Talent Development Awards Scheme Guidance Notes

2021 Competition

The following scheme guidance notes set out the eligibility and application process of the British Academy's Talent Development Awards Scheme. Please read these scheme guidance notes carefully. <u>Any application which is incorrectly submitted will not be eligible.</u>

Contents

Overview

Aim of the scheme

The British Academy has been funded by the UK government, Department of Business, Energy and Industrial Strategy (BEIS) to support a pilot of a new scheme of Talent Development Awards.

The aim is to promote the building of skills and capacities for current and future generations, including in core areas like quantitative skills, interdisciplinarity, data science, digital humanities and languages. This scheme aims to promote the acquisition and advancement of skills in relevant areas by UK based researchers, promoting innovative research methods, be that through skills development, collaboration or dissemination.

The overarching aims of the scheme are to invest in UK talent and skills and as a result to contribute to the development and delivery of high quality regional, national and international research by:

- raising the quality of advanced quantitative and/or data science skills used in research;
- creating new opportunities for knowledge and skills to exchange across disciplines and sectors; and
- promoting language learning and the transferable skills that language learning provides.

The scheme is intended for established researchers in the humanities and social sciences with a permanent or long-term contract at a UK-based HEI or IRO who wish to experiment with new quantitative methods through a variety of means, or to experiment with methods and vehicles for teaching languages in Higher Education. The awards will in particular be valuable to researchers wishing to pilot new methods and approaches in order to apply for larger grants in the longer term or develop new international partnerships. Intended applicants are encouraged to be creative in their thinking about how these awards can best help advance their research ideas, including through collaborative, partnership working.

The awards are for a fixed period of one year, starting from no earlier than 1 January 2022 and no later than 31 March 2022.

Types of activities eligible for support

The British Academy welcomes applications requesting support for a wide range of activities that demonstrate innovation either in the use, acquisition and teaching of languages or quantitative or data science skills. The following list gives examples of potential kinds of activities, but is not exhaustive:

- Funding for training in advanced quantitative skills with a view to applying them in research or teaching those skills to others.
- Funding to allow visiting specialists to deliver bespoke training in advanced quantitative methods, data science or skills relating to language learning.
- Support for conferences, workshops and other activities that promote collaboration or cross-disciplinary learning in the use of advanced quantitative methods or data science.
- Support for the development of innovative teaching courses aimed at research

students and researchers; and/or online resources and hubs in advanced quantitative skills, data science, and in languages.
- Support for developing individual expertise and teaching the skills associated with the use of languages in research – for example in working with interpreters and translators.
- Funding for piloting the novel use of advanced quantitative methods or data science in research projects.

Number of awards and strength of competition

It is expected that approximately 20 awards (dependent upon the amount of funding required for each of the successful awards) will be made. This is a pilot scheme and the strength of competition cannot be estimated. We are unable to give guidance on the likely success rate. Please note that feedback is **not** a feature of the Talent Development Awards scheme.

Responsibilities of award-holders

Successful candidates will be selected on the basis of the quality and interest of the activity or range of activities proposed in the application. Award-holders will be expected to play a role in promoting the skills and methods that are the focus of their award, and to act as champions for these skills within their institutions and through broader British Academy networks. This can involve for example:
- writing blog pieces about their work;
- applying their experiences in their teaching;
- and engaging with researchers or learners outside their disciplinary area.

Reporting

Award-holders are required to complete two reports:
1. A final report from award-holders within three months of the award's end, detailing the progress of the activities in which they participated.
2. A post-award report three years after the award's end showing the impact of the award on the quality of their research and/or teaching.

Financial basis of the scheme

The maximum grant is £10,000. Awards are to enable engagement activities to take place and are not intended as time buy-out for the award-holder.

Use of funding

Funding can be used for a variety of purposes in support of the above activities such as:
- employing teaching and research assistants;
- covering the costs involved in hosting workshops or conferences;
- meeting the costs of developing digital teaching tools and courses;
- meeting travel and accommodation costs of visiting teachers and speakers;
- costs associated with online dissemination of information, including the development of podcasts, audio and/or visual recording of events, costs associated with the analysis of feedback from participants and preparation of suitable reports on activities.

This scheme is not offered on a Full Economic Costing (FEC) basis, and all of the grants awarded are expected to be used 100% for the purposes specified in the application and agreed in the award-letter.

Timetable of the 2021-22 competition

Competition Opens	8 September 2021
Application Deadline	20 October 2021 (5pm, UK time)
Decisions (notification via e-mail)	December 2021
Starting Period of Award(s)	1 January 2022 – 31 March 2022
Duration of Award	12 months from start date to latest end date in March 2023

Participants

All applications must have one lead applicant, although applications on behalf of more than one person are welcome. The lead applicant is responsible for notifying any other parties. Other parties can include:

Co-applicant(s)
Up to a maximum of two co-applicants are permissible. The co-applicant(s) will be directly involved in the delivery of the activity that is proposed by the lead applicant.

