

Jordan - UK El Hassan bin Talal Research Chair in Sustainability

Scheme Notes for Applicants

2020

**PLEASE READ THESE NOTES CAREFULLY
ANY APPLICATION INCORRECTLY SUBMITTED
WILL NOT BE ELIGIBLE FOR AWARD**

Deadline for applications: 3 June 2020 (17.00 UK time)

Summary

1. The Jordan – UK El Hassan bin Talal Research Chair in Sustainability is a joint initiative between the British Academy and the Royal Scientific Society of Jordan (RSS). Its aim is to enhance the research and innovation capacity of Jordan for long-term sustainable development. The initiative is supported by the Newton-Khalidi Fund.
2. The British Academy and the RSS are inviting applications from established scholars in any discipline within the social sciences and humanities who are recognised internationally for their expertise in the area of sustainability, have an outstanding track record of supervising early career researchers and are interested in taking up a full-time four-year appointment at the RSS in Amman, Jordan (with up to three months each year spent at higher education or research institutions in the UK).
3. The available award is up to £240,000 per annum over 4 years. This includes the Research Chair's salary and research expenses (inclusive of costs related to any periods spent in the UK) as well as financial support for a number of early career scholars who will be appointed by the Research Chair and be based at the RSS as a part of their research team.

Programme Aims

4. The Jordan – UK El Hassan bin Talal Research Chair in Sustainability is a new collaboration between the Royal Scientific Society of Jordan (RSS) and the British Academy initiated in 2020 and supported by the Newton-Khalidi Fund.
5. The availability and supply of highly skilled researchers capable of driving excellent research and innovation is of the utmost importance for the sustained growth of the Jordanian economy and for improving its competitiveness in a world economy that is increasingly becoming knowledge based. This programme is aimed at increasing research capability in Jordan through the development of human capacity and the generation of new knowledge in an area that is of strategic relevance to Jordan. It is also intended to support the realisation of Jordan's transformation into a knowledge economy in which scientific knowledge translates into socio-economic development.
6. The specific objectives of the programme are to:
 - a. Expand research and innovation capacity within the social sciences and humanities in Jordan with a particular focus on the area of sustainable development and issues of relevance and importance to the local context;
 - b. Improve Jordan's international research and innovation competitiveness while responding to socio-economic challenges in the country;
 - c. Attract and retain excellent researchers;
 - d. Create career pathways for early career scholars, with a strong research, innovation and human capital development trajectory;
 - e. Support institutional capacity strengthening for research and innovation within RSS and nationally; and
 - f. Promote increased and sustained research collaboration between Jordan and the UK.
7. The programme is geared towards developing researcher, institutional and systemic strength in Jordan in a simultaneous and mutually reinforcing fashion. It will help to enhance the ability of individuals and organisations to research, analyse and put forward innovative solutions for addressing sustainable development challenges in Jordan and

more broadly while expanding and further supporting the body of local researchers and institutions working on these challenges from a social science and humanities perspective. This will serve to strengthen existing research and diversify the research undertaken in this area, introducing new insights and developing novel methodologies whilst supporting durable, equitable partnerships and the creation of a research environment that will outlast the duration of the Research Chair appointment.

8. There is a vital need to foster a growing and vibrant research community in Jordan which is capable of addressing the challenges of sustainable development and which has the skills to take a full part in international research networks and collaborations. Effective approaches to ensuring sustainability are critical to the future of Jordan and can only be developed with deep and textured knowledge of local society. This is exactly the type of knowledge that the social sciences and humanities are able to offer.

