

British Academy Additional Needs Funding Scheme Guidance

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Please read the scheme notes carefully. Incorrectly submitted applications will not be considered.

1 Purpose of Funding

- 1.1 The British Academy has set aside specific funding to support additional needs that applicants and award-holders may require. This funding would be in addition to the amount already requested for research expenses.
- 1.2 Each request will be considered on a case-by-case basis. This additional financial support cannot be guaranteed, but the British Academy is keen to be as inclusive as possible in supporting applicants and award-holders with any additional needs to facilitate the best possible research.
- 1.3 Any other reasonable adjustments will be reviewed. In all cases, the Academy will need a case to be set out requesting this support, including a brief explanation as to why these needs cannot be met by the applicant's host university or research organisation.
- 1.4 Additional Needs Funding is for genuine, specific need. Some examples of what may be considered for this funding are:
 - Specific equipment to overcome barriers to disabled people undertaking research.
 - Assistance to allow applicants living with sensory impairment to carry out their research.
 - Bids for the cost of child, parent or other caring responsibilities may be considered if the carer is conducting research away from home and it is not possible to make alternative arrangements.
 - Assistance for applicants who require support in order to make an application(s) to a British Academy funding call(s), for instance with mental health support.
- 1.5 Please note that Additional Needs Funding is **not available** for the following items, and any applications in relation to them will be considered ineligible:
 - Childcare or other caring responsibilities costs on a day-to-day basis or on a long-term basis for British Academy award which requires relocation overseas for the duration of the award.
 - Top-up research expenses for ongoing British Academy awards, i.e. supplementing extra costs for research expenses to continue work on the award(s).
 - Items that we would reasonably assume would be covered by or available at your host institution, i.e. laptops or equipment to support an applicant's medical needs when working from home.
 - Costs for projects or activities outside of the British Academy's funding schemes and awards.
 - Costs relating to a PhD, Masters course, or other qualifications.

2 Value of Awards

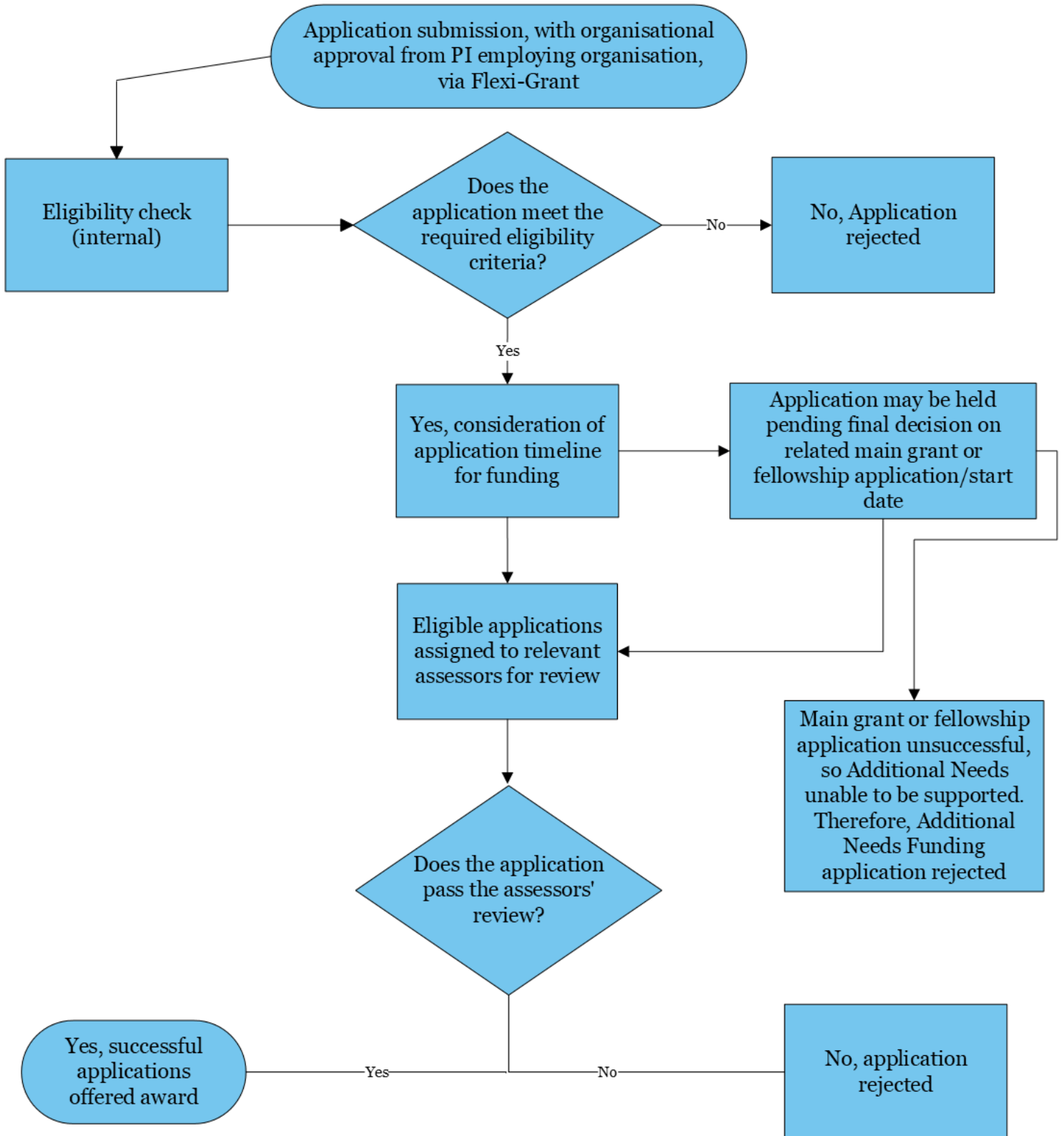
- 2.1 British Academy award-holders and applicants may apply for funding of up to £4,000 to support additional needs that they may require. Applicants will need to justify the level of expenses requested in their application. The Academy is committed to promoting inclusivity and reviews each application on a case-by-case basis. In exceptional circumstances, the Academy will consider bids for additional needs costs above £4,000, within reason, however, this will require full justification. The funds for this programme are finite. We aim to support applicants flexibly, however, there may be occasions where there are limits to what we can support.
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3 How to Apply and Application Assessment Timeline