Other participants
There will be a section to name other participants in a project whose involvement does not equate to being a co-applicant. Other participants will be beneficiaries of the activity proposed by the lead applicant and will not be directly involved with the organisation of activity.

Eligibility

Eligible applicants must be ordinarily resident in the United Kingdom with a current long-term appointment that will continue for at least as long as the period of the award at a UK institution (HEI or IRO).

Applicants for the Talent Development Awards 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.

N.B. Postgraduate students are **not** eligible to apply for grant support from the Academy, and applicants (and co-applicants) are asked to confirm in the personal details section(s) that they are not currently working towards a PhD, nor awaiting the outcome of a viva voce examination, nor awaiting the acceptance of any corrections required by the examiners.

Applications that are not completed correctly (including references), and on time will not be considered.

References and supporting statements

To complete and submit the application form, the lead applicant is required to provide supporting statements or references from two individuals. They include the following:
1. A nominated referee
2. A Head of Department

Nominated referee

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® Grant Management System (GMS) by the application submission deadline. Please note this deadline is final. The reference must be submitted before the application can be approved. Any application without a supporting reference will not be able to be submitted.

Guidelines for selecting a nominated referee

- The referee is expected to comment on the potential of the award-holder to benefit from this scheme and the value that this award will bring to their current and future research direction and ambition.
- Your referee must be drawn from outside your own employing institution and from outside the employing institution of your co-applicant(s), if any.
- Before listing your referee on your application form you should seek permission from them that they are happy to provide this by the deadline. 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. 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. An application cannot be considered for an award unless the proposal and reference have been submitted on time.
- Please also note that the reference must be submitted in time to allow you to submit the application for approval by your employing organisation for the same deadline.
- Please note that references <u>must</u> be provided through the GMS, they cannot be provided as an email attachment nor sent by post in hard copy. *Any references received after the deadline, or outside of the system, or by another academic at the same institution as you or a co-applicant(s) will not be accepted, and your application will be withdrawn from this competition.*

Head of Department statement

Applicants are required to obtain a statement of support from their Head of Department as part of this application.

Guidelines for selecting a Head of Department

- The Head of Department should be the person who heads the Department, Faculty, Institute or other unit in which you are currently working and will be expected to comment on the career development benefit to be gained if the award is made.
- Please note that the Head of Department statement must be received before you can formally submit the application for approval, and you are strongly advised to ensure that your Head of Department submits the statement well in advance of the formal applicant deadline for this round of competition as noted above.
- If the lead applicant/co-applicant is also Head of Department, the statement must be provided by another suitable individual, e.g. Deputy Head or Head of School.

Inviting participants to contribute to applications

Heads of Department and nominated referees must be invited to contribute to your application via the Flexi-Grant system. You can invite them under the 'Contributors' tab on your application summary page. Once they have been invited, they will receive an email notification with instructions on how to contribute.

Please also note that an application cannot be submitted until all required contributors have submitted their contribution first.

The selection process

Assessment

Assessors expect to be satisfied with the academic credentials of applicants with the potential to be leaders in their fields. Decisions will then be taken with regard to the quality and interest of the activity proposed for support under the scheme. In particular, the assessors will look at the anticipated benefit and impact on the applicant's research ambitions; the wider benefits that are anticipated to arise from the activity; the feasibility of the timetable and organisation of the activity, the likelihood of other activity developing from the Academy's initial investment, and the suitability of the costs presented.

There are no interviews prior to selection. All applicants will be notified of the outcome of the application in December for immediate start in the first quarter of 2022. The approving organisation will be asked to give its consent before the award is confirmed.

Opening date	Closing date	Research to commence	Notification of result
8 September 2021	20 October 2021 (5pm, UK time)	No earlier than 1 January 2022 No later than 31 March 2022	December 2021

Code of Practice

The Academy has a Code of Practice for assessing research 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 Academy's ethics policy and the appeals procedure. The Code of Practice may be viewed on the Academy's website at https://www.thebritishacademy.ac.uk/funding/code-practice.

Feedback

Feedback is not a feature of the Talent Development Awards scheme and the Academy is, regretfully, unable to enter correspondence regarding the decisions of the awarding Committee, which are governed by the Code of Practice. Please note that by applying in this scheme, applicants undertake to accept the terms under which applications are assessed.

Applications to multiple British Academy schemes

Please note that only one similar British Academy grant may be held, or applied for, at any one time.

