Notes for Applicants for British Academy Mid-Career Fellowship Scheme Outline Stage 2020-21 Competition

NOTE: PLEASE READ THESE SCHEME NOTES CAREFULLY
Any application which is incorrectly submitted will not be eligible for consideration

Aim of the scheme

1. The Academy intends, through this scheme, both to support outstanding individual researchers with excellent research proposals, and to promote public understanding and engagement with humanities and social sciences. The aim of the scheme is, therefore, to allow successful applicants to obtain time freed from their normal commitments.

2. The time bought by the scheme should be devoted to the completion of a major piece of research, and the Academy will also look for evidence of a clear commitment to a strategy of public engagement with and communication of the results of the research during the period of the Fellowship. The scheme thus contributes to the Academy's strategic commitments to the support of ideas, individuals and intellectual resources and to public engagement. Awards will be judged both on the excellence of the research proposed and on the capacity of the applicant to communicate with a broad audience. Applicants are invited to indicate ways in which their proposed programme will contribute to advances in understanding, including public understanding, in their subject area and to the identification of appropriate strategic priorities in the social sciences and humanities. The Fellowships are tenable for a period of not less than 6 months and not more than 12 months beginning in the autumn of 2021. *The earliest start date is 1 September 2021 and the latest start date is 1 January 2022.*

Financial basis of the scheme

3. These Fellowships are covered under the Full Economic Costing (FEC) regime and no spending can take place outside the timeframe of the Fellowship. The Academy's contribution to the Directly Incurred expense of the Principal Investigator (the Mid-Career Fellow's salary cost) will be capped at a maximum contribution of £80,000 (80% FEC). The total value of the Fellowship, including Directly Incurred Salary, Directly Incurred Research Expenses, Directly Allocated (Estate Costs) and Indirect Costs is not expected to exceed £200,000 (at 100% FEC), of which the Academy's contribution, at 80%, will not exceed £160,000. The research expenses element of the Fellowship is limited to a maximum of £10,000 at 100% (i.e. an Academy contribution of £8,000). The total Directly Incurred cost (which includes the Mid-Career Fellowship-holder's salary,

along with any research expenses such as travel, accommodation, consumable items and research assistance) is limited to £100,000 at 100% (i.e. an Academy contribution of £80,000). **Please note that details of the Full Economic Costing are not required for this Outline Stage Application.**

Eligible costs

4.   The purpose of this scheme is principally to buy out 100% of the time of the researcher awarded the Mid-Career Fellowship. Small-scale research expenses (of up to £10,000 at 100% FEC, of which the Academy will meet £8,000 at 80%) may also be requested, but the combined total of the DI Salary costs and the Research Expenses added together <u>must not</u> exceed £100,000 at 100% FEC. Funds may be sought to cover the direct expenses incurred in planning, conducting, and developing the research, including:

- Project planning and development costs (cost of travel for discussion in the UK and overseas);
- Travel and maintenance for the Fellowship-holder to conduct fieldwork, travel to archives or related project activities;
- Travel to disseminate results of the research at conferences or other public events held either in the UK or abroad;
- Costs associated with organising events, talks, conferences or presentations in the UK or abroad;
- Research assistance;
- Consumables;
- Specialist software

Ineligible costs

Funds <u>may not</u> be requested to purchase books or other publications or <u>any</u> items of hardware equipment, such as:
- Laptops
- Tablets
- Digital cameras
- Mobile phones

Number of awards

5.   It is expected that up to 35 Mid-Career Fellowships will be available to be taken up in the autumn of 2021 **(i.e. between 1 September 2021 and 1 January 2022).**

Suitable applicants

6.   These Fellowships are awards to individuals employed at UK universities, other UK institutions of higher education or Independent Research Organisations. The British Academy is looking particularly to support mid-career researchers. The Academy takes no account of an applicant's physical age or current status (e.g. Professor, Lecturer) in determining eligibility for these Fellowships. Rather, these Fellowships are intended primarily to provide opportunities for researchers who have already published works of intellectual distinction or have established a significant track record as an excellent

communicator and 'champion' in their field, and who would normally be within **no more than 15 years from the award of their doctorate.** In considering eligibility, the Academy will make due allowance for applicants who have had career breaks; and for established researchers who do not have doctorates, who should be within fifteen years of their first academic appointment.