Purpose of Grant

9. This call is open to applicants with established expertise in any area relevant to the challenges of sustainability, particularly in the context of Jordan. Such areas could relate to, but need not necessarily be limited to: food security, water, energy and the environment, cities and infrastructure, climate change, sustainable livelihoods, health and well-being, migration and displacement, inequalities, and education. Applicants will be expected to justify in full why they are opting to focus on any given area and how this is pertinent to local development needs.
10. The Research Chair will be expected to add significant value to the research and institutional strength of the RSS, and play an active role in developing the research capacity, profile and sustainability of the institution. The British Academy and the RSS view the Research Chair as an opportunity to foster an internationally-oriented research culture, develop excellent research and further capacity for research (particularly among early career scholars), embed effective and long-lasting institutional practices for the benefit of the hosting organisation, and maximise opportunities for impact with policymakers and practitioners.
11. The successful candidate will be expected to dedicate at least 80% of their time to conducting research and supervising early career researchers. Approximately 20% of their time will be spent on ensuring the sustained viability of the RSS programme/department within which the Research Chair will be based. The successful candidate will furthermore be expected to spend up to 3 months each year at UK higher education or research institution(s), developing research networks, exchanges and collaborations and facilitating learning on the part of the early career scholars supported as part of the Research Chair appointment. Developing links between Jordan and the UK is an important element of the Research Chair's activity. Short-term research visits elsewhere in the world will also be permitted.
12. The Research Chair is a full-time position which cannot be combined with any other salaried positions held concurrently in Jordan, the UK or any other country. The position is for 4 years and can be taken up as a secondment provided that the award is held full time during the 4-year period.
13. As part of the 20% spent ensuring the sustained viability of the RSS programme / department within which the Research Chair will be based, the Research Chair will be expected to apply for additional funding for research and human capital development in Jordan from other funders and donors.

14. Applicants must clearly set out in their proposal how they plan to embed and integrate the Research Chair with its associated research opportunities (research assistance, postdoctoral fellowships and doctoral students) as a whole within the Chair, the host institution (RSS) and also beyond the institutional setting to the broader research, innovation and policy landscape nationally, regionally and internationally, including engagement with UK higher education or other research institution(s).
15. The remit of the programme does not include primarily practice-based outputs such as in musical composition and performance, visual practice, creative writing, and film-making. These areas of research will be considered to fall within the programme's remit only when they form part of an integrated project of demonstrable critical or historical significance.
16. Successful applications will be likely to employ a variety of research methods and may (but need not necessarily) be interdisciplinary in nature. In all instances it is for the applicants to demonstrate the feasibility of their proposed research methodology. Applicants should also demonstrate the cost-effectiveness and sustainability of their proposed programme of research and other activities.
17. The onus is on applicants to make the case that their projects will bring genuine added value to individual, institutional and system capacity strengthening in Jordan and will help to address Jordan's sustainable development challenges.
18. Research outputs should include peer reviewed work for academic publication as well as more targeted briefings for policymakers. This may include but need not be limited to: publications in peer-reviewed open access journals, reports, policy briefs and other written outputs such as evidence summaries or online blogs specifically targeted to relevant policymakers or other non-academic audiences, and oral presentations at conferences and meetings with relevant stakeholders.
19. All proposals must include relevant plans for the appropriate communication and dissemination of research findings. This should include how applicants will engage with policymakers, practitioners and other target audiences. Applicants will be expected to engage with their target audiences from the outset and also show how the research once completed will be disseminated to, and taken up by, policymakers and others.

Eligibility

20. Applicants must be established researchers who hold a doctoral degree (or have equivalent research experience) in a discipline within the social sciences or the humanities.
21. Applicants must currently hold, or have recently held, the position of Professor – including Associate Professor. They should be outstanding and innovative researchers whose accomplishments have made a major impact in their field. They should be recognised internationally as leaders in their field and/or have received substantial international recognition for their research contributions. They should also have a strong track record of attracting and supervising postgraduate students and postdoctoral fellows, taking into account the practices of their subject area.
22. There are no restrictions on the nationality of applicants. It is desirable, albeit not essential, that applicants have a working knowledge of Arabic.

23. Applicants should have proven close contacts and collaborations with researchers and higher education or other research institutions in the UK, as the strengthening of bilateral cooperation between Jordan and the UK is a key objective of the Research Chair.
24. The awarding of a Research Chair will not be made retrospectively: this means that the work for which support is requested **must not** have commenced before the award is announced. However, an existing partnership or programme of research that could be taken into a new phase with this award may be considered.
25. The CV provided in support of any application should be no more than 4 pages long.
26. Duplicate applications for the same purpose to more than one British Academy funding programme will not be accepted.