An application cannot be accepted if there is a report outstanding on any previous research grant awarded by the Academy to the principal investigator or co-applicant(s) named in the current proposal. Failure to follow this guidance will result in your application being withdrawn from this round of competition. Duplicate applications for the same purpose to more than one Academy scheme will not be accepted.

Please note the following:

- A Newton International Fellowship co-applicant can apply to this scheme providing there is no duplication of costs (e.g. if the co-applicant or research partner was the Newton International Fellow).
- You can apply to both this scheme and the BA/Leverhulme Small Research Grant but cannot be successful in both as the purposes for which the funding might be awarded are similar.
- You can apply to both this scheme and the Mid-Career Fellowship Scheme but cannot be successful in both as the Mid-Career Fellowship Scheme includes some research expenses. You cannot apply for a different project as the Mid-Career Fellowship Scheme buys 100% of your time.
- You can apply to both this scheme and the Postdoctoral Fellowship Scheme providing there is no duplication of costs.
- Providing it is for the same project, it is acceptable to apply for a BA/Leverhulme Senior Research Fellowship at the same time, and to hold both awards if successful in both schemes, as there will be no duplication of costs.

Application information

Making an application via Flexi-Grant®

Applications can only be submitted online using the British Academy Flexi-Grant® Grant Management System (GMS). If you have not previously used the British Academy's Flexi-Grant® GMS and were not previously registered in the e-GAP system, please follow the registration process from the Flexi-Grant® homepage. Applications cannot be submitted on paper or in any other format.

Before completing the online form, all applicants should check that they comply with the eligibility requirements and ensure all necessary information is presented in the application. These requirements are strictly adhered to, and applications without all the necessary information, or evidence to show the assessment criteria are met, will be rejected.

Approving organisations on Flexi-Grant®

Registered approving organisations will be available in the search bar. If your organisation is not listed, and is not affiliated with any organisations already in the system, then please contact us at grants@thebritishacademy.ac.uk to request the addition of the organisation.

Guidelines for using Flexi-Grant®

When completing your application, 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 the Flexi-Grant: This includes the following symbols: < >

- ➢ **PDF documents**: When uploading PDF documents, please add your name and a heading at the top of every page to show what the document is. Please avoid uploading documents containing illustrations with fine details or colour as this can cause problems when creating a PDF of the application. Each PDF cannot exceed 3 Mb in size.

- ➢ **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 host organisation at least five working days before the closing date to allow for your host organisation's administrative procedures. You should also check whether your institution has its own internal deadlines. We strongly advise that you contact your referee as early as possible to avoid any last-minute issues before the submission deadline.

- ➢ **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 – including the referee.

- ➢ **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.

Please note that it is essential that you create a pdf of your completed application (by clicking 'print application'), and check it thoroughly before submitting it for approval by your host 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.

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.

Completing the application form

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

Page 1: Research Proposal
Page 2: Eligibility criteria
Page 3: Lead Applicant details
Page 4: Lead Applicant Career Summary
Page 5: Co-Applicant details/career summary
Page 6: Second Co-Applicant details/Career Summary
Page 7: Financial Details
Page 8: Equal Opportunities
Page 9: Nominated Referee
Page 10: Head of Department

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. A red 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, all sections on this summary table will be marked as 'Complete'. The **'Complete' status will only appear when all the mandatory fields in that section have been completed.** All mandatory fields are marked with an asterisk '*'. Only then will a 'Submit' button appear for you to be able to submit your application.

PAGE 1: RESEARCH PROPOSAL

Subject Area	Please select the Subject Area 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
Start date/ end date	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.

	Please note that awards may be held over a period of up to 12 months from a starting date not earlier than 1 January 2022 and not later than 31 March 2022.
Proposed programme/ plan of action	The proposal must; • clearly specify the context, and research objectives of the proposed study, • describe the methodology to be used, and • set out a realistic research programme, describing the activities that will take place, and explaining how they will contribute to the achievement of the research objectives Applicants should give an account of their research which is complete of itself and should not depend on material facts being provided by their referees, nor rely on special prior knowledge on the part of assessors. Where the bulk of funding sought is to finance a workshop(s) or conference(s), applicants should give a clear account of the overall research programme, provide a justification of the contribution of the event(s) to the achievement of the research objective, and give an account of the onward research planned. It is essential that applicants clearly state the reasons why funds are needed. For example, it is not sufficient to state that the applicant will visit a particular archive: adequate details must be provided of sources to be consulted, and the length of visit must be clearly justified. The applicant should briefly explain why alternative access to material, such as microfilm or internet access, is not appropriate. Grants are intended only for the planning and conduct of primary research. They are <u>not</u> available to cover the costs of spending time at another institution for purposes such as the writing up of primary research. All applications must clearly itemise the **research programme** to be undertaken at any location. Convenience is not a justification. If support is sought for visits between UK and overseas scholars, applicants should clearly explain the purpose of the meeting(s). If a research assistant is to be employed, applicants should provide a brief job description, clearly stating the nature of the work to be undertaken by the research assistant, and the arrangements for ensuring adequate supervision. If the research assistant has already been identified, details should be given under 'other participants', otherwise, applicants should state the skills and qualifications sought. Applicants should justify the period of employment (or number of hours) for which funding is sought (e.g., has a pilot study or sample been conducted to show how long it will take the assistant to achieve the task in question?). **Please note that PhD candidates employed as research assistants on projects funded by the Academy should work for no more than 10 hours per week on projects outside their own PhD research**. British Academy research grants may not be used to fund work by PhD candidates that is directly related to their PhD thesis.