There is no 'minimum' time limit from the award of the doctorate for the Mid-Career Fellowship scheme, but applicants who have been awarded their PhD within the last few years should bear in mind that they will be competing with those who will have a whole range of experience so they would need to have a strong case in terms of their track record of research, publication and public engagement already to be sure it was worth applying for a Mid-Career Fellowship. It is also worth noting, that in the last three years, no applicant who was less than five years from the award of their doctorate, has been successful.

7. The aim of the Fellowship is to support outstanding individual researchers and outstanding communicators who will promote public engagement and understanding of the humanities and social sciences. Applicants will be asked in their proposal to set out specific plans for the dissemination of their research to a broad audience, in addition to publication in the usual academic press and journals.

Suitable fields

8. Applicants for the Mid-Career Fellowships should be intending to pursue – or, in the case of those applying to support a programme of communication, have pursued – original, independent research in any field of study within the humanities or social sciences. The Academy will take into account the aim of providing support for areas in which there are specific vulnerabilities within the humanities and social sciences. All applicants are invited to state how they see their particular programme, whether directly meeting current challenges or not, contributing to the identification of future priorities and challenges. To amplify this final point, the Academy does not set thematic priorities to which all applicants are expected to relate their proposal. Rather the onus is on the individual to indicate if, and how, their research will contribute to meeting national challenges. The primary factor in assessing applications will remain the excellence of the proposal.

9. The remit of BA funding schemes does **not** include primarily practice-based outputs such as in musical composition and performance, visual practice, creative writing, and film-making. Such outputs will be considered to fall within the BA's remit only when they form part of an integrated project of critical or historical significance.

Relationship of these awards to other schemes offered by the British Academy

10. Applicants should note that these Fellowships will provide only limited research expenses to the successful candidates. The principle applied by the Academy is no duplication of funding for the same purpose. Intending applicants for the Mid-Career Fellowship scheme are **not** eligible to apply to the BA/Leverhulme Senior Research Fellowship scheme at the same time. They may submit an application for support under

the BA/Leverhulme Small Research Grants scheme, but the Academy will take due notice of any duplication of purpose in any offer of award.

