GLOBAL CONVENING PROGRAMMES

Scheme Notes for Applicants

2022 Competition

PLEASE READ THESE SCHEME NOTES CAREFULLY

ANY APPLICATION INCORRECTLY SUBMITTED WILL NOT BE ELIGIBLE FOR AWARD

Applications should be submitted well in advance of the deadline; we recommend at least five days prior to allow for institutional approval.

Summary

1. The British Academy is inviting proposals for major new three-year programmes of internationally convened researchers. Awards will be for around £500,000 per annum each.

2. The programmes will be problem- or challenge-focused and highly interdisciplinary. Their goal will be to open new fields of inquiry, harness research to address these challenges aiming to catalyse change in industry, practice, policy and society, and support collaborative exploration across disciplines and borders.

3. The application process will be run as a two-stage process with initial expressions of interest, followed by a final proposal supported by an in-person workshop at the British Academy.

4. The Academy aims to make at least one award per theme as set out in paragraph 11 below.

5. **Expressions of Interest must be submitted by Wednesday 6 July 2022, 17.00 (UK time) with new programmes beginning by the end of 2022.**

Programme Aims

6. The Academy is aiming to support international programmes that **convene** researchers internationally together over three years to develop sustained engagement across disciplines and borders. <u>It is essential for applications to this call to demonstrate why a convening approach will add value to the pursuit of their identified challenge.</u>

7. The Academy envisages the awards made through this call will excel in achieving the following expectations:
   - An ambitious, beyond the state-of-the-art programme that breaks new ground, that will achieve a significant change related to the policy-related problem/challenge focused on, at a global level.
   - An internationally convened body of researchers with engagement across multiple, and potentially all, regions of the world. The programme will develop a diverse and equitable international partnership that is transparent and based on mutual respect.
   - A highly interdisciplinary body of researchers that includes **both** the humanities and the social sciences at its core and may include other disciplines beyond.

- A novel exchange of ideas and co-creation of knowledge with wider stakeholders through identifying areas with the Academy to catalyse change in and translate knowledge with industry, practice, policy and society.

8. The awards made will be required to work in tandem with staff at the British Academy as partners on the programme. This will include both in terms of the development and organisation of the programme and also the knowledge translation aspects with industry, practice, policy and society.

9. The Academy is interested in applications that can support sustained interaction and deep collaboration for the long-term. Applicants are encouraged to view this opportunity less as a three-year award and more as an opportunity to focus on developing new global networks with transformative potential well beyond when any Academy funding may be available. The ability of a programme's intellectual drive and exploration to continue, and a team to sustain a long-term global programme, beyond the three-year period will be considered essential in understanding an application's ability to excel.

Scope of the Call

10. Applications must meet the Aims of the Call set out above, related to one or more of the themes below. These are set out below to spark thought and provide a framing for the call, they should not be seen as prescriptive. The Academy wishes to encourage novel thinking rather than offering a pre-designed idea of the challenge. The Academy is aware that there may be interest in the boundaries between these themes and the synergies between them and applicants are welcome to explore those in their Expression of Interest if they wish to.

11. The Academy also does not have any pre-determined ideas regarding the exact challenge. Instead, the onus is on the applicants to convince the Academy that their applications bring genuine added value to addressing the Aims and Scope of the Call.

- *Just Transitions:* In recent decades, just transitions are frequently understood in the context of climate change, however, today and in the past a just transition can have wider understandings, imaginations and experiences, and either of these can lead to contestation. Applications may focus on planetary health or just transition in a different framing. Whichever focus is pursued the Academy wishes to see engagement in exploring the needs, impacts and implications of just transitions in diverse societies and cultures within diverse histories and traditions, that include diverse approaches to justice, and consider how capacities and capabilities for adaptation as well as mitigation have been implemented successfully or not.