	If the study will involve the use of a questionnaire as a research tool, a sample of the questionnaire (in English) should be submitted, if available at the time of application. Please note no other attachments can be uploaded. The PDF cannot exceed 3 Mb in size. Independent researchers, not affiliated to an institution, should provide evidence of access to relevant facilities and resources. If applicants wish to include a reference list/ bibliography then this should be included as part of the main text – **you cannot upload this as an additional document.** Please note it is not a mandatory requirement that you include a list of references. The limit for the proposed programme field is 1500 words, and for the plan of action is 800 words.
Planned research outputs/plans for publication/ dissemination	Under 'planned research outputs', please only state the type of output expected. Please give more detail about potential publishers etc. under plans for publication, for which the limit is 500 words. In assessing value for money, the assessors may consider the intended outcome as compared with the amount of money sought, although it is fully appreciated that some modes of research are more expensive than others and proposals will not be discriminated against on grounds of cost alone.
Digital Resource/Dep osit of Datasets	Digital resources created as a result of research funded by the Academy should be deposited in an appropriately accessible repository. Of course, we do not expect confidential data to be readily available. If applicable to your project, you will 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.
Overseas Travel: Country/ Institution	Where overseas travel is to be undertaken, please list the most significant country (up to three can be chosen) to be visited under "Overseas travel – country"; and if your research involves working in a particular overseas institution, and/or working in other countries to which you will travel in connection with this application, please give details under 'Overseas travel – institution'. This information is used for monitoring purposes and may be provided to sister Academies or other organisations which have agreements or links with the British Academy, or the British International Research Institutes. Relevant information about the proposal, including, with the consent of the applicant, contact details, may be shared with the sister Academies or Institutes where this is part of the assessment process, or where joint funding is available (see https://www.thebritishacademy.ac.uk/international/research-institutes for list of organisations with which the Academy has links).

Research Leave Granted/ Permission Obtained	If it is necessary for you to obtain research leave in order to undertake this research project, has this already been granted?
Support of British International Research Institutes Required/ Granted	Please note that scholars may not apply for cash support from *both* the British Academy *and* the British International Research Institutes. There is no bar to applicants seeking cash support under the Talent Development Awards scheme, and logistical, permit-related, or other *non-cash* assistance from an Institute or Society. If the project is *funded* by an Institute or Society, an application may not be submitted under the Talent Development Awards scheme. If your research will take you to a country or region in which one of the British International Research Institutes operates, you are strongly encouraged to make contact with them before completing this form so that you can take account of any relevant expertise, facilities and logistical advice: details can be found on the Academy's website at https://www.thebritishacademy.ac.uk/international/research-institutes.
Language Competence	The Academy expects that applicants will have any language skills necessary to conduct the research. If relevant, please state the level of language competence of the applicant and other participants, or otherwise explain how the objectives of the research will be met.
Other participants/ Role of other participants/ Added value of collaboration	Under 'Other participants' 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. Please describe the contribution to the project to be made by other participants, citing any particular specialisms and expertise, under 'role of other participants'; and under 'Added value of collaboration', please provide any comments you wish to make on the particular relevance, timeliness or other aspects of the collaboration, and the benefits envisaged.
Endangered or Emerging Subject Areas	Applicants for the Talent Development Awards 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. The primary factor in assessing applications will remain the excellence of the proposal. The Academy will however, where appropriate, take into account the aim of providing particular support for certain important fields, either emerging areas of scholarship or areas of research that are endangered or under threat. This is an optional field and the limit is 300 words
Ethical Issues	This field is mandatory and must be addressed by all applicants. Are there any special ethical issues arising from your proposal that are not covered by the relevant professional Code of Practice? Have you obtained, or will you obtain, ethical approval from your employing institution or other relevant authority? It is not expected that any special ethical issues will arise that are not already covered by relevant professional Codes of Practice. The normal expectation, therefore, will be that applicants should answer the pair of questions with the answers no and no. If there are any special issues arising, but they have already been cleared by approval from a relevant authority, please answer yes and yes.