- 3.1. This scheme is offered on a rolling deadline. Applications can only be submitted online using the [British Academy Flexi-Grant® Grant Management System](#) (GMS). Further information about the GMS can be found [here](#), and in the Additional Needs Funding Application Guidance Notes. Applicants should be aware that their application form will be considered by appropriate assessors. The application will be treated as confidential at all times.
- 3.2. Please note all applications must be submitted with an organisation selected – either your current host institution as an award-holder as per the award currently held from the Academy, or as an applicant intending to be based at a UK university or independent research organisation, or as an independent scholar (available from the drop-down list of organisations in Flexi-Grant) if you are not otherwise attached to an institution. Further information on submitting the application as an independent scholar is available in section 6 below.
- 3.3. **N.B. Please note that application submission is a two-step process and requires your host organisation to give approval for the formal submission of application.** See further details relating to the submission process below and in Section 4 of this document.
- 3.4. If you are applying for support in order to make an application to a British Academy funding call, we strongly recommend that you submit your Additional Needs Funding application at your earliest convenience, and **certainly at least 2 months before the closing date of the call to which you are applying**. Additional Needs Funding applications are reviewed once a month and if you require support in making an application to the British Academy then it is important that sufficient time is factored in for British Academy processes and to seek any clarifications which may be required to assist in decision making.

- 3.5. Please also note that if you are applying for support to make an application to a British Academy funding call, your Additional Needs Funding application may be held pending the final decision on the related grant/fellowship application or start date.
- 3.6. **Applicants are advised to bear in mind that we will aim to review these applications monthly, and expect to get back to you within 4-6 weeks of submitting the application.**
- 3.7. Please see further details about the post-application submission processes in the Additional Needs Funding programme process flow diagram below.