ODA Eligibility

27. This call will fund only ODA-eligible activity. Only activity that has a primary objective which is directly and primarily relevant to the problems of [developing countries](#) may be counted as [ODA](#). The British Academy requires applicants to demonstrate that the proposal is ODA eligible. ODA eligibility is an essential criterion – projects will only be deemed eligible for funding if they can demonstrate that they satisfy ODA eligibility criteria.
28. The British Academy, along with other ODA funding delivery partners, have provided [additional ODA guidance](#).

Research Ethics

29. Applicants must ensure that the proposed research will be carried out to a high ethical standard. They must ensure that any potential ethical issues have been considered and explain how these will be addressed. The British Academy requires the research it funds to be conducted in an ethical manner including with due regard to safeguarding.
30. Applicants are responsible for ensuring that ethical issues relating to the proposed research are identified and brought to the attention of the relevant approval or regulatory body.
31. Ethical approval to undertake the research must be granted by the relevant authority before any work requiring approval begins. Wherever necessary, appropriate consent should be obtained from or on behalf of participants or others affected by the research.
32. Applicants will be asked to indicate whether their proposed research raises any special ethical issues, and whether their application has been approved by the relevant Research Ethics Committee or other relevant authority.
33. Applicants will be expected to abide by the requirements of the [Concordat to Support Research Integrity \(2012\)](#) and subsequent amendments, and ensure compliance with relevant procedures for governing good research practice and for handling and reporting allegations of fraud or research misconduct or equivalent local the principles, standards and good practice.

Risk Management

34. Researchers funded through this grant may choose to undertake fieldwork in the course of their project. We expect an assessment of any risks entailed within the project to be outlined within the application. This includes, for example, risks associated with delivery of the research, safeguarding, (gender) equality, financial management, oversight / governance and reporting.
35. Applicants will be required to indicate if (and where) they intend to undertake research in the field. For countries/regions considered by the UK Government's Foreign and Commonwealth Office as a host nation of medium or high risk, the application will also require researchers to demonstrate that they understand the risk management implications and can monitor and manage the risks effectively. This should include, but need not be limited to, any risks that the researchers will encounter in an area of civil unrest, violence and/or crime. This aspect will be explicitly covered in the contract between the Research Chair and the RSS, to confirm that the duty of care responsibility rests with the RSS.

Duration, Value and Payment of Funding

36. The award is expected to run for 4 years from a starting date to be agreed with the British Academy and the RSS on or prior to 1 September 2020.
37. The available award is up to £240,000 per annum over 4 years. This includes the Research Chair's salary and research expenses (including costs related to any periods spent in the UK) as well as financial support for up to five early career scholars who will be appointed by the Research Chair and will also be based at the RSS.
38. Regular progress reports to the British Academy and the RSS will be expected as part of the award.
39. The Research Chair contract will be between the successful candidate and the RSS directly, with the RSS responsible for making regular payments and managing the award.

Eligible Costs

40. The British Academy and the RSS expect to offer a flexible model of costing for the Research Chair.
41. More specifically, funds may be sought to cover the following elements:
 - Salary of the Research Chair;
 - Research expenses, including travel, subsistence, accommodation, consumables, training, conferences, dissemination, and if applicable one-off relocation expenses;
 - Research assistance, directly supporting the goals of the programme as a whole;
 - Postdoctoral fellowships and doctoral students in the area of the Research Chair.
42. Bids for the cost of childcare may be considered as part of the allowable research expenses.
43. The British Academy and the RSS expect to work with applicants in defining the final budget for the Research Chair. The proposed budget will be finalised as part of the application process and will be approved on the making of the award.

44. Consumables include the purchase of specialist software (not readily available at the institutions involved), datasets, photocopies, microfilms etc., and any other minor items that will be used up during the course of the award.
45. The following items are **not eligible** for funding (applicants registered with special needs may consult the British Academy about possible exceptions):
 - a. computer hardware including laptops, electronic notebooks, digital cameras, etc.
 - b. books and other permanent resources
 - c. the preparation of camera-ready copy, copy-editing, proof-reading, indexing, nor any other editorial task
 - d. subventions for direct production costs (printing, binding, distribution, marketing etc.)
 - e. costs of publication in electronic media
 - f. travel and maintenance expenses for purposes such as lecture tours or to write up the results of research.