- *What is a good city?* The 'good city' is a value-laden term including the criteria that may be used to judge, how such values may be embedded in urban policymaking, and how different values may cause friction. The 'good city' can also be imagined and represented. This may include the mediation of difficult histories and legacies and how the image of the city can inform the experience of the city dweller. The 'good city' evokes the good life, yet urban citizens often live with ill health, poor living conditions, fear, and helplessness. The image and the experience of the city can therefore conflict, and how cities are organised to manage urban conflict is important to understanding the governance, social inclusion and political processes that underpin the 'good city'.

- *Global (Dis)Order:* There is no single solution to the challenges of global (dis)order. Plural and complex understandings are required that bring to the fore the cultural and historical elements of such understandings. This complexity includes the changing nature of the times at any moment in history, and the values and self-understandings that have often motivated the search for status, for recognition and a different kind of international order emanating in different regions and parts of the world. The study of global (dis)order must sit alongside analysis of justice and power that incorporates challenges to established patterns of authority.

12. In relation to these themes, the Academy wishes to emphasise the importance of developing an international and interdisciplinary collaboration, incorporating a wide range of regionally and historically constructed understandings and narratives. The Academy expects awards to engage deeply with the values, languages, traditions, cultures, literatures, histories and self-understandings across various regions of the world and their historical development. This includes an expectation that the applications will have a focus on lived experience and marginalised voices.

Timetable, Application and Assessment Procedure

13. Applications for programmes under this call will follow a two-stage process.

14. The first stage will be an Expression of Interest to be completed on the British Academy's online Flexi-Grant system.

15. This Expression of Interest will include an outline of the core elements of the challenge and the range of possible questions for consideration. It will provide details on the core of the diverse international team in the programme that must incorporate multiple disciplines.

16. Following assessment of this first stage, selected applications will be invited to a second stage. This will include physical participation in a two-day workshop in London followed by the submission of a final proposal.

17. The in-person workshop will bring the researchers involved in an application together in person to refine the challenge and develop their proposal fully. The workshop will aim to further articulate the nature of the challenge and questions to be explored, how these could be tackled and what intellectual resources are needed to make progress, including the need to develop a wider team of around 20 members and the establishment of an advisory board working with the Academy.

18. The final proposal will provide a significant opportunity for applicants to describe and situate their challenge, the need for a convening approach internationally to engage with it, how the proposed programme would address the challenge it has set itself, and why the international team it is bringing together will be able to achieve this equitably and intellectually.

19. It is intended that awards will be made by the end of 2022 following the two-stage process.

20. The timetable for the application process is as follows:

- Expressions of Interest Deadline: 6 July 2022 (17.00, UK time)
- Invitations to 2nd Stage Communicated: August 2022
- In-person Workshops at the Academy: September - October 2022
- Final Proposal Deadline: 9 November 2022 (17.00, UK time)
- Final Outcome Communicated: by end of 2022

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

22. All applications will be subject to an eligibility check undertaken by appropriate British Academy staff before being put forward for assessment, and **applications that are not completed correctly and on time will not be considered.**

23. The deadlines for submissions above include for UK institutional approval. **Applicants will not be allowed to make any changes to their applications or submit any additional information after a deadline has passed.**

Selection Criteria

24. All eligible Expressions of Interest submitted in response to this call will be assessed by relevant British Academy peer reviewers.

25. Applications will be assessed against the following criteria:

- The ambition and significance of the proposal, in particular its and the applicants' ability, to break new ground and lead to significant change related to the challenge on a global level;
- The international engagement and partnership evidenced in the proposal, in particular its convening of a diverse team drawn from multiple regions of the world that can demonstrate commitment to equitable partnership;
- The interdisciplinary engagement between the humanities and social sciences evidenced in the challenge and international team, and the rationale for why such interdisciplinary engagement is essential to tackle the proposed challenge;
- The value and potential impact for knowledge translation in relation to industry, practice, policy and/or society;
- The rationale for why an international convening approach will add value to the pursuit of the identified challenge.