Additional Needs Funding Programme Process Flow Diagram



4 Eligibility Criteria

- 4.1 This scheme's funding is available for both current British Academy award-holders and for applicants who would like to apply for a British Academy award but need support with submitting their application. Although applications will be reviewed on a case-by-case basis, the applicant must meet the following criteria:
- The applicant must be a current award-holder on any British Academy scheme **OR** intending to apply for a British Academy award in the next six months.
 - If the applicant is not a current award-holder, they must identify the scheme to which they intend to apply, and for which they need support applying. The applicant must meet the eligibility requirements for the scheme they intend to apply for.
 - If the applicant is a current award-holder, the funds can only be used during the remaining time of the award.
- 4.2 Duplicate applications submitted to the Additional Needs Fund for the same purpose and in relation to the same award **will not be accepted**. Please refer to the FAQs for further information.
- 4.3 **N.B.** Additional Needs Funding is **not available** for projects outside of British Academy funding schemes and awards, or for costs relating to a PhD or other qualifications. Any applications in relation to this will be considered ineligible.
- 4.4 **N.B.** Postgraduate students are **not eligible** to apply for grant support from the Academy. The British Academy has no funding schemes for postgraduate students, masters' students or candidates studying for other professional qualifications. All British Academy awards are for scholars at postdoctoral level, i.e. after the award of a PhD. The one exception to this rule is applicants needing ANF support to make an application for a British Academy Postdoctoral Fellowship for which they are otherwise eligible but do not yet hold a PhD.

5 Eligible and Ineligible Costs

- 5.1. Funding may be sought to cover the following elements below. Any other reasonable adjustments will be reviewed.
- 5.2. **N.B.** Funding cannot be applied retroactively, so any purchases made before application or while awaiting a decision on your application will not be eligible, even if included in your application.

5.3. Eligible costs include:

- a. Caring costs necessary for research trips/leave which involves bringing a family member to care for/assist with care for children. These caring costs necessary for research trips/leave would be eligible when provided by a Government-approved childcare provider (e.g. a registered childminder, nanny, playscheme, nursery, club, school, or a home care worker working for a registered home care agency). As part of the costs for research trips/leave, travel/health insurance costs can be listed up to a maximum of £500, and applicants must provide evidence that they have sought the cheapest option. Additionally, if an air fare for a child or children is purchased, applicants must upload confirmation of the airline's fare costs.
- b. Specific equipment to overcome barriers to disabled people undertaking research. (Please note that such items do not become the personal property of award-holders, but must be deposited on the expiry of the award with the award-holder's institution or other institution agreed by the British Academy.)
- c. Assistance to allow applicants living with sensory impairment to carry out their research.
- d. Assistance for applicants who require support in order to make an application(s) to a British Academy funding call(s).

5.4. Ineligible costs include:

- a. Childcare or other caring responsibilities costs on a day-to-day basis or on a long-term basis for British Academy award which requires relocation overseas for the duration of the award.
- b. Top-up research expenses for ongoing British Academy awards, i.e. supplementing extra costs for research expenses to continue work on the award(s).
- c. Items that we would reasonably assume would be covered by or available at your host institution, i.e. laptops or equipment to support an applicant's medical needs when working from home.
- d. Costs for projects or activities outside of the British Academy's funding schemes and awards.
- e. Costs relating to a PhD, Masters course, or other qualifications.

6 Submission of Application

- 6.1. Please note that **application submission is a two-step process**. 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.
- 6.2. 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 to the British Academy, 'send back' your application and contact you to request modifications or decline your application and contact you. The application is not formally submitted to the British Academy until your host organisation has submitted it to us.
- 6.3. 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.
- 6.4. Once your host organisation has approved your application and submitted it to the British Academy it will not be possible to make any changes.
- 6.5. 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.
- 6.6. If you are an independent scholar, you should complete the application form as standard and select 'independent scholar' as your primary organisation on the form. You should still click the 'submit for organisational approval' button as the Academy acts as the research office in such cases. The Research Funding Team will perform checks of the application at this stage, with three possible outcomes. If no amendments are required, the Academy will provide 'organisational' approval. If amendments are required, the applicant will be emailed advising them on what needs to be rectified and the application will be returned to them. Once complete, the applicant will be able to resubmit to the Academy. If the application is ineligible, the Academy will not provide organisational approval and the applicant will be informed by email.
- 6.7. **It is the applicant's responsibility to ensure that their application is submitted in good and sufficient time for it to be approved by the Lead's host institution.**

7 Code of Practice

- 7.1. The British Academy has a Code of Practice, setting out the principles of equity, integrity and confidentiality governing the treatment of all applications for funding. The Code of Practice also covers Data Protection, the British Academy's ethics policy and the appeals procedure.
 - 7.2. Feedback is not a feature of this programme, and the Academy is, regrettably, 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.
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8 Contact Details

- 8.1. Should you have any queries, please contact:
grants@thebritishacademy.ac.uk