Selection Principles

46. All eligible applications submitted will be peer reviewed / considered by a final selection panel.
47. Applications will be assessed against the following criteria:
 - a. The quality and significance of the research proposal;
 - b. A demonstration of how the proposed activities will address the overarching aims of the programme as set out in the call for applications;
 - c. The candidate's academic qualifications, experience and international standing, as well as their track-record of training and mentoring early career scholars (with evidence of postdoctoral and emerging researcher supervision);
 - d. The persuasiveness of the proposed programme of activities outlining the candidate's prospective involvement in the process of achieving the RSS' strategic goals;
 - e. The ability of the candidate to deliver and manage this kind of research and capacity-strengthening programme within budget and on time, including the feasibility of the proposal and appropriate timing and plan of action;
 - f. The ability of the candidate to work effectively in new and diverse environments as well as with interdisciplinary researchers and practitioners;
 - g. Evidence that the proposed programme of work is ODA-eligible. Only applications that demonstrate that they satisfy ODA eligibility criteria will be eligible for funding;
 - h. The prospect of exerting lasting and sustainable effects on the research base in Jordan and of establishing long-term international research links; and
 - i. Value for money.

Application and Assessment Procedure

48. All applicants must register in the British Academy's online [Flexi-Grant](#) system to enable the processing and assessment of their application. All applications must be submitted in English.

49. All applications will be subject to an eligibility check undertaken by appropriate British Academy staff before being put forward for assessment, and **applications that are not completed correctly and submitted on time will not be considered.**
50. The deadline for submissions is **Wednesday 3rd June 2020 at 17.00 (UK time).** **Applicants will not be allowed to make any changes to their applications or submit any additional information after this deadline.**