Requirements & Eligibility

26. Each Expression of Interest must include a core team of 6-8 researchers based in the UK and internationally. This core team must include two programme leads. One of these must be based in the UK. In the wider team, there must be at least four participants not based in the UK.

27. This core team must include researchers from multiple disciplines. This must include researchers in **both** the humanities and social sciences. The Academy recommends that careful thought should be given when applying to ensuring adequate representation of both the humanities and the social sciences and to multiple disciplines. Applicants are reminded that applications must be 'highly interdisciplinary'. The Academy would expect that the core team would likely have no researchers from the same disciplines and that the two programme leads would likely come from the humanities **and** the social sciences. The Academy would not expect a 'highly interdisciplinary' programme to have a limited or tokenistic approach to the inclusion of multiple disciplines. For clarity's sake, multiple disciplines does not mean multiple sub-disciplines of the same discipline.

28. The programme leads must be researchers in a discipline within the social sciences or the humanities. The wider team can include researchers in wider disciplines or from backgrounds within industry, policy or practice.

29. The core team must be of postdoctoral or above status (or have equivalent research experience). One of the programme leads must hold an established role in an eligible UK university or research institute. That programme lead's position must last at least the duration of the grant funded by the Academy.

30. An individual in a core team can only be part of one application to this call.

31. The core team will be expected to commit time to the programme during the course of the award including three in person 2-3 day international meetings every year, at least one of which will take place at the British Academy.

32. Applications that do not meet the aims and scope of the call will be considered ineligible and will not be assessed by the Academy. This includes the following:

    - Applications that do not describe a challenge that meets the themes of the scope of the call;
    - Applications that do not describe a challenge that would clearly benefit from an international convening approach;
    - Applications that do not demonstrate how the proposed programme would address the identified challenge;
    - Applications that do not require or clearly benefit from an interdisciplinary approach.

33. The UK host organisation is expected to adopt the principles, standards and good practice for the management of research staff set out in the Concordat to Support the Career Development of Researchers (2019) and subsequent amendments. Research staff should be appointed on terms that are no less favourable than those of comparable posts in the host organisation.

34. The UK host organisation is expected to adopt the principles, standards and good practice for public engagement with research set out in the Concordat for Engaging the Public with Research (2010) and subsequent amendments.

35. The UK host organisation should meet the requirements of the Concordat to Support Research Integrity (2012) and subsequent amendments and must have in place formal procedures for governing good research practice and for handling and reporting allegations of fraud or research misconduct.

Duration and Value of Awards

36. Programmes will be three years in duration. All programmes will begin by the end of 2022.

37. The funding for the core team is intended to enable the researchers involved to have the time and space to work on the goals of the programme. This can be used flexibly. For example, for teaching load adjustments, postdoctoral support, research trips, fieldwork and other activities that support the research goals of the programme.

38. The two programme leads from different disciplines will receive research support of £15,000 per annum each.

39. The up to 20 programme members from different disciplines will receive research support of £10,000 per annum each.

40. A contribution of £10,000 will be provided to the programme lead(s) host institution.

41. In addition, the Academy will hold a budget for three annual international meetings to bring together in person the programmes. Once awarded the programme through the UK host institution will also be able to have additional funding available to support early career researchers linked to the programme. This would normally enable the support of two early career researchers.

42. The Academy will also provide further competitive funding biannually for knowledge translation grants during the course of the award to enable members of the programme to work with a range of counterparts beyond the programmes on matters related to industry, policy, practice and society.

43. It is to be noted that the awards made will be required to work in tandem with staff at the British Academy as partners on the programme. This will include both in terms of the development and organisation of the programme and also the knowledge translation aspects with industry, practice, policy and society.

Code of Practice

44. The British Academy has a Code of Practice for assessing applications, setting out the principles of equity, integrity and confidentiality governing the treatment of all applications for research support. The Code of Practice also covers Data Protection, the Academy's ethics policy and the appeals procedure.

