

Neil Ker Memorial Fund Scheme Guidance Notes

2024-2025 Competition

PLEASE READ THESE SCHEME NOTES CAREFULLY

Any application which is incorrectly submitted will not be considered for an award

Purpose of Grant

The objective of this fund, established by the family and friends of Neil R Ker, FBA, is to promote the study of Western medieval manuscripts, particularly those of British interest; that is enabling investigation of their production (including decoration), readership and use in particular.

Awards are offered to support any aspect of research, including travel and research assistance. Grants are not available to fund attendance at conferences or seminars. **The fund is not intended to support research visits to read manuscripts for their textual/historical or literary purposes.**

Applications are invited from both early career and established scholars of any nationality, engaged on original research intended to produce monographs, editions or studies of documents, texts or illustrations, that include the analysis of the material features of original manuscripts.

Applicants should be of postdoctoral status or have comparable experience. Postgraduate students are not eligible to apply

In general, awards **do not exceed £2,000.**

Awards are normally tenable for **up to 12 months.**

All applications should demonstrate that Academy funds are sought for a clearly defined, discrete piece of research, which will have an identifiable outcome on completion of the Academy-funded component of the project.

Eligibility

Applicants must meet the following eligibility criteria:

- Grants are available for advanced research, at postdoctoral or equivalent level, in the study of Western Medieval manuscripts.
- Applicants should be of postdoctoral status or have equivalent experience.
- Applicants may be based anywhere in the world.
- Awards will not be made retrospectively: this means that the work for which support is requested **must not** have commenced before the award is announced. Please note the earliest point at which research can commence.

Opening date	Closing date	Research to commence	Result notified
13 November 2024	8 January 2025	No earlier than 1 April 2025; no later than 31 December 2025	31 March 2025

Only one call for proposals is issued for the Neil Ker Fund each year – the next call will not be issued until Winter 2025.

Eligible Costs

Funds may be sought to cover the direct expenses incurred in planning, conducting, and developing the research (please see Table 1), including:

- project planning and development costs (cost of travel for discussion in the UK and overseas)
- travel and maintenance
- research assistance (based in UK or abroad)
- consumables
- specialist software
- costs of interpreters in the field

Applicants must specify in detail in the justification of financial costs requested section of the application the purposes for which the grant is sought.

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. Costs related to conservation may be considered provided there is a clear research context to the work that falls within the remit of the Academy. Incidental translation expenses may be considered.

If an application is purely for technical or practical work with no research objective, it is not eligible for funding.

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; the preparation of camera-ready copy, copy-editing, proof-reading, indexing, nor any other editorial task; subventions for direct production costs (printing, binding, distribution, marketing etc); costs of publication in electronic media; 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; attendance at or organisation of conferences either in the UK or abroad to disseminate the results of research. (There are separate schemes for conferences, as distinct from meetings or workshops planned to advance a programme of research. Please see the *Guide to Awards* available online at <https://www.thebritishacademy.ac.uk/funding-opportunities>).

Events convened to disseminate the results of the research are not eligible for funding under this scheme.

Level and Duration of Award

Grants do not normally exceed £2,000, but in exceptional circumstances, bids for up to £7,500 will be considered for research taking place over a maximum period of 24 months, but more normally tenable for up to 12 months. Applicants should not apply for expenditure that will take place over more than 24 months.

There is no bar to reapplying for further funding, providing the conditions of award relating to the preceding grant have been satisfactorily fulfilled. Please note, however, that once a pilot project has been successfully completed further applications relating to the main project may be more appropriately directed elsewhere for funding (ESRC/AHRC). There is no guarantee that a re-application will be successful, so applicants with longer-term projects in mind should ensure that their research is so designed that a single phase will have an appropriate and worthwhile outcome, even if further phases are not funded.

Applications to Multiple British Academy Schemes

Please note that only one British Academy Grant or another 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 such research grant awarded by the Academy to the Principle 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's GMS Flexi-Grant before the deadline.

Please note that the reference must be received before you can formally submit the application for approval, and you are strongly advised to ensure that your referee submits the reference well in

advance of the formal applicant deadline for this round of competition, which will be 5pm (UK time) on **8th January 2025**. Please note this deadline is final.

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 wish. Your referee **MUST** be drawn from outside your own employing institution and that 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 applicant 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 GMS.**

An application cannot be considered for an award unless the proposal and reference have been submitted on time.

Application Information

Applications can only be submitted online using the British Academy Flexi-Grant® Grant Management System via (<https://britishacademy.flexigrant.com>). Further information about the GMS can be found here: <https://www.thebritishacademy.ac.uk/funding/british-academy-flexi-grant-guidance-notes/> . If you have not previously used the British Academy's Flexi-Grant® GMS and were not previously 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 us at grants@thebritishacademy.ac.uk to request the addition of the organisation. **Please note, however, that scholars employed by organisations outside the UK should select 'Independent Scholar' from the drop-down list, even if they wish any funding to be paid through their employing 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 Neil Ker Memorial Fund Committee for final decision on awards. The application will always be treated as confidential.

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; and its suitability for support from the Neil Ker Fund.

Assessors will evaluate the ability of the investigator(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 take into account evidence of language competence where the understanding of material in a foreign language is crucial to the achievement of the research objective.

Comparative judgements about value for money may be taken into account 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.

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/code-practice>.

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

Important Dates

Deadline for applications: **Wednesday 8th January 2025 (5pm UK time)**

Results announced by email to address on application: **31st March 2025**

Table 1: Items eligible for funding from the Neil Ker Fund

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	
Project planning and development costs	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; the costs of reproduction rights for text or images and the costs of conservation	X (see note 1)	
Incidental translation expenses	X (see note 1)	
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
Attendance at or organisation of conferences either in the UK or abroad to disseminate the results of research.		X
Institutional overheads		X

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