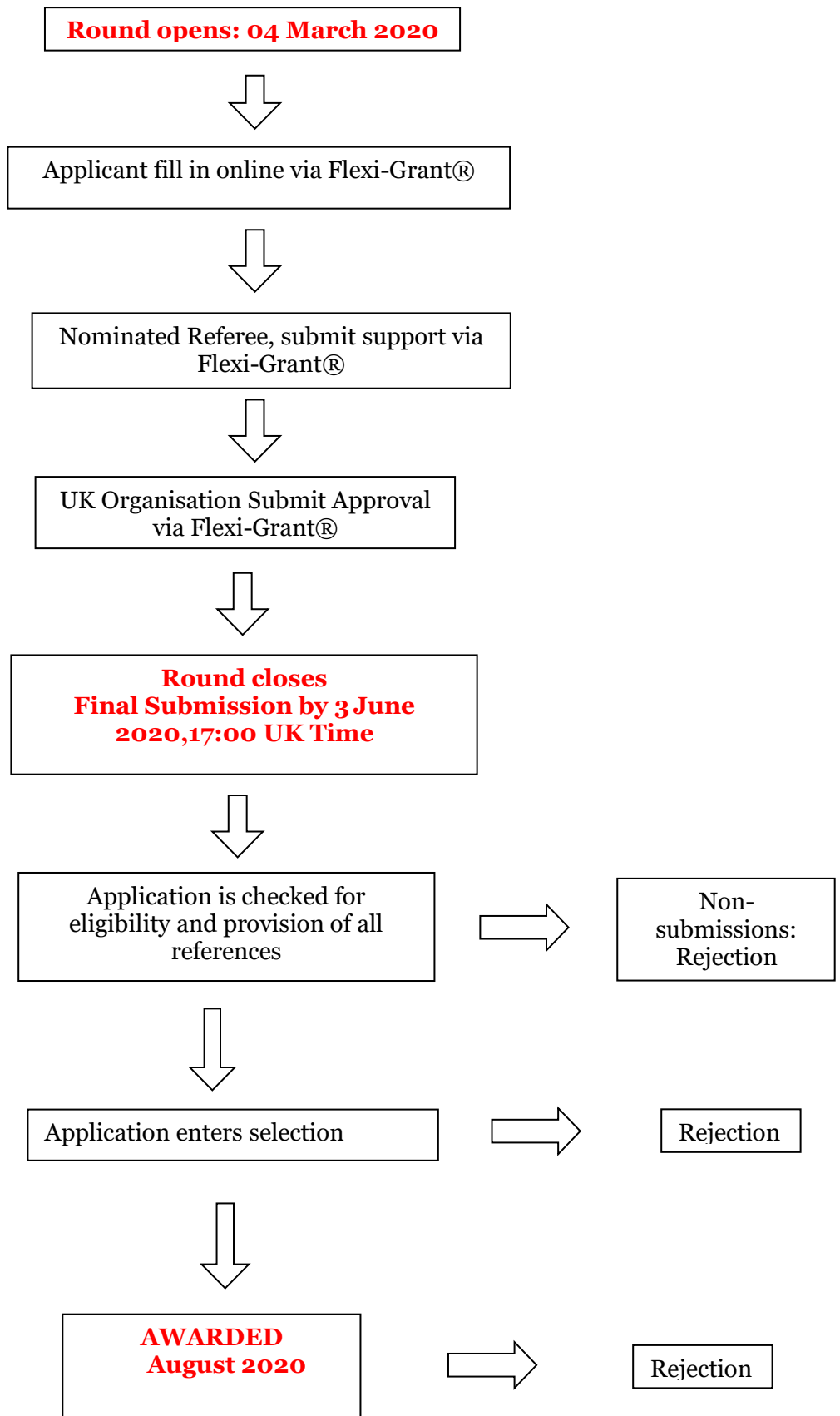
Code of Practice

51. The British Academy has a [Code of Practice](#) for assessing 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 British Academy's ethics policy and the appeals procedure.
52. Feedback is not a feature of this programme and the British 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 to this programme, applicants undertake to accept the terms under which applications are assessed.

Further Information

53. Prospective applicants should contact the RSS at EHRCS_enquiries@rss.jo if they have any questions about the RSS and its strategic goals.
54. All other queries should be sent to newtonfund@thebritishacademy.ac.uk.

Appendix 1: Application Submission Process Flow Diagram



PAGE 1: ELIGIBILITY CRITERIA

HSS Subject Area	Please confirm that you meet the eligibility criteria as being a researcher within the Humanities or Social Sciences.
PhD Confirmation	Please confirm whether or not you have a PhD. Applicants for this award do not need to have a PhD and can instead have relevant research experience. If this is the case, please explain your relevant experience in the later personal statement field.
ODA Justification Statement	<p>This call will fund only ODA-eligible activity. Only activity that has a primary objective which is directly and primarily relevant to the problems of developing countries may be counted as ODA. The British Academy requires applicants to demonstrate that the proposal is ODA eligible. ODA eligibility is an essential criterion – projects will only be deemed eligible for funding if they can demonstrate that they satisfy ODA eligibility criteria.</p> <p>The British Academy, along with other ODA funding delivery partners, have provided additional ODA guidance.</p>
Nationality	Please state your nationality. Up to 3 choices may be selected. The first is mandatory, the other two are not.

PAGE 2: APPLICANT DETAILS

Lead Applicant Contact Details	<p>Please take care to review and complete your personal details accurately. Errors in this section can cause difficulties in the processing of your application.</p> <p>You can update your personal details by checking 'my account' and selecting the link to 'my contact details' and 'my organisation' and ensuring the relevant details are up to date.</p>
Place of Ordinary Residence	Please enter the country in which your present employing institution is based.