45. Feedback is not a feature of this programme and the Academy is, regretfully, unable to enter into correspondence regarding the decisions of the awarding committee, which are governed by the Code of Practice. Please note that by applying to this programme, applicants undertake to accept the terms under which applications are assessed.

Contact Details and Further Information

Please contact g.fitzgibbon@thebritishacademy.ac.uk for further information.

Application Information

Applications can only be submitted online using the British Academy Flexi-Grant® Grant Management System (GMS) via (https://britishacademy.flexigrant.com/). If you have not previously used the British Academy's Flexi-Grant® GMS and were not registered in the previous 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.

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 g.fitzgibbon@thebritishacademy.ac.uk to request the addition of the organisation.

The deadline for submissions and UK host organisation approval is **6 July 2022 (17.00 UK time)**. Applicants will not be allowed to make any changes to their applications or submit any additional information after the **6 July deadline**.

When completing your application on the British Academy Flexi-Grant® GMS, it is recommended that you take particular 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 represents a personal record of your account in the system and will help to populate the contact details in any application form you complete. It is useful if this information is kept up to date, but it is not essential to the progress of an application.

• *Automatic log-out:* **You are strongly advised to save your work regularly to prevent accidental loss of information.** In particular, you should be aware that if the system does not detect any activity for 1 hour it will log out and save the application at that time. Please note that moving between *pages* within an application form will save the page that you are exiting but completing a field on a page is not considered an activity. It is recommended that you write the text for longer sections/fields in a word processor such as Word and then copy and paste into the relevant text box to avoid being timed out in this way.

• *Multiple sessions:* 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.

• *Word limits:* When completing boxes that have a restricted length (note that it refers to words) you should note that if you exceed the specified amount you will not be able to save when you press the save button. You should type the text for the longer-length boxes in a word processor. You will then be able to check the word count and paste it into the British Academy Flexi-Grant® system. You will then still have a copy of the text to return to in the word processor. The word limit applies to text boxes.

• **_Plain text:_** If entering plain text, please avoid using symbols as some may not be accepted by the British Academy Flexi-Grant® system. You should generate and view a PDF of your application to check that the application appears as you want it to by clicking on 'print application'.

• **_Uploading PDF documents:_ Please note the only item you may upload is a copy of a CV, which must be a maximum of 2 pages.** When uploading PDF documents, please add your name and a heading at the top of every page to show what the document is. Any CV submitted which is over the 2-page limit will render your application ineligible for consideration.

• **_Email addresses:_** The British Academy Flexi-Grant® GMS relies heavily on automatic email contact. It is essential that you ensure you enter accurate email addresses where requested as it may cause considerable delay in the submission/processing of your application if any of these are incorrect. You cannot make changes to email addresses after your application has been submitted for approval.

• **_Submission of application:_** 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 a designated approver at your host organisation **at least 5 working days before the closing date** to allow for your host organisation's administrative procedures. Please note that the institutional approver is a person within the UK host organisation, usually within the central research support office, who has authority for approving all applications submitted to the British Academy. **Please be aware that any other contributors will need to mark their sections as 'complete' before you will be able to submit your completed application form.**

Once you have submitted your application for approval by your host UK organisation, automatic emails will be sent to your host UK 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 UK organisation for approval. The host UK organisation approver will either: approve and submit your application, 'send back' your application and contact you to request modifications (if before the **6 July** deadline) 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 UK 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 UK institution as their internal timetables may require earlier submission.

If your host UK organisation approver requests modifications through the British Academy 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 UK organisation.

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

• ***Application sharing:*** All applications must be started by the applicant who is to be the Programme Lead A on the award. You can invite other contributors to join the application (e.g. Programme Lead B, Finance Office contact etc.), but in order to do so your contributor will need to be registered in the British Academy's Flexi-Grant® system first. You will need to ensure you have their registered email address to invite them to participate in your application. You can let other British Academy Flexi-Grant® GMS users view your draft application in advance of submission by providing their email address. They will be able to log in using their existing password and see your application and, depending on permissions, amend 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 7 days after deletion. After this, it will be permanently removed from the system.