Resubmission of the same proposal may be made once in the Mid-Career Fellowship scheme. An applicant is eligible to re-apply with a *revised* or *different* proposal so long as they meet the eligibility criteria.
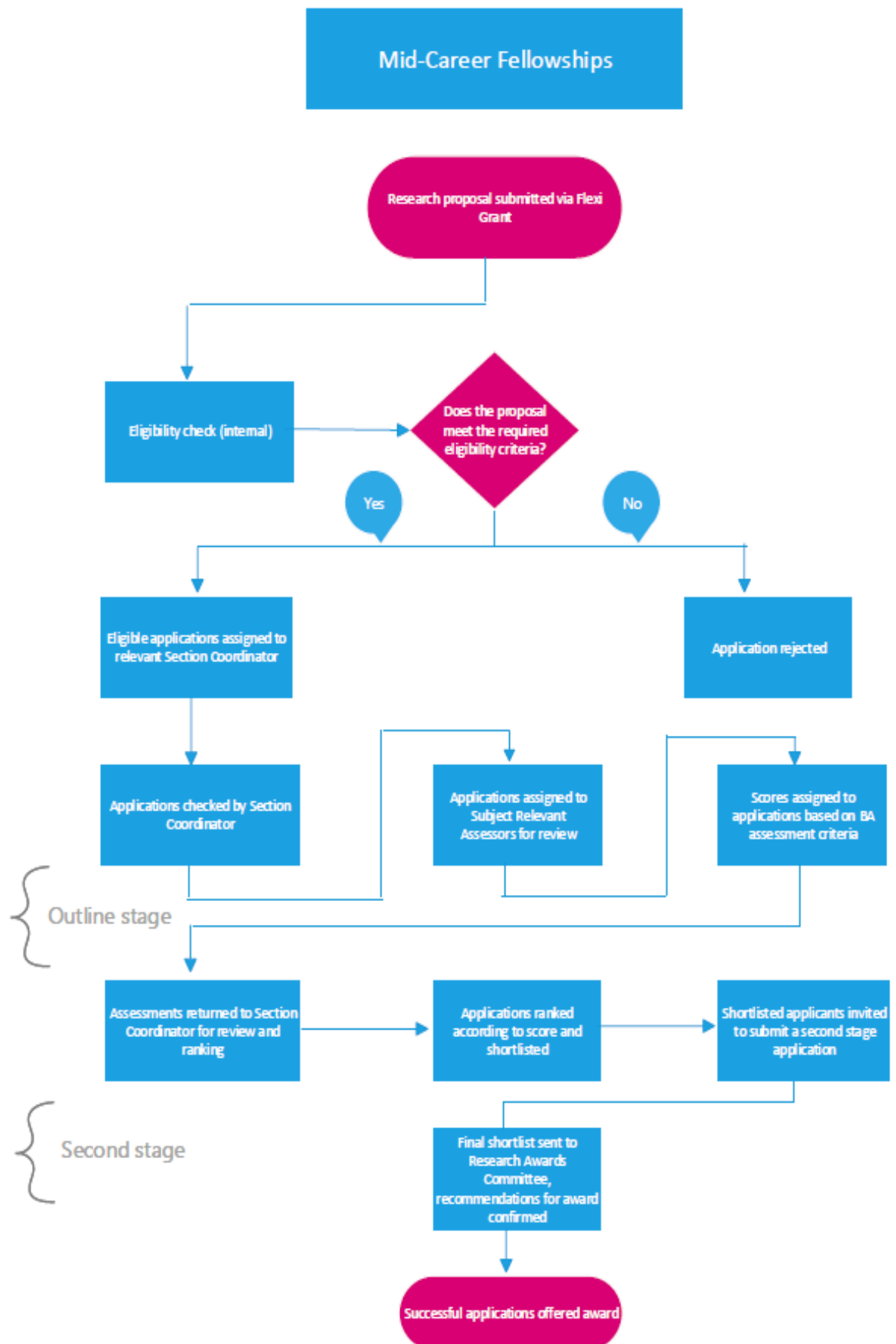
Previous Mid-Career Fellowship holders are not permitted to submit another application to this scheme.

Application and assessment procedures
11.   The British Academy uses a two-stage application process. In this first Outline Stage, for which the deadline for application approval by your employing institution is 5pm (BST) 16 September 2020, applicants are invited to supply information about their current academic commitments, publications, and research proposal. Applications at this stage are not expected to provide detailed costings, and institutions are asked simply to approve the application to indicate awareness of it, and agreement that, in the event of the British Academy inviting a second stage submission, the institution will then (**in January 2021**) provide full financial details of the Full Economic Costing and research expenses. The Second Stage application will also provide the opportunity for the applicant to update any aspect of their proposal, if necessary (and to explain the reasons for doing so), and to update their CV, if applicable, along with updating their publication record. **There must be no significant change from the original Outline Stage application, as any unexplained changes may result in conflict with the statements that were provided by the Assessment Panel and by the referee from the Outline Stage.** [Please note that no referee's statement will be required for a Second Stage application as the original reference, along with the Assessment Panel's reviews from this Outline Stage application, will be presented to the awarding Committee].

12.   For the Outline Stage, applicants are required to nominate one referee (**from outside their own employing institution**), who is as independent from the applicant 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. The applicant should ensure that the supporting statement from their chosen referee is submitted on the British Academy Flexi-Grant® Grant Management System (GMS) as early as possible, to allow enough time for applicants to meet any internal deadlines set by their employing institution. The deadline for employing institutions to approve applications and submit them to the British Academy is 5pm (BST) 16 September 2020 – and this deadline is final as no late applications can be accepted. **The reference must be submitted before the application can be approved. Any application without a supporting reference will not be able to be submitted.** Your referee must be drawn from outside your own employing institution, and before listing your referee on your application form you should seek permission that they are happy to provide this before the deadline for the submission of this application in Flexi-Grant. It is essential that you enter the correct email address for your referee otherwise your referee will not receive the automated messages delivered from the British Academy Flexi-Grant® GMS. If your referee has

more than one email address you must check which address they are using to ensure they can access your application. We strongly advise that you complete your application as early as possible to allow your referee enough time to provide their reference in the system and to allow for any unexpected delays. Please note that the reference <u>must</u> be provided through the Flexi-Grant (Grants Management System), it cannot be provided as an email attachment nor sent by post in hard copy.

