



Notes for Applicants for BA Academy Research Projects Grant Scheme

2022 Competition

PLEASE READ THESE SCHEME NOTES CAREFULLY

Any application which is incorrectly submitted will not be eligible

Funding:

In September 2022 the British Academy announced a new round of the Academy Research projects. The scheme was previously open for applications in 2014 and now has additional funds to support new projects. Typically, projects supported through this programme obtain small-scale core funding and the kitemark of recognition that enables them to approach other funders with the Academy's endorsement of quality. The call is aimed at scholars in both Humanities and Social Sciences, and on this occasion the Academy is particularly interested in collaborative projects intended to provide infrastructural resources for other researchers and the wider public, which have a clear focus on longer term sustainability, and a clear plan to move to financial self-stability after a fixed period of core funding from the Academy.

Purpose of the Grant:

The Academy Research Projects are intended to offer the kitemarking of academic excellence to major long term infrastructural projects or research facilities, intended to produce fundamental works of scholarship rather than to produce interpretative works or monographs.

The Academy grants the title of Academy Research Project to about 55 long-term enterprises, each organised and run by its own project committee. So long as the projects continue to work towards their agreed objectives and remain active and productive, the Academy expects to maintain long-term support. Current projects include some supported since the 1920s and 1930s.

The maximum grant is £5,000 per annum and it is desirable that the projects will be able to complete within 10 years.

Applications for collaborative or discrete research projects are equally welcome under this scheme. Applications from international groups of scholars are welcome, provided there is a UK-based scholar as lead applicant.

Funds are available to facilitate initial project planning and development; to support the direct costs of research; and to enable the advancement of research through workshops or visits by

or to partner scholars. Applicants may seek support for any combination of eligible activity and cost up to the overall limit of £5,000 per annum. The Academy will assess applications equally on their merits, with no preference as to mode of enquiry.

All applications should demonstrate that funds are sought for a clearly defined programme of research, infrastructure or research facilities leading to fundamental works of scholarship.

NB - The British Academy welcomes proposals for high-quality research in all its subject areas. While all proposals should be situated in an appropriate field of study, they may vary considerably in their approach to conceptualisation, methodology and/or outputs, depending on the discipline. In some cases, creative and professional practice may play a significant role in shaping the methods and/or outcomes of research. In all proposals, whether practice-led or not, a clear scholarly rationale is required for the choice of research methods, processes and outputs.

Eligibility

Applicants must meet the following eligibility criteria:

- Applicants should be at postdoctoral or equivalent level, in the fields of the humanities and/or the social sciences. Equivalent experience may include holding, or having held, an established post, having a record of publications in the field and/or having teaching experience.
- Postgraduate students are not eligible to apply.
- Applicants must be ordinarily resident in the United Kingdom, the Isle of Man or the Channel Islands (that is, classed as ‘ordinarily resident’ for tax purposes) **or** currently employed overseas by a recognised UK overseas research organisation.
- UK research organisations based overseas may apply to be recognised by demonstrating that they satisfy **both** the following conditions:
 1. Organisations which are, or which are constituent parts of, charities registered with the Charity Commission.
 2. Which must be able to demonstrate an independent capability to undertake research in the field or discipline in which they wish to be funded, and to lead the research for which funding is received.
- Applications are welcome from existing collaborations/research infrastructure projects that are already in progress and have prepared or published material previously. Awards of funding under this scheme will, however, only be made to support new work, not retrospectively providing reimbursement for work already undertaken.

Please note the earliest point at which research can commence, and to help regulate the flow of applications, the latest starting date also. The Academy is inviting proposals in this round with the **closing date noted below**.

Opening date	Closing date	Research to commence	Result notified by
14/09/2022	09/12/2022	01/04/2023	By 30th March 2023

Eligible Costs

Funds may be sought to cover the direct expenses incurred in planning, conducting, and developing the research, including:

- project planning and development costs (cost of travel for discussion in the UK and overseas; initial workshops with potential partners)
- travel and maintenance for UK scholars; including travel to disseminate results of the research at conferences held either in the UK or abroad
- travel and maintenance for overseas scholars engaged in collaborative research activity with UK partner(s)
- research assistance (based in UK or abroad)
- workshops or conferences to advance the programme of research (principally the costs of travel and maintenance for key participants, though organisational costs may be considered)
- consumables
- specialist software including preparation of a website
- costs of interpreters in the field
- costs of editorial tasks, e.g Copy-editing, Proof reading etc.