• ***Application returned for editing:*** The approver can return your application to you for further editing before the closing deadline of the call. See 'Submission of Application' above.

• ***Guidance:*** In the tables below you will find in the left-hand column each question as set out in the application form 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 International Team (contact details at the end of these notes).

PLEASE NOTE THAT IT IS ESSENTIAL THAT YOU CREATE A PDF OF YOUR COMPLETED APPLICATION (by clicking 'Print Application'), AND CHECK IT THOROUGHLY, INCLUDING EMAIL ADDRESSES AND UPLOADED PDF FILES, BEFORE SUBMITTING IT FOR APPROVAL BY YOUR UK 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: Programme Proposal

Page 2: Programme Lead A Details

Page 3: Programme Lead B Details

Page 4: Named Participant Details

Page 5: Equality, Diversity and Inclusion

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. Not all questions have a word limit; only those questions which have a maximum word count noted are subject to a word limit.

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'. **Only once all mandatory fields are marked as "Complete", and all Contributors are all marked as "Complete" will a 'Submit' button appear for you to be able to submit your application.** All mandatory fields are marked with an asterisk '*'.

PAGE 1: PROGRAMME PROPOSAL

Title of Proposal*	Please state the title of your proposed convening programme.
Abstract*	Please provide a short abstract summarising your proposed programme. *(150 words)*
Relevant Theme*	Please indicate which theme your proposal relates to: 'Just Transitions', 'What is a Good City?', or 'Global (Dis)Order'.
Ambition and Significance of the Proposal*	Please outline the ambition and significance of the proposal, in particular its and the applicants' ability, to break new ground and lead to significant change related to the challenge on a global level. *(500 words)*
International Engagement and Partnership*	International engagement and partnership must be evidenced in the proposal, in particular its convening of a diverse team drawn from multiple regions of the world that can demonstrate commitment to equitable partnership. Please describe how your proposal meets this criterion. *(500 words)*
Interdisciplinary Proposal*	Proposals under this scheme must be interdisciplinary, forming collaborations between researchers in the humanities and the social sciences. Considering the subject areas of the participants, please describe how your proposal meets this criterion. *(500 words)*
Value and Potential Impact*	Please describe the value and potential impact for knowledge translation in relation to industry, practice, policy and/or society. *(500 words)*

Benefits of an International Convening Approach*	Please outline the rationale for why an international convening approach will add value to the pursuit of the identified challenge. *(500 words)*

PAGE 2: PROGRAMME LEAD A DETAILS

Programme Lead A 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.
Employing Organisation* **Please be aware that it is your responsibility to ensure that you complete your application in time for your UK host institution to process it and provide their approval by the closing date.**	Please use the search bar to find your home institution and add the organisation to your application. If your organisation is not available, then it may not be registered in our system. Before requesting the addition of a new organisation, please check that it is not affiliated with any organisation that is already registered. If it needs to be added, please email us at g.fitzgibbon@thebritishacademy.ac.uk. All applications must be approved by the UK host 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. It is strongly recommended that the applicant maintains an open dialogue with the approving department at the UK host 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 the UK host institution has checked your application, they will contact you if any changes are required; please note that if changes need to be made, these will have to be done before the 19 October deadline as they cannot be done afterwards.**
Present Appointment*, Department*, Employing Institution*	Please give details of your current appointment. The Programme Lead A must be a researcher within the humanities and social sciences, must be based at an eligible UK university or research institute, and must be of postdoctoral (or above) or equivalent status. The Programme Lead A must either be in permanent position at the institution or have a fixed-term position for the duration of the award. There is an optional field to include any information relating to your professional career which you may wish to be taken into account in assessing this application. For example, details of a career break, or the effect of working on a part-time contract may be relevant.
Primary Subject *	Please indicate the subject most relevant to your research. If your research field is more interdisciplinary, you may choose to indicate a secondary subject to which your application might also be relevant.
Employment Status*	Please confirm that your current position is either permanent or that your current employment will extend beyond the lifetime of the award.
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 under 'personal statement' why you should be eligible for consideration.
CV Upload*	A brief CV should be uploaded here as a **PDF file**. This should be no more than 2 pages long. **Any CV submitted which is over the 2-page limit will render your application ineligible for consideration.** In order to comply with this 2-page limit, the applicant could omit, for example, conference presentations from their CV.
Where did you hear of this scheme? *	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; Institution Research Office; Twitter, colleague, etc.
Previous British Academy Applications*	Please use this space to provide details of any applications (successful or unsuccessful) that you have made to any British Academy funding calls.