13. There is likely to be strong competition for the available Fellowships. Initial assessment of applications is made by peer reviewers, whose comments and recommendations are considered by the Research Awards Committee which makes the final decision on the Fellowships to be offered. Specific advice may also be sought from expert communicators. There are no interviews prior to offers being made. The result of the Outline Stage of the competition is expected to be either an offer to submit a Second Stage application or notification that the application has been unsuccessful. The flow chart below, illustrates this process:

Mid-Career Fellowships

Research proposal submitted via Flexi Grant

Eligibility check (internal)

Does the proposal meet the required eligibility criteria?

Yes

No

Eligible applications assigned to relevant Section Coordinator

Application rejected

Applications checked by Section Coordinator

Applications assigned to Subject Relevant Assessors for review

Scores assigned to applications based on BA assessment criteria

Outline stage

Assessments returned to Section Coordinator for review and ranking

Applications ranked according to score and shortlisted

Shortlisted applicants invited to submit a second stage application

Second stage

Final shortlist sent to Research Awards Committee, recommendations for award confirmed

Successful applications offered award

14.   Applicants may wish to note that the following summary is given to assessors to form the basis of their judgements on the applications submitted:

(a)   Is the applicant at an appropriate career stage, usually <u>within 15 years</u> of the award of a doctorate, with due allowance for career breaks? Has the applicant already published work of intellectual distinction?

(b)   Is the proposal of outstanding academic merit?

(c)   Is the applicant's proposed communication strategy well thought out and likely to contribute strongly to the public engagement aim of the scheme?

15.   Please note that academic merit and the focus on communication are the primary bases on which assessment will be made and may be judged together.

16.   Assessors will evaluate the proposal taking into account the following criteria as appropriate to the aims of the scheme: its originality, its relationship to, and the volume of, research already done in the field, the scholarly importance of the research proposed, the suitability of the methodology, the feasibility of the research programme, its timeliness, the communication plan and the public benefit of the intended outcomes. Assessors may take into account evidence of language competence where the understanding of material in a foreign language is crucial to the achievement of the research objective. Assessors will also evaluate the ability of the applicant to undertake the proposal, taking into account their track record in terms of publication, their academic age and stage of career. Backlogs of publication (including any reasons given by applicants) may also be taken into account in assessing the current proposal.

Code of Practice

17.   The Academy has adopted a Code of Practice: https://www.thebritishacademy.ac.uk/code-practice for assessing research applications, setting out the principles of equity, integrity and confidentiality governing the treatment of all applications for research support. **Regrettably, feedback is not a feature of the Mid-Career Fellowship scheme.** The Academy is unable to discuss the decisions of the awarding Committee, which are governed by the Code of Practice. Submission of the application form constitutes the applicant's agreement to all terms, conditions and notices contained in the Scheme Notes.

Application information

18.   Applications can only be submitted online using the British Academy's grants management system, Flexi-Grant (https://britishacademy.flexigrant.com/). Applications cannot be submitted on paper or in any other format.

19.   Applicants should be aware that this application form will be considered by appropriate assessors. The application will be treated as confidential at all times.

When completing your application on the British Academy Flexi-Grant® Grants Management System, it is recommended that you take note of the following points:

Personal details: When registered in the British Academy Flexi-Grant® GMS, a user has the option to add or update personal information such as contact details, log-in details (including email address and password), interests, research and employment details, at any time. This

does not form part of the specific application form for any individual scheme but represents a personal record of your account in the system. Please keep this information up to date.

Automatic log-out: You are strongly advised to save your work regularly to prevent accidental loss of text. The Flexi-Grant website will automatically log people out if no activity is detected. It is recommended that you work offline in a separate word processor and copy and paste completed text online once complete.

Multiple sessions: Do not have multiple browser windows/tabs of your application open at the same time as this may cause information to be lost. Only one user should edit an application at a time. Word limits: If you exceed the word limit, you will not be able to save the page you are working on. Longer-length text should be completed separately and backed up in a word processor.