Bids for the cost of child or parent care may be considered if the carer is conducting research away from home and it is not possible to make alternative arrangements. The costs of normal regular childcare whilst at home are not eligible for support. Consumables include the purchase of datasets, photocopies, microfilms, etc, and any other minor items that will be used up during the course of the project. Applicants may apply for short-term consultancy or salary costs for expert staff, or short periods of research assistance. Provided they are central to the research process and an adequate case is made, the costs of preparing illustrations (including photography, acquisition of images, draughtsmanship and cartography or other bespoke illustrative material) may be considered. The cost of reproduction rights for text or images may be considered provided there is a contract for publication in place. Costs associated with deposit of digital material in an appropriately accessible repository may be considered. If an application is purely for technical or practical work with no research objective, it is not eligible for funding. Incidental translation expenses may be considered.

The following items are **not currently eligible** for funding (applicants registered with special needs may consult the Academy about possible exceptions): institutional overheads, or any element that should properly be ascribed to institutional overheads; computer hardware including laptops, electronic notebooks, digital cameras, etc; books and other permanent resources, payment to the principal researcher(s) in lieu of salary, or for personal maintenance at home; replacement teaching costs; travel and maintenance expenses for purposes such as lecture tours or to write up the results of research.

Level and Duration of the Award

Up to £25k in the first instance (over 5 years) with the expectation that the projects will be reviewed for further funding if necessary.

Applicants will be asked to specify the expected duration of their project, understanding that the projects should set out a clear plan to move to financial self-stability after a fixed period of core funding from the Academy.

Applications to multiple British Academy Schemes

Please note that only one British Academy Research Project or other similar 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.

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. 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.

Your referee has to 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 note that references must be provided through Flexigrant, 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.

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 is not a feature of the Academy Research Project 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.

Application Information

Applications can only be submitted online using the British Academy Flexi-Grant® Grant Management System (GMS) via (<https://britishacademy.flexigrant.com/>). Further information about the GMS can be found here:

<https://www.thebritishacademy.ac.uk/funding/flexi-grant>.

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.

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.

Applicants should be aware that this application form will be considered by appropriate assessors who will be subject specialists. Applications assessed as being worthy of funding will be submitted to the Projects Awarding Committee for final decision on awards. The application will be always treated as confidential.

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.

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
- 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: Lead applicant Referee

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.
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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
Project Progress	Please provide a short statement of any progress made on the project already. If the project has not been started then please leave this part blank or N/A.
Plan of Action	<p>The proposal must;</p> <ul style="list-style-type: none"> • 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 <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>If support is sought for visits between UK and overseas scholars, applicants should clearly explain the purpose of the meeting(s).</p>

	<p>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.</p> <p>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.</p> <p>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.</p> <p>Independent researchers, not affiliated to an institution, should provide evidence of access to relevant facilities and resources.</p> <p>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.</p>
<p>Plans for Publication and Dissemination</p>	<p>Under ‘planned research outputs’, please only state the type of output expected. Please give more detail about potential publishers etc. under plans for publication. 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.</p>
<p>Significance and Context</p>	<p>Please explain briefly the project's intended audience and explain what impact it has already made or its potential impact on the subject: Who uses the published results of the project’s work? How widely cited are the volumes? Has the project already made an impact on its field of research?</p>
<p>Sustainability</p>	<p>The Academy is concerned about the long-term sustainability of the resources it supports. Please provide details about the approach taken to this in relation to the following areas: Sustainability of leadership, Ideas, Hosting institution, Research data.</p>
<p>Project Personnel and Committee</p>	<p>Please confirm the names of the Project Chair, Director and Other committee members and indicate the number of staff who are involved in the project.</p>
<p>Future Targets and Objectives</p>	<p>Please describe the final targets of the project including the total expected outcomes, the anticipated final end date.</p>
<p>Scholarly Practices</p>	<p>Please give details of the project's planning for the creation and maintenance of a database and/or website; rationale for editorial guidelines governing the work of the project; accessibility of the</p>

	project to new scholars who might become involved in its work and any other information relevant to the scholarly practices governing the work of the project.
Project Start/ 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.
Host Department	Please explain the extent of institutional support provided by the host. How closely is the project governed by or related to its institutional base (If it has one)