PAGE 3: APPLICANT CAREER SUMMARY

<p>Statement of qualifications and career</p>	<p>Please give details of up to four relevant qualifications, in particular the award of PhD (if you hold one), which must be entered in the first box. A brief CV must be in the later field 'curriculum vitae'.</p>
<p>Present Appointment, Employing Institution and Present Department [including start date and permanent position]</p>	<p>Please give details of your current appointment.</p> <p>Applicants must be employed in an established academic post (in which they have teaching or related commitments) from which they need to be relieved in order to concentrate on research.</p>
<p>On what basis do you intend to take up this award?</p>	<p>This award offers a full-time four-year appointment at the RSS in Amman, Jordan (with up to three months each year spent at a HEI or other research institution in the UK). It cannot be combined with any other salaried position held concurrently in Jordan, the UK or any other country. The position can, however, be taken up as a secondment provided that the award is held full-time during the 4-year period.</p> <p>Please explain here the basis on which you expect to hold the award if successful. If you wish to hold the award as a secondment, please confirm that you have discussed this possibility with your current employing institution and note that your current Head of Department will be expected to provide a statement confirming the arrangements. If you prefer to give up your current appointment, please confirm this here.</p> <p>The limit is 150 words.</p>
<p>Personal statement</p>	<p>Applicants are invited to include any information relating to their professional career, which they may wish to be taken into account in assessing this application. This field can also be used to explain eligibility for applicants who do not hold a PhD or for providing information regarding interruptions to an academic career. This is an optional field and the limit is 150 words.</p>
<p>Track record of Training and Mentoring</p>	<p>Please give a short statement about your past experience of training and mentoring early career scholars including evidence of postdoctoral and emerging researcher supervision.</p> <p>The limit is 150 words.</p>
<p>Evidence of Delivery and Management of Past Programmes</p>	<p>Please provide a short statement giving evidence of your ability to deliver and manage this kind of research and capacity-strengthening programme within budget and on time; and of your ability to work effectively in new and diverse environments</p>

	<p>as well as with interdisciplinary researchers and practitioners.</p> <p>The limit is 250 words.</p>
Curriculum Vitae	<p>The curriculum vitae should be kept brief – no more than 4 pages in length – and it will not be necessary to include details of research grants held, prizes/awards won, conferences attended or external examining.</p>
Where did you hear of this scheme	<p>Please indicate where you heard about this scheme.</p>

PAGE 4: RESEARCH PROPOSAL

Subject Area	<p>Please select the subject from the drop-down menu that is most relevant to this proposal</p>
Specialism	<p>This call is open to applicants with established expertise in any area relevant to the challenges of sustainability, particularly in the context of Jordan. Such areas could relate to, but need not necessarily be limited to: food security, water, energy and the environment, cities and infrastructure, climate change, sustainable livelihoods, health and well-being, migration and displacement, inequalities, and education.</p> <p>Please explain the specialist focus of this proposal and justify in full why you are opting to focus on this given area and how this is pertinent to local development needs.</p> <p>This is a mandatory field and the limit is 150 words.</p>
Title of Research Proposal	<p>In this field, please avoid using any unnecessary quotation or other punctuation marks (e.g. do not use quotation marks round the full title simply to indicate it is a title). Consider the presentation by checking the 'print application' option to ensure that the title appears as you wish it to.</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 150 words.</p>
Proposed programme/plan of action	<p>The proposed programme and plan of action should detail, in up to 1500 words (programme) and 800 words (plan of action), the programme of research to be followed if a Fellowship is offered,</p>

	<p>the methodology to be used and the timetable for its accomplishment. Applicants should keep in mind the timescale of the Fellowship (twelve months only) and propose a plan of action that is achievable.</p>
<p>Planned research outputs/plans for publication and dissemination</p>	<p>Please state the type of output expected under 'planned research outputs' and give more detail about potential publishers etc. under plans for publication. This is a mandatory field. The limit is 300 words for the planned research outputs and 500 words for publication/dissemination.</p> <p>The Academy attaches importance to the dissemination of research, and assessors will take into account how far the plans for publication or other dissemination have been developed. In regard to this, please note, however, that the Academy does not undertake to publish or assist with the publication of the results of work accomplished during the tenure of these awards.</p>
<p>Long term outcomes</p>	<p>Please provide a short statement explaining the longer-term prospect of exerting lasting and sustainable effects on the research base in Jordan and of establishing long-term international research links as a result of this project.</p> <p>This is a mandatory field and the limit is 150 words.</p>
<p>Benefits to Employing Institution</p>	<p>The Research Chair will be expected to add significant value to the research and institutional strength of the RSS, and play an active role in developing the research capacity, profile and sustainability of the institution. The British Academy and the RSS view the Research Chair as an opportunity to foster an internationally-oriented research culture, develop excellent research and further capacity for research (particularly among early career scholars), embed effective and long-lasting institutional practices for the benefit of the hosting organisation, and maximise opportunities for impact with policymakers and practitioners.</p>
<p>Digital Resource</p>	<p>If the primary product of the research will be a digital resource have you obtained guidance on appropriate standards and methods?</p> <p>This is a simple yes or no question and is not a mandatory field.</p>
<p>Start date and End date</p>	<p>To select a date in the future using the calendar feature, click on the month and year in between the two arrows at the top of the box. To change the year keep clicking on the box – a second click will produce a decade. Use the arrows to move back or forward in time. To change the month, a second</p>