	If any special issues arise and approval has not yet been obtained, please answer yes and no, and provide more explanation.
Source of Funding	Please provide details of other support given or applied for in connection with the current proposal. Please indicate whether any other grant applications relating to this project have been submitted, either to the British Academy or to any other funder. Applications submitted to the Academy by separate applicants will not be accepted if it is considered that both (or all, if more than two) applications relate to the same project, whose components would not be viable as independent pieces of research. The Academy has no objection to its grants being held in conjunction with awards from other bodies, if there is no duplication of expenditure. **Applicants are requested to keep the Academy informed of the outcomes of any other applications by email to grants@thebritishacademy.ac.uk.** Failure to do so may jeopardise the application's prospects of success. In cases where simultaneous applications to the Academy and to another funding agency covering the same elements of a project are both successful, the applicant will be asked to choose which award to accept. Only if there is no duplication and no unnecessary inflation of a project will an applicant be permitted to retain both awards (subsequent requests to alter the plan of research simply to allow the applicant to retain both awards are unlikely to be considered favourably).

PAGE 2: ELIGIBILITY CRITERIA

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
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 *N.B. 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 select your current employing organisation. The majority of appropriate establishments are registered in the system. If your employing organisation is not there, however, please contact the institution's research support services, or equivalent, and ask them to provide the Research Awards Department with contact details of an appropriate person in the organisation to act as an approver on its behalf. All applications must be approved by the employing organisation authorities e.g. research grants 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. **The deadline for this round is the deadline by which approval must be given.** Remember that the application cannot be submitted for approval before the referee has submitted their reference, so it is essential to obtain the reference well before the deadline. It is strongly recommended that the applicant maintains an open dialogue with the approving department at your employing 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 will have to be done before the deadline as they cannot be done afterwards.**
Co-Applicants	Please note that all applications must have one lead applicant, although applications on behalf of more than one person are welcome. Please note that all correspondence is sent via the system **only** to the individual in whose name the application is submitted on the British Academy Flexi-Grant® GMS. The applicant is responsible for notifying any other parties. If there is more than one applicant, or the research involves other partners, please complete this section, and the relevant sections of the co-applicant personal details and co-applicant career summary. Up to a maximum of two co-applicants are permissible. The co-applicant(s) will be directly involved in the delivery of the activity that is proposed by the lead applicant. **For the Talent Development Awards scheme up to a maximum of two co-applicants can be named.** Postgraduate students are **not eligible** to apply for grant support from the Academy, and applicants (and co-applicants) are asked to confirm in the personal details section(s) that they are not currently working towards a PhD, nor awaiting the outcome of a *viva voce* examination, nor awaiting the acceptance of any corrections required by the examiners. Other participants in a project, whose involvement does not equate to being a 'co-applicant' should be named in the relevant section (other participants) in the Research Proposal section.

PAGE 3: LEAD APPLICANT PERSONAL 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.

PAGE 4: LEAD APPLICANT CAREER SUMMARY

Statement of qualifications and career	Please give details of up to 4 qualifications **in reverse chronological order**.

Present Appointment, Employing Institution and Department	Please give details of your current appointment.
PhD confirmation	**Applicants working towards a PhD or awaiting the outcome of their viva/submission of corrections are not eligible to apply.** Please therefore confirm that you have a PhD by answering yes. If you are an established scholar with relevant equivalent experience, but no doctorate, please select 'no' and indicate in the 'personal statement' field why you should be eligible for consideration.
Personal statement	This field is optional, but may be used, for example, in providing information regarding interruptions to an academic career. The limit on this field is 150 words
Publications, Unpublished Research	Please list up to 6 relevant publications to date **in reverse chronological order** under publications; and any unpublished studies previously funded by any agency, including but not restricted to the British Academy. 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.
Previous support Dates	An application will not be eligible for consideration if there is a report outstanding on any previous research grant awarded by the Academy to the applicant or any co-applicant. **Failure to follow this guidance will result in your application being withdrawn from this round of competition.** Please give details of any research applications submitted to the British Academy within the last five years. In the case of a further application for continuing research which has received previous Academy support, **please note that a full report and statement of expenditure for the previous grant must be submitted before further funding can be considered.**
Where did you hear of this scheme?	This field is optional. It helps the British Academy to target appropriate resources towards the promotion of the scheme to know where an applicant hears about it. As appropriate please state BA website; BA literature; PhD supervisor; University Research Office; Twitter, other colleague etc.

