s ethical guidelines.  If you are a BIAA employee or BIAA independent researcher, please contact the BIAA Research Committee for guidance. | |  | | | |
| If your research requires access to museums and/or archaeological material, please tick here. | |  | | | |
| Please describe any ethical issues not covered by your institution’s code of practice or the BIAA’s Ethics Policy that you would like to bring to the attention of the BIAA. | |  | | | |
| References | | | | |
| Please consult the Notes for Applicants relevant to the opportunity for which you are applying for guidance on whether one or two references are required. Please fill in the contact details of your referee(s) below. Note that it is your responsibility to notify your referees and to ensure that they submit their references directly to the BIAA’s London office by email to [biaa@thebritishacademy.ac.uk](mailto:biaa@thebritishacademy.ac.uk) before the deadline. | | | | |
| **Referee 1** |  | | **Referee 2** |  |
| Title, name and surname |  | | Title, name and surname |  |
| Institution and department |  | | Institution and department |  |
| Position |  | | Position |  |
| E-mail |  | | E-mail |  |
| Telephone |  | | Telephone |  |
| Relationship to applicant |  | | Relationship to applicant |  |

## ADDITIONAL DOCUMENTS

**1. PREPARE YOUR DETAILED BUDGET USING THE TEMPLATE THAT CAN BE DOWNLOADED HERE:**

[**LINK**](https://biaa.ac.uk/wp-content/uploads/2023/01/APPLICANT-SURNAME-BIAA-Application-Budget2023-1.xls)

Save your completed budget with the filename*: (your surname) BIAA Application Budget* Save your completed budget with the filename*: (your surname) BIAA Application Budget*

**2. PREPARE YOUR CONFIRMATION LETTER (if applicable)**

Scan or prepare a digital copy of your confirmation letter from the host institution or the fieldwork project management team (see the Notes for Applicants relevant to the scheme to which you are applying).

Save it with the filename: *(your surname) BIAA Application Confirmation Letter*

1. **Discrimination Act 1995**

In order for the Institute to meet the needs of current and potential employees and to act in accordance with the Disability Discrimination Act 1995, please give brief details of any disability or medical condition which will affect your performance in any aspect of this opportunity.