	<p>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 on the date and the calendar will take you to the month and year you have selected where you can select the relevant date for display.</p> <p>Fellowships must be taken up on or prior to 1 September 2020.</p>
Language Competence	<p>It is desirable, albeit not essential, that applicants have a working knowledge of Arabic. If relevant, please state your level of language competence.</p>
Other Participants	<p>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.</p> <p>Other participants may include up to five early career scholars who will be appointed by the Research Chair and will also be based at the RSS.</p> <p>The specific objectives of the programme include creating career pathways for early career scholars, with a strong research, innovation and human capital development trajectory.</p> <p>This is an optional field.</p>
Role of other participants	<p>Please describe the contribution to the project to be made by other participants, citing any particular specialisms and expertise.</p> <p>This is an optional field.</p>
Ethical Issues	<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. Approval to undertake the research must be granted by the relevant authority before any work requiring approval begins.</p>
Safeguarding	<p>Please use this section to outline any safeguarding and/or child protection issues which may occur in relation to or as a result of your project.</p> <p>This is a mandatory field.</p>
Risk Management	<p>Researchers funded under this programme may choose to undertake fieldwork in the course of the research project. We expect an assessment of any risks entailed within the research project to be outlined within the proposal. For example, risks associated with delivery of the research, gender</p>

	<p>equality, financial management, and oversight/governance.</p> <p>Research groups will be required to indicate if (and where) they intend to undertake research in the field. For countries/regions considered by the UK Government's Foreign and Commonwealth Office as a host nation of medium or high risk, the application will also require researchers to demonstrate that the PI (and the PI's host institution) understand the risk management implications and can monitor and manage the risks effectively. This should include, but not be limited to, any risks that researchers will encounter in an area of civil unrest, violence and/or crime. This aspect will be explicitly covered in the approval of any application by the appropriate authorities at the PI's host institution, to confirm that the duty of care responsibility rests with the host institution.</p> <p>This is a mandatory field and the limit is 750 words.</p>
<p>Benefits to individuals/institutions</p>	<p>The specific objectives of the programme include expanding research and innovation capacity within the social sciences and humanities in Jordan, with a particular focus on the area of sustainable development and issues of relevance and importance to the local context, and improving Jordan's international research and innovation competitiveness while responding to socio-economic challenges in the country.</p> <p>The British Academy and the RSS view the Research Chair as an opportunity to foster an internationally-oriented research culture, develop excellent research and further capacity for research (particularly among early career scholars), embed effective and long-lasting institutional practices for the benefit of the hosting organisation, and maximise opportunities for impact with policymakers and practitioners.</p> <p>Developing links between Jordan and the UK is an important element of the Research Chair's activity.</p> <p>Please use this field to explain further the ways in which the project will contribute to the achievement of these objectives.</p> <p>This is a mandatory field and the limit is 550 words.</p>

<p>Training programme</p>	<p>Training and career development is a critical aspect of the programme. Please provide a breakdown of, and justification for, the funding requested for this training programme, outlining its relevance and suitability.</p> <p>Please also include the following points:</p> <p>a) who will deliver and who will receive the training?</p> <p>b) what are the expected outcomes?</p> <p>c) what is the structure of the training programme (e.g. courses, training modules, specific activities)?</p> <p>This is a mandatory field and the limit is 1000 words.</p>
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Page 5: FINANCIAL DETAILS