Page 2: Eligibility

Primary and Secondary Subjects	Your application must be relevant to the Humanities and/or Social Sciences and you will need to select the relevant subject areas and fields from the drop-down list
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	<p>Please select your current employing organisation (or independent scholar if appropriate). The majority of appropriate establishments are registered in the system. <u>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.</u></p> <p>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.</p> <p>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.</p> <p>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.</p>

Co-Applicants	<p>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.</p> <p>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. A ‘co-applicant’ is a joint director of the project with equal responsibility for the academic management of the project.</p> <p>For the Annual Research Projects scheme up to a maximum of two co-applicants can be named.</p> <p>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 <i>viva voce</i> examination, nor awaiting the acceptance of any corrections required by the examiners.</p> <p>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.</p>
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Page 3: Lead Applicant Personal Details

Lead Applicant Contact Details	<p>Please take care to review and complete your personal details accurately. Errors in this section can cause difficulties in the processing of your application.</p> <p>You can update your personal details by checking ‘my account’ and selecting the link to ‘my contact details’ and ‘my organisation’ and ensuring the relevant details are up to date.</p>
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Page 4: Lead Applicant Career Summary

Present Appointment, Employing Institution and Department	<p>Please give details of your current appointment.</p> <p>Applications are welcomed from independent or retired scholars, and such applicants should indicate ‘independent scholar’ here and select this as their ‘organisation’ in the eligibility section. ‘Approval’ of their application will be given by the BA as appropriate</p>
Personal statement	<p>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</p>
Publications, Unpublished Research	<p>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.</p>

Pages 5 & 6: Co applicant Personal details and Career summary

Co-Applicant	<p>In this scheme up to a maximum of two co-applicants can be named.</p> <p>Your co-applicant(s) will need to register themselves on the British Academy GMS before they are able to complete this section.</p> <p>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.</p> <p>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.</p>
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Page 7: Financial Details

Financial Details/ Justification	<p>Please provide details of funding in the relevant fields.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p>
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	<p>or image) will only be considered if a publishing contract is in place.</p> <p>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.</p> <p>Please note that grants are cash-limited, and there is no scope for supplementation of an award. Projects should be fully costed from the outset.</p> <p>Please do not use ‘£’ signs in the amount boxes.</p>
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Page 8: Equal Opportunities

<p>Equal opportunities</p>	<p>This section is optional; however, the Academy would greatly appreciate it if you can complete the details to assist us in our diversity monitoring.</p> <p>The British Academy is committed to its policy of Equal Opportunity in the provision of its grants and awards. Please help us to monitor the effectiveness of this policy by providing information concerning your age, gender, ethnic origin and disabilities (if any).</p> <p>This information will be kept separately from the rest of your application and will not be seen by those involved in making decisions in the selection process, including referees etc.</p>
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Page 9: Lead Applicant Referee

<p>Referee</p>	<p>Applicants are required to nominate one referee and ensure that the supporting statement from their chosen referee is submitted on the British Academy Flexi-Grant® GMS well in advance of the deadline for the submission of your application.</p> <p><u>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’.</u></p> <p>Please note that the reference must be submitted into the British Academy Flexi-Grant® GMS BEFORE you can formally submit the application for approval, and you are strongly advised to ensure that your referee submits the reference well in advance of the formal deadline for the submission of your application.</p> <p>Please be aware that the deadline as it appears to the referee is the same deadline as the submission of your application, and you also need to allow time for approval to be given by your employing organisation. Please note this deadline is final.</p> <p>Your referee should be familiar with your project and able to comment on its significance and feasibility, and on your abilities. The reference may be supplied by a scholar based outside the UK if you</p>
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	<p>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.</p> <p>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></p> <p>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.</p> <p>An application cannot be considered for an award unless the proposal and reference have been submitted on time.</p> <p>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-applicant(s) will not be accepted, and your application will be withdrawn from this competition.</u></p>
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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 its academic merit, taking into account its originality, its relationship to, and the volume of, research already in the field, the scholarly importance of the research proposed, the suitability of the methodology, the feasibility of the research programme, the specificity of the scheme of research, the presentation, and intended outcomes.

Assessors will 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.