Plain text: If entering plain text, please avoid using symbols as some may not be accepted by Flexi-Grant: This includes the following symbols: < >

PDF documents: If asked to upload PDF documents, please add your name and a heading at the top of every page to show what the document is (e.g. CV or list of publications). Please avoid uploading documents containing illustrations with fine details or colour as this can cause problems when creating a PDF of the application.

Email addresses: It is essential that you ensure your email address is up to date and actively monitored, or you may miss important notification emails.

Submission: You will not be able to submit your application until you have completed each section in full. You should submit your application for approval by your employing organisation at least five working days before the closing date to allow for your organisation's administrative procedures. You should also check whether your institution has its own internal deadlines.

Application sharing: You can invite other contributors to join the application. All contributors must be registered on the Flexi-Grant grants management system and mark their work as 'Complete' before you can submit your application.

Application deletion: You can delete your application at any time although it is often a lot easier to just re-edit your existing application. We will be able to recover a deleted application for a period of seven days after deletion. After this, it will be permanently removed from the system.

Application returned for editing: The Organisation Approver can return your application to you for further editing, but the original deadline remains in place. If your application is returned to you for editing, then you must resubmit it again before the deadline and allow enough time for your employing institution to approve it.

Guidance: In the tables below, you will find in the left-hand column each question as set out in the application sections and in the right-hand column useful guidance on its completion.

Further clarification: If any of this advice is unclear, or you need further information, please do not hesitate to seek clarification from the British Academy's Research Funding Office (contact details at the end of these notes).

PLEASE NOTE THAT IT IS ESSENTIAL THAT YOU CREATE A PDF OF YOUR

> COMPLETED APPLICATION (click 'Print Application'), AND CHECK IT THOROUGHLY, INCLUDING EMAIL ADDRESSES AND UPLOADED PDF FILES, BEFORE SUBMITTING IT FOR APPROVAL BY YOUR EMPLOYING ORGANISATION. IT MAY NOT BE POSSIBLE TO RECTIFY MISTAKES IN TIME FOR THE DEADLINE.

> WORD LIMITS APPLY TO PLAIN TEXT ONLY. PAGE LIMITS APPLY TO PDFs ONLY

> All FIELDS MARKED WITH AN ASTERISK* ARE MANDATORY AND YOU WILL NOT BE ABLE TO SUBMIT YOUR APPLICATION IF THESE FIELDS ARE NOT COMPLETED

> YOU SHOULD NOT HAVE MULTIPLE BROWSER WINDOWS/TABS OF YOUR APPLICATION OPEN AT THE SAME TIME AS THIS MAY CAUSE INFORMATION TO BE LOST. ONLY ONE USER SHOULD EDIT AN APPLICATION AT A TIME, OTHERWISE CHANGES MIGHT BE LOST.

Completion of application: The application can be completed by using the navigation tabs on the application summary page, with each page categorised as follows:

Page 1: Eligibility criteria
Page 2: Applicant details
Page 3: Applicant Career Summary
Page 4: Research Proposal
Page 5: Nominated Referee
Page 6: Equal Opportunities

A full list of question fields to be completed as part of the application can be found in the following table. Each box in the table represents a page of the application form: the left-hand column contains the questions within each of these pages as set out in the form; the right-hand column contains useful guidance on its completion. An asterisk (*) indicates which questions are mandatory and therefore must be complete before the application can be submitted. **Please read the guidance notes carefully before completing the form.**

SUMMARY

Summary table	When your application form is complete, the status for each page on the application summary page will say: 'Complete'. However, only **AFTER** all invited contributors to your application have clicked the '**Submit my Contribution**' button will your '**Submit for Organisation Approval**' button appear.