PAGES 5 & 6: CO-APPLICANT PERSONAL DETAILS/CAREER SUMMARY

Specify Co-Applicant	In this scheme up to a maximum of two co-applicants can be named. Your co-applicant(s) will need to register themselves on the British Academy GMS before they are able to complete this section. If applicable, please enter all the details of your co-applicant(s) by clicking 'Contributors' tab on the Application's 'Summary' page. Please click on the 'Invite' button, enter the co-applicant's email address and then click 'Send Invitation'. If necessary, it is possible to enter additional co-applicants by repeating the instructions above. Once you have clicked on the 'Send Invitation' button, your co-applicant will be able to view your application amend the relevant co-applicant career summary page.

	The co-applicant(s) are required to provide details which are similar to the lead applicant above.

PAGE 7: FINANCIAL DETAILS

Financial Details/ Justification **N.B. Please see Table 1 in the Appendix for a list of eligible costs.** **If you include ineligible costs your application will be withdrawn from this competition.**	Please provide details of funding in the relevant fields: Travel Costs, Other Costs, Accommodation, Consumables, Research/Clerical Assistance. Applicants should prepare accurate costings for the proposed research expenses and should be particularly careful not to overestimate the resources required. Applicants are advised that competition for funds can be fierce, and proposals on the margin for award may have a greater chance of success if they are modestly costed. **Costs should be clearly itemised and justified in terms of the research programme**. If the Academy is being asked to support only a proportion of the total costs, please explain this clearly under proposed programme on the proposal tab. It is advised that travel costs should be clearly justified; that the length of time for which subsistence is sought should be justified in the application; that *per diem* rates should be explained; that hourly or monthly rates of research assistants should be specified; and that the period of employment needed for a research assistant should be fully justified. If a claim for child or parental care is included, please supply sufficient justification for the case to be assessed. *Per diem rates:* The Academy will *normally* offer no more than £2,000 per month for subsistence away from home, or a maximum daily rate of £100 for shorter visits, to include food, accommodation and local daily travel. If you are going to be requesting more than this, we ask that you make your case and explain the reasons for this. Applicants are asked to quote realistic daily rates, bearing in mind that the Academy reserves the right to reduce the amount requested if it is thought excessive. In all cases the Academy is looking to ensure value for money. In cases where funds are sought for the costs of illustrative material, please note that if there is an agreement for commercial publication, further information may be sought about the general finances for the volume(s). Requests for reproduction fees (for text or image) will only be considered if a publishing contract is in place. Please note that no payments can be made to the principal investigator or co-applicant(s) either for their own salary costs or for replacement teaching. 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. **Please do not use '£' signs in the amount boxes.**

PAGE 8: 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.**

PAGE 9: NOMINATED REFEREE

Lead Applicant Referee Statement	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® GMS well in advance of the deadline for the submission of your application. Please enter all the details of your referee by clicking 'Contributors' tab on the Application's 'Summary' page. Please click on the 'Invite' button, enter the referee's email address and then click 'Send Invitation'. The reference may be supplied by a scholar based outside the UK if you wish. Your referee <u>must</u> be drawn from outside your own employing institution and from outside the employing institution of your co-applicant(s), if any. Your referee should be familiar with your project and will be asked to comment on the potential of the award-holder to benefit from this scheme and the value that this award will bring to their current and future research direction and ambition. Before listing your referee on your application form, you should seek permission from them that they are happy to provide this by the deadline. <u>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.</u> We strongly advise that you alert your referee as early as possible to allow them enough time to provide their reference in the system. Note that the deadline shown to the referee is the deadline for the whole application to be submitted. The application needs to be approved before the same deadline, and it cannot be submitted for approval before the reference is submitted. An application cannot be considered for an award unless the proposal and reference have been submitted on time. Please note that references <u>must</u> be provided through the British Academy Flexi-Grant® GMS, they cannot be provided as an email attachment nor sent by post in hard copy. <u>Any references received after the deadline, or outside of the system, or by another academic at the same institution as you or a co-</u>

	applicant(s) will not be accepted, and your application will be withdrawn from this competition.

PAGE 10: HEAD OF DEPARTMENT STATEMENT

Head of Department Statement	Applicants are **required** to include a supporting statement from their Head of Department on the British Academy Flexi-Grant® GMS well in advance of the deadline for the submission of your application.
	Please enter all the details of your Head of Department by clicking 'Contributors' tab on the Application's 'Summary' page. Please click on the 'Invite' button, enter the Head of Department's email address and then click 'Send Invitation'.
	The Head of Department should be the person who heads the Department, Faculty, Institute or other unit in which you are currently working and will be expected to comment on the career development benefit to be gained if the award is made.
	We strongly advise that you alert your Head of Department as early as possible to allow them enough time to provide their statement in the system. Note that the deadline shown to the Head of Department is the deadline for the whole application to be submitted. The application needs to be approved before the same deadline, and it cannot be submitted for approval before the HOD statement is submitted.
	An application cannot be considered for an award unless all contributions have been submitted on time.
	Please note that statements must be provided through the British Academy Flexi-Grant® GMS, they cannot be provided as an email attachment nor sent by post in hard copy. Any statements received after the deadline, or outside of the system will not be accepted, and your application will be withdrawn from this competition.