<p>Financial Details/Justification</p>	<p>Please note that the maximum amount of funding available is £240,000 per annum.</p> <p>Applicants should prepare accurate costings for the proposed expenses and should be particularly careful not to overestimate the resources required.</p> <p>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. However, requests to carry forward underspend from year one will be considered.</p> <p>The following costs are eligible:</p> <ul style="list-style-type: none"> • Salary of the Research Chair; • Research expenses, including travel, subsistence, accommodation, consumables, training, conferences, dissemination, and if applicable one-off relocation expenses; • Research assistance, directly supporting the goals of the programme as a whole; • Postdoctoral fellowships and doctoral students in the area of the Research Chair.
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	<ul style="list-style-type: none"> • Consumables include the purchase of specialist software (not readily available at the institutions involved), datasets, photocopies, microfilms etc., and any other minor items that will be used up during the course of the award. • Bids for the cost of childcare may be considered as part of the allowable research expenses. <p>The British Academy and the RSS expect to work with applicants in defining the final budget for the Research Chair. The proposed budget will be finalised as part of the application process and will be approved on the making of the award.</p> <p>Please do not use ‘£’ signs in the amount box.</p>
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PAGE 6: EQUAL OPPORTUNITIES

<p>Equal opportunities</p>	<p>This section is optional; however, the Academy would greatly appreciate it if you can complete the details to assist us in our diversity monitoring.</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>Date of birth</p>	<p>To select a date in the past using the calendar feature, click on the month and year in between the two arrows at the top of the box. To change the year keep clicking on the box – a second click will produce a decade. Use the arrows to move back or forward in time. To change the month, 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 on the date and the calendar will take you to the month and year you have selected where you can select the relevant date for display.</p>

PAGE 7: NOMINATED REFEREE

<p>Referee</p>	<p>Applicants are required to nominate one referee and ensure that the supporting statement from their chosen referee is submitted on the British Academy Flexi-Grant Grants Management System in good time before the deadline. Please note that the reference must be received before you can formally submit the application for approval, and you are strongly advised to ensure that your referee submits the reference <u>well in advance</u> of the final deadline for this round of competition, which will be 5pm (GMT) on 3 June 2020. <i>Please note this deadline is the final approving deadline.</i></p> <p>Your referee should be familiar with your project and able to comment on its significance and feasibility, and on your abilities, and be as independent from you as possible. The referee is not intended to be an advocate for the applicant – rather their role is expected to be to help provide a rounded assessment of the proposal indicating both strengths and weaknesses.</p> <p>The reference may be supplied by a scholar based outside the UK if you wish. Your referee MUST be drawn from outside your own employing institution.</p> <p>Before listing your referee on your application form, you should seek permission from them that they are happy to provide this before the deadline. It is essential that you enter the correct email address for your referee (especially if they are using more than one email address) otherwise your referee will not receive the automated messages delivered from the British Academy Grants Management System.</p> <p>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 before the deadline for submission.</p> <p>An application cannot be considered unless the reference has been submitted on time. Please note that the reference must be provided through the British Academy Grants Management System, it cannot be provided as an email attachment nor sent by post in hard copy.</p>
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PAGE 8: HEAD OF DEPARTMENT STATEMENT

<p>Head of department</p>	<p>You should invite the Head of Department from your current organisation to provide a statement of support by following the instructions under the participants tab on the application form summary page. Please check that they are able to supply their statement in time for the overall submission and approval to be given by 03 June 2020.</p>
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Please check which email address your Head of Department would like to use, as they may already be registered on Flexi-Grant® and mistakes may lead to a delay in processing your application.

The Head of Department is required to provide a short statement indicating awareness of the application, and to confirm agreement if a secondment is being sought.

THE ACADEMY WILL ONLY PROCESS APPLICATIONS THAT HAVE BEEN APPROVED AND SUBMITTED CORRECTLY