PAGE 1: ELIGIBILITY CRITERIA

Eligibility criteria	Please confirm that you meet the eligibility criteria as stated on page 2 of these guidance notes. On this page you will start to answer questions about your eligibility.
Primary and Secondary Subjects	Your application must be relevant to the Humanities and/or Social Sciences and you will need to select the relevant subject areas and fields from the drop-down list.
Interdisciplinary Proposal	If your proposal is especially interdisciplinary, please use this field to explain the nature of the relevance to different fields of research. This field is optional and if used, we recommend no more than 500 words.
Time Period, Audiences, Regional Interests	These fields provide the opportunity to give further indications of the relevance of your subject area. They are optional fields.
Employing Organisation **Please be aware that it is your responsibility to ensure that you complete your application in time for your employing institution to process it and provide their approval by the closing date.**	Please enter the organisation at which you are employed. Most appropriate establishments are registered in the system. If your organisation is not there, please contact the institution's research support services, or equivalent, and ask them to provide the British Academy's Research Funding Office with the contact details of an appropriate person in the organisation to act as an approver. All applications must be approved by the employing organisation authorities e.g. research office, finance department, etc. The approving department will receive email notification once you have completed your application and submitted it. They will be asked to provide approval and then submit the application to the British Academy. It is strongly recommended that the applicant maintains an open dialogue with the approving department at their institution as the British Academy cannot be held responsible for emails being caught in spam filters or not being received. It is recommended that you allow at least five working days for this process. Once they have checked your application, they will contact you if any changes are required. Please note, if changes need to be made, these must be done before the deadline otherwise you will not be able to 'resubmit' your application.

PAGE 2: APPLICANT DETAILS

Lead Applicant Contact Details	Please take care to review and complete your personal details accurately. Errors in this section can cause difficulties in the processing of your application. 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.

Nationality	Please state your nationality. Up to three choices may be selected.

PAGE 3: APPLICANT CAREER SUMMARY

Statement of qualifications and career	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 uploaded as a <u>PDF document</u> in the later field 'curriculum vitae'.
Curriculum Vitae	The curriculum vitae **must** be uploaded <u>as a PDF file.</u> It should be kept brief and it will not be necessary to include details of research grants held, prizes/awards won, conferences attended or external examining.
Publications, Unpublished Research	Please list principal publications to date **in reverse chronological order** under publications. In the case of planned, unpublished research, please give details of planned publication dates, or explain why the research has not yet been published. Assessors may take backlogs of publication into account.
Present Appointment, Employing Institution and Present Department	Please give details of your current appointment. Applicants must be employed in an established post in which they have specific commitments from which they need to be relieved in order to concentrate on this award.
PhD confirmation	**Applicants working towards a PhD or awaiting the outcome of their viva/submission of corrections are not eligible to apply.** Please answer 'yes' if you have been awarded a PhD, and 'No' if you do not hold a PhD but have suitable equivalent experience (and explain this in the field below under personal statement). If you do not have a PhD, but are employed as a Lecturer etc., you are still eligible to apply as long as you are within fifteen years of your first academic appointment.
Personal statement	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. For example, details of a career break, particularly in the case of applicants who were awarded a doctorate more than 15 years ago, or the effect of working on a part-time contract may be relevant. This field can also be used to explain eligibility for applicants who do not possess a PhD. This is an optional field and the limit is 150 words.

	Assessors will use any information provided in this statement when considering the track record of an applicant in terms of publication, academic age and stage of career, one of the stated assessment criteria.
Next period of research leave; dates of research leave in the last five years; standard sabbatical arrangements; current commitments	These fields call for details of the next period of research leave already granted, research leave already enjoyed in the recent past (sabbatical leave, unpaid leave and leave resulting from other research awards) as well as the normal leave entitlement offered by the applicant's employing institution; and information about current teaching (including numbers of PhD students supervised), curatorial, administrative and publication commitments, giving a clear indication of those from which the applicant would not be able to be released in order to work on the proposed programme. Details of current duties should mention specifics of teaching, curatorial and administrative commitments.
Previous support	An application may not be eligible for consideration if there is a report outstanding on any previous award from the Academy to the applicant. **Failure to follow this guidance may result in your application being withdrawn from this round of competition.** Please give details of any applications submitted to the British Academy within the last five years. **Please note that a full report and statement of expenditure for any previous grant must be submitted,** before further funding can be considered.