THE ACADEMY WILL ONLY PROCESS COMPLETE, SUBMITTED APPLICATIONS.

Submission of application

Once you have submitted your application for approval by your host organisation, automatic emails will be sent to your host organisation approver asking them to log on to the system. You will not be able to edit your application after it has been submitted to your host organisation for approval. The host organisation approver will either: approve and submit your application, 'send back' your application and contact you to request modifications or decline your application and contact you.

Please be aware that it is your responsibility to ensure that you complete your application in time for your host organisation to process it (including requesting changes) and provide their approval by the closing date. It is recommended that you allow at least five working days for this process, but please check with your proposed host institution as their internal timetables may require earlier submission.

If your host organisation approver requests modifications through the British Academy Flexi-Grant® GMS email facility, they can unlock your application, allowing you to edit it. They can do this by selecting 'Return to Applicant'. An automatic e-mail will be sent to you alerting you of this fact. Once you have completed and saved the requested changes, please re-submit your application for approval by your host organisation.

Once your host organisation has approved your application and submitted it to the British Academy it will not be possible to make any changes.

Please note that once the closing date has passed, host organisation approvers cannot approve applications and submit them to the British Academy; unapproved applications are removed from consideration. No late applications will be accepted.

It is recommended that you check that your application is submitted in time. To see the details of the host 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.
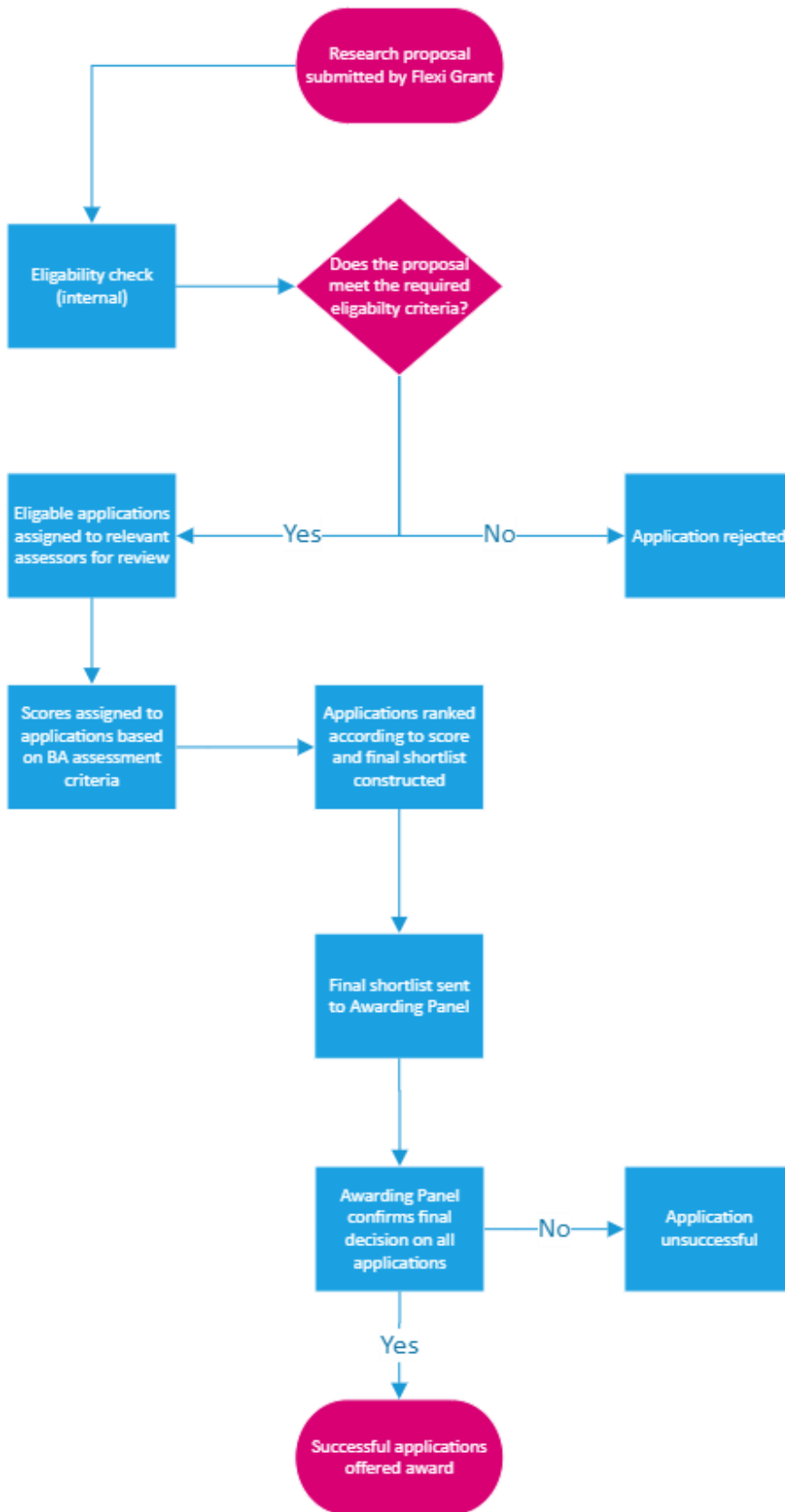
Assessment criteria: Assessors will evaluate the proposal on the basis of the quality and interest of the activity or range of activities proposed; the proposals to play a role in promoting the skills and methods that are the focus of their award, and the plans to act as champions for these skills within their institutions and through broader British Academy networks, such as, for example, writing blog pieces about their work, applying their experiences in their teaching, and engaging with researchers or learners outside their disciplinary area. The feasibility of the research programme, the specificity of the scheme of research, and the intended outcomes will also be taken into account.