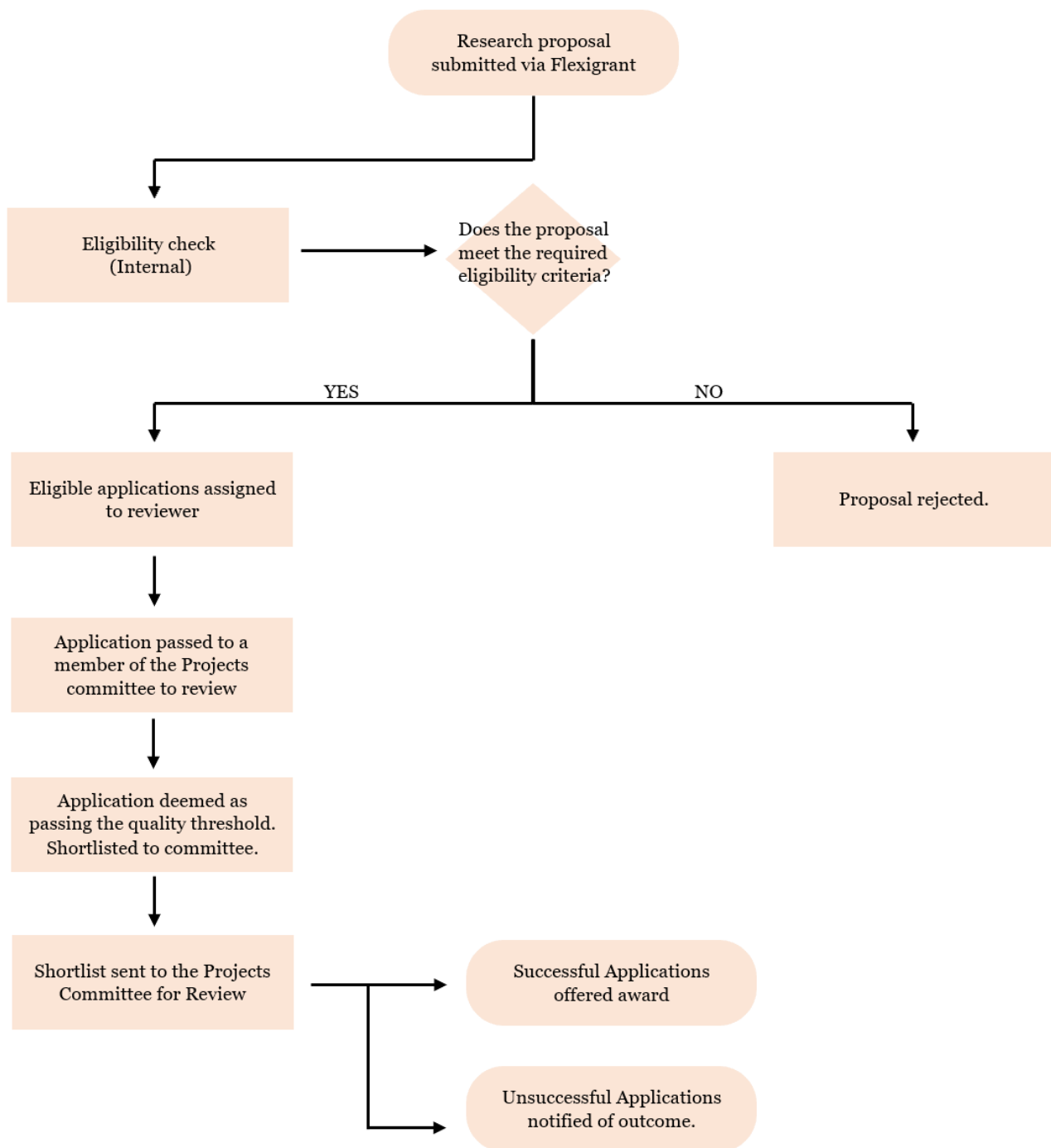
The primary assessment of quality will be based on the specific research objective of the proposal, and whether the methodology and research programme outlined are likely to lead to successful achievement of the objective. The details of how the objective will be achieved - whether through research visits, use of research assistance, workshops, or any combination of eligible activities/costs - will be assessed only in relation to each individual application. No preference will be shown between individual or collaborative modes of research. There are no quotas for different types of application, and no comparisons will be made across applications on the grounds of their operational and financial specifications. For projects involving partners from other countries, assessors may take into account the availability of partner funding: in cases where partner funding is likely to be scarce, assessors may give priority to those projects which are likely to contribute to capacity building and lead to benefits for the wider scholarly community.

Assessors may consider evidence of language competence where the understanding of material in a foreign language is crucial to the achievement of the research objective.

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.

NB. The administration of the scheme is undertaken solely by the British Academy and all aspects of the application process, assessment process and award management is undertaken by the Academy.

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



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