PAGE 4: RESEARCH PROPOSAL

Subject Area	Please select the subject from the drop-down menu that is most relevant to this proposal.
Title of Research Proposal	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.
Abstract	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.
Proposed programme and Plan of Action	Under 'Proposed Programme', please give a detailed description of the proposed programme of research and

	communication and public engagement, including methodology. Applicants should be aware of the importance that assessors place on the viability, specificity and originality of the programme and of its achievability within the timescale, which should be specified under Plan of Action. **Applicants should keep in mind the timescale of the award (not less than 6 months and not more than 12 months) and propose a plan of action that is achievable.** Both are mandatory fields and the limits are 1500 words for the proposed programme and 800 words for the plan of action.
Planned research outputs/ Plans for publication and dissemination	Please indicate in the 'Planned research outputs' field what the expected output(s) from your programme might be. As appropriate, these might include monograph, journal article(s), report(s), guidance notes, training plan(s), book chapter(s), digital resources, other (please specify). This is a mandatory field and the limit is 300 words. Under Plans for publication and dissemination, give more detail about plans for publication, and **in a separate paragraph,** state in more detail what plans you have for public engagement, noting the emphasis placed by the Academy on communication of findings to a broad audience. This is a mandatory field and the limit is 500 words. The Academy attaches importance to the dissemination of research, and assessors will take into account how far the intentions for publication or other dissemination have been developed. It is a condition of award that digital resources created as a result of research funded by the British Academy be deposited in an appropriately accessible repository. Of course, we do not expect confidential data to be readily available and neither do we expect all research to produce digital resources. However, if applicable to this application, applicants need to provide details of how and where any electronic or digital data (including datasets) developed during the project will be stored, along with details on the appropriate methods of access. Applicants should ensure that any necessary technical advice is obtained before commencing work that involves the creation of digital resources. Please confirm whether the primary product of the research will be a digital resource, and if so how and where it will be deposited.
Start date/End date/Duration	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 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. **Fellowships must be taken up between 1 September 2021 and 1 January 2022.**
Overseas travel - Country, Institution	If your proposal will involve travel abroad, please indicate up to three countries to be visited during the Fellowship, and any specific institution(s) to be visited or with which you will be collaborating.
Support of British International Research Institute Required/Granted	This field not only refers to support that might be sought from British International Research Institutes, but to all appropriate links with them. The British Academy provides Government funding for the British Institute at Ankara, British Institute in Eastern Africa, British Institute of Persian Studies, British School at Athens, British School at Rome, Council for British Research in the Levant and Society for Libyan Studies. All applicants with research interests in these parts of the world are invited to consider making approaches to the relevant School or Institute. More information can be found on the Academy's website at: https://www.thebritishacademy.ac.uk/international/research-institutes If your proposal is relevant, please indicate in this field in what way your programme could benefit from, or contribute to, the work or life of the relevant Institute. This is an optional field, and the limit is 700 words.
Endangered or Emerging Subject Areas	Applicants for the Mid-Career Fellowship should be intending to pursue original, independent research in any field of study within the humanities or social sciences. There are no quotas for individual subject areas and no thematic priorities. All applicants are invited to state how they see their particular programme, whether directly meeting current national challenges or not, contributing to the identification of future priorities and challenges. To amplify this final point, the Academy does not set thematic priorities to which all applicants are expected to relate their proposal. Rather the onus is on the individual to indicate if, and how, their research will contribute to meeting national challenges. The primary factor in assessing applications will remain the excellence of the proposal. This is an optional field and the limit is 300 words.

Language Competence	The Academy expects that applicants will have any language skills necessary to conduct the programme. If relevant, please state the level of language competence of the applicant and other participants, or otherwise explain how the objectives of the programme will be met.
Ethical Issues	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 proposal must be granted by the relevant authority before any work requiring approval begins.

FINANCIAL DETAILS

Financial Details/ Justification	Please note that the British Academy does not require any financial details at the Outline Stage, although your institution may have internal requirements for this to be calculated now before an Outline Stage application is submitted. **There is no financial details page on the Outline Stage application form.** Please remember that the purpose of the scheme is to buy out 100% of the time of the applicant and that the combined total of the DI Salary cost added together with the DI Research Expense cost cannot exceed £100,000 at 100% FEC.