Assessors will also evaluate the ability of the applicant(s) to undertake the proposed research, 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 be taken into account in assessing the current proposal.

Comparative judgements about value for money may be considered at the final stage of assessment. Any special case made for endangered or emerging fields may be taken into account at the final stage of assessment.

Please see the flowchart below for an overview of the application to award process.

Talent Development Awards

Research proposal submitted by Flexi Grant

Eligability check (internal)

Does the proposal meet the required eligabilty criteria?

Yes → Eligable applications assigned to relevant assessors for review

No → Application rejected

Scores assigned to applications based on BA assessment criteria

Applications ranked according to score and final shortlist constructed

Final shortlist sent to Awarding Panel

Awarding Panel confirms final decision on all applications

No → Application unsuccessful

Yes → Successful applications offered award

Outcome of application

Once your application has been submitted, complete with the reference, and it has been approved, you will not be contacted again by the British Academy until the decisions have been made. You can track the progress of your application by logging in again to the Flexi-Grant system at any time. Results are issued by email.

Applicants in any doubt about their eligibility or any other aspect of their application are advised to contact the Research Funding Office at the Academy, where staff will be pleased to assist.

The British Academy
Research Funding Office
10-11 Carlton House Terrace
London SW1Y 5AH

Due to remote working we recommend contacting us by email only
Email: grants@thebritishacademy.ac.uk

Important Dates

Deadline for application submission and organisation approval: **5pm (UK time) 20 October 2021**

Results announced by email to address on application: **by December 2021**

APPENDIX

TABLE 1: Items eligible for funding from Talent Development Awards

ITEM	YES	NO
Travel and maintenance away from home	X	
Research assistance	X	
Consumables (i.e. purchase of datasets, photocopies, microfilms, etc., and any other minor items that will be used up during the course of the project)	X	
Specialist software (__excluding__ commonly available office packages)	X	
Costs of interpreters in the field	X	
Organisation of workshops to advance the research (if part of the approved programme of work)	X	
Short-term consultancy or salary costs of expert staff	X	
The costs of preparing illustrations, including photography, acquisition of images, draughtsmanship and cartography or other bespoke illustrative material; and the costs of reproduction rights for text or images	X (see note 1)	
Incidental translation expenses	X (see note 1)	
Attendance at conferences either in the UK or abroad to disseminate results of research	X	
Small scale participant incentives e.g. vouchers	X	
Care for children or other relatives where this is unavoidable	X	
Computer hardware, including laptops, electronic notebooks, digital cameras etc.		X
Books and publications		X
Permanent resources and equipment or any elements that should properly be ascribed to departmental or university overheads		X
The preparation of camera-ready copy, copy-editing, proof-reading, indexing, or any other editorial task		X
Subventions for direct production costs (printing, binding, distribution, marketing etc.)		X
Costs of publication in electronic media		X
Payment to the principal/ co-researcher(s) in lieu of salary, or for personal maintenance at home		X
Replacement teaching costs		X
Travel /maintenance expenses for purposes such as lecture tours, or writing up results of research		X
Apprenticeship levy		X
Institutional overheads		X

__Note 1: The case made must be explicitly approved by the Academy.__