PAGE 3: PROGRAMME LEAD B DETAILS

Programme Lead B*	Please note that it is <u>mandatory</u> to include a Programme Lead B. **Programme Lead B will need to register themselves on the British Academy Flexi-Grant® system before they are able to complete this section.** If applicable, please enter all the details of Programme Lead B by clicking the 'Contributors' tab on the Application's 'Summary' page. Please click on the 'Invite' button, enter their email address and then click 'Send Invitation'. Once you have clicked on the 'Send Invitation' button, Programme Lead B will be able to view your application and amend their section of the application.
Present Appointment*, Department*, Employing Institution*	Please give details of your current appointment. Programme Lead B must either be in a permanent position at the institution or have a fixed term position for the duration of the award. There is an optional field to include any information relating to your professional career which you may wish to be taken into account in assessing this application. For example, details of a career break, or the effect of working on a part-time contract may be relevant.
Primary Subject *	Please indicate the subject most relevant to your research. If your research field is more interdisciplinary, you may choose to indicate a secondary subject to which your application might also be relevant.
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 under 'personal statement' why you should be eligible for consideration.

CV Upload*	A brief CV should be uploaded here as a **PDF file**. This should be no more than 2 pages long**. Any CV submitted which is over the 2-page limit will render your application ineligible for consideration.** In order to comply with this 2-page limit, the applicant could omit, for example, conference presentations from their CV.

PAGE 4: NAMED PARTICIPANT DETAILS

Other Participants*	Each Expression of Interest must include a core team of 6-8 researchers based in the UK and internationally. This core team must include the two Programme Leads. One of these must be based in the UK. In the wider team, there must be at least four participants not based in the UK. Under 'other participants' please give the names, appointments, and institutional affiliation of any other participants in the proposed convening programme.
Primary Subject *	Please indicate the subject most relevant to the research of each named participant.
Confirmation of countries *	In the wider team, there must be at least four participants not based in the UK. Please confirm this is the case.

PAGE 9: EQUALITY, DIVERSITY AND INCLUSION

Equal Opportunities	This section is optional. However ,the British Academy would greatly appreciate it if you (Programme Lead A) can complete the details to assist us in our equality, diversity and inclusion 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. It will also not be seen by others contributing to your application.**

THE ACADEMY WILL ONLY PROCESS COMPLETE, SUBMITTED APPLICATIONS.
Submission of Application

Once you have submitted your application for approval by your host UK institution, automatic emails will be sent to your host UK 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 UK organisation for approval. The host UK 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 UK 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 UK institution as their internal timetables may require earlier submission.

If your host UK organisation approver requests modifications through the British Academy 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 UK organisation.

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

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

Outcome of Application

Once your application has been submitted, and if it has been approved by your institution, 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 International Team at the British Academy, where staff will be pleased to assist.

The British Academy

International Office   10-11 Carlton House Terrace

London SW1Y 5AH

Email: g.fitzgibbon@thebritishacademy.ac.uk