PAGE 5: NOMINATED REFEREE

Referee	Applicants are required to nominate one referee and ensure that the supporting statement from their chosen referee is submitted on the British Academy GMS 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 well in advance of the final deadline for this round of competition, which is 5pm (BST) on 16 September 2020. *Please note this deadline is the final approving deadline.*
	Your referee should be familiar with your project and able to comment on its significance and feasibility, 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.
	The reference may be supplied by a researcher based outside the UK if you wish. Your referee MUST be drawn from outside your own employing institution.
	Before listing your referee on your application form, you should seek permission from them that they are happy to

	provide this <u>before</u> 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 GMS.**
	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.
	An application cannot be considered unless the reference has been submitted on time. **Please note that the reference <u>must</u> be provided through the British Academy GMS, it cannot be provided as an email attachment nor sent by post in hard copy.**

PAGE 6: EQUAL OPPORTUNITIES

Equal opportunities	This section is optional; however, the Academy would greatly appreciate it if you can complete the details to assist us in our diversity monitoring.
	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 information concerning your age, gender, ethnic origin and disabilities (if any).
	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.
Date of birth	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.

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

Submission of application

Once you have submitted your application for approval by your employing institution, an automatic email will be sent to the Organisation Approver for your employing institution. The Organisation Approver will either: approve and submit your application, 'send back' your application for edits/corrections or decline your application. You must complete your application with enough time for your institution to review and approve it. **They must record their approval by 5pm (GMT), 16 September 2020.**

It is recommended that you allow at least five working days for this process. Please check with your employing institution as their internal timetables may require earlier submission. If your employing organisation approver requests modifications, they can return your application to you for editing. Once an application has been approved by the Organisation Approver, it cannot be returned. *Please note that if your application is returned to you for editing, then you* must submit it again *to your Organisation Approver.*

Please note that once the closing date has passed, approvers cannot approve applications and submit them to the British Academy. Unapproved applications are removed from consideration. **No late applications can be accepted.**

It is recommended that you check that your application is submitted in time. To see the details of the Organisation Approver and to check the status of your application, you should log into the British Academy Flexi-Grant GMS and click on the link to the Application Portal where a summary of your application will be displayed.

Assessment criteria: Applicants may wish to note that the following summary is given to selectors to form the basis of their judgements on the applications submitted:

(a)   Is the applicant at an appropriate career stage, usually within 15 years of the award of a doctorate, with due allowance for career breaks? Has the applicant already published work of intellectual distinction?
(b)   Is the proposal of outstanding academic merit?
(c)   Is the applicant's proposed communication strategy well thought out and likely to contribute strongly to the public engagement aim of the scheme?

Please note that academic merit and the focus on communication are the primary bases on which assessment will be made and may be judged together.

Assessors will evaluate the proposal taking into account the following criteria as appropriate to the aims of the scheme: its originality, its relationship to, and the volume of, research already done in the field, the scholarly importance of the research proposed, the suitability of the methodology, the feasibility of the research programme, its timeliness, the communication plan and the public benefit of the intended outcomes. Assessors may take into account evidence of language competence where the understanding of material in a foreign language is crucial to the achievement of the research objective. Assessors will also evaluate the ability of the applicant to undertake the proposal, taking into account their track record in terms of publication, their academic age and stage of career. Backlogs of publication (including any reasons given by applicants) may also be taken into account in assessing the current proposal.

Outcome of application

Once your application has been submitted, you will not be contacted again by the British

Academy until the Outline Stage decisions have been made (**around early-December 2020**). You will not be required to do anything further in the Flexi-Grant GMS system. You can track the progress of your application by clicking on the link to the Application Portal where a summary of your application will be displayed. Please note that the <u>eligibility stage</u> is an internal British Academy process and you do not need to do anything for this. **Applicants will be notified of the outcome of their application in December 2020 by email to the email contact address given on their application form.**

Applicants in any doubt about any aspect of their application are advised to contact the Research Funding Office at the British Academy.

The British Academy
Research Funding Office   Email: grants@thebritishacademy.ac.uk
10-11 Carlton House Terrace
London SW1Y 5AH

Important Dates:

Deadline for Outline Stage applications: **Wednesday 16 September 2020 (5pm BST)**
Please note: This deadline is the official deadline for employing institutions to submit applications to the British Academy. Applicants are advised to check with their Research Office (or relevant department) whether internal deadlines have been set by their own institution.

Results of Outline Stage announced via email to address the applicant gave on the application: **from early December 2020.**