

British Academy Additional Needs Funding Application Guidance

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Please read the application guidance carefully. Incorrectly submitted applications will not be considered.

1 Introduction

- 1.1 This document provides application guidance for the British Academy Additional Needs Funding scheme. The scheme provides support for additional needs that British Academy applicants and award-holders require. Further information about the scheme is available in the Scheme Guidance Notes and FAQs.
- 1.2 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.
- 1.3 **N.B.** Additional Needs Funding is not available for the following items, and applications in relation to them will be considered ineligible (see the Appendix for full details):
- 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.
 - Funding for projects or activities which are outside of the British Academy's funding schemes and awards.
 - Costs relating to a PhD, Masters course or other qualifications.
 - Top up research expenses for ongoing British Academy awards, i.e. supplementing extra costs for research expenses to continue work on the award(s).
- 1.4 Each eligible 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.
- 1.5 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.

2 Application Guidance

- 2.1 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 and guidance about the GMS can be found [here](#). 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.
- 2.2 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. **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.**
- 2.3 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.

3 Completing the Application Form

- 3.1 The application can be completed by using the navigation tabs on the application summary page, with each page categorised as follows:
- Page 1: Eligibility Declaration Page
 - Page 2: Lead Applicant Contact Details and Employing Organisation Details
 - Page 3: Personal Statement and Justification
 - Page 4: Financial Details
 - Page 5: Equal Opportunities

- 3.2 A full list of question fields to be completed as part of the application can be found in the following table.
- 3.3 Each section in the table represents a page of the application form. The left-hand column contains the questions within each of these pages. The right-hand column contains useful guidance on its completion. A red asterisk (*) indicates which questions are mandatory. Please read the table carefully before completing the form.

4 Summary

4.1 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.

If you are unable to see the submit button but your application appears complete on the Summary page, you will need to check the Contributors tab to ensure that your invited contributors have completed their pages and marked them as complete. Once this has been done, and all the other pages have been completed, the 'submit' button should appear.

5 Page 1. Eligibility Declaration

5.1 Experience, PhD or Equivalent*

Please note, PhD or equivalent experience is required for your application to be considered. Please select the relevant options in the dropdown menu.

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 and removed from the programme. **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.

5.2 **Status for ANF Eligibility***

For this question, please indicate if you are a current British Academy award-holder who requires support, or an applicant who would like to apply for a British Academy award but need support with submitting your application.

5.3 **CV Upload***

Please upload a copy of your CV so we can confirm your eligibility status.

5.4 **Project Costs***

Please ensure your proposed costs are within the £4,000 budget and are eligible for funding. Please refer to our eligible costs (found as an appendix on this document, and in the Scheme Guidance Notes).

N.B. 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. In exceptional circumstances, the Academy will consider bids for additional needs costs above £4,000, within reason, however, this will require full justification.

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. 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.

6 Page 2. Lead Applicant Contact Details and Host Organisation Details

6.1 Lead Applicant Contact Details*

Please take care to review and complete your personal details accurately. Errors in this section can cause difficulties in the processing of your application. You can update your personal details by checking 'my account' and selecting the link to 'my contact details' and 'my organisation' and ensuring the relevant details are up to date.

6.2 Place of Ordinary Residence *

Please enter the country in which your present employing organisation is based.

6.3 Employing Organisation*

Please select your current employing organisation. The majority of appropriate establishments are registered in the system. If your employing organisation is not there, however, please contact the institution's research support services, or equivalent, and ask them to provide the Research Awards Department with contact details of an appropriate person in the organisation to act as an approver on its behalf.

All applications must be approved by the employing organisation authorities e.g. research grants office, finance department, etc. The approving department will receive email notification once you have completed your application and submitted it. They will be asked to provide approval and then submit the application to the British Academy. Remember that the application cannot be submitted for approval before the application form is complete. If you are an independent scholar, please see section 2 above.

It is strongly recommended that the applicant maintains an open dialogue with the approving department at their host organisation 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 your host organisation has 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 application is formally submitted to the British Academy. Please be aware that it is your responsibility to ensure that you complete the application in time for your employing institution to process it and provide their approval.

6.4 **Where did you hear of this scheme?**

This field is optional. It helps the British Academy to target appropriate resources towards the promotion of the scheme to know where an applicant hears about it. As appropriate please state BA website; BA literature; PhD supervisor; University Research Office; social media, other colleague etc.

7 Page 3. Reasoning and Justification

7.1 **When would you like this funding to start?/Expected end date of funding***

To select a date in the future using the calendar feature, click on the month and year in between the two arrows at the top of the box. To change the year keep clicking on the box – a second click will produce a decade. Use the arrows to move back or forward in time. To change the month, a second box will appear where you can select the month you wish and then you can type the year you require in the box provided. Click on the date and the calendar will take you to the month and year you have selected where you can select the relevant date for display.

Please state the start date and end date for the period of time when you would be using Additional Needs Funding.

Applicants are invited to include any information relating to their professional career which they may wish to be taken into account in assessing this application. This statement will be taken into consideration by the reviewers to assess the funding needs.

7.2 **Reasoning for Additional Needs Funding***

Please outline your reasoning for Additional Needs Funding. The word limit is 500 words. You must take account of the eligibility information and eligible/ineligible costs information outlined in the Additional Needs Funding Scheme Guidance Notes.

Applicants are invited to include any information relating to their professional career which they may wish to be taken into account in assessing this application. This statement will be taken into consideration by the reviewers to assess the funding needs.

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. 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.

7.3 **Thank you for completing the personal statement. In order to help us understand the need for this funding, could you please confirm the category of funding from the eligible costs list. If you feel your request does not fit into any of the boxes, please select other. This is for internal purposes only.***

7.4 **Equipment***

Please outline if your Additional Needs Funding application includes a request for equipment. Please include also a brief explanation as to why these needs cannot be met by your host university or research organisation.

Please note that if your Additional Needs Funding application is successful, any items of equipment that may have been exceptionally agreed with the British Academy, and any research resources purchased with the help of the Award, must be deposited on the expiry of the grant with an institution (usually the Award Holder's home institution, or otherwise as agreed with the British Academy). Such items do not become the personal property of the Award Holder.

7.5 **Other Relevant Information Upload**

If necessary, please upload any supplementary documents here.

N.B. If you are purchasing a plane ticket(s) for a child, please upload documentation which shows the airline costs for children.

N.B. 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.

7.6 **Current Award Details***

Please select which British Academy award you currently hold or which British Academy programme you intend to apply for, including your grant reference number where applicable.

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.

8 Page 4. Financial Details

8.1 Value Sought*

Please enter the total value sought for your Additional Needs Funding application.

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. In exceptional circumstances, the Academy will consider bids for additional needs costs above £4,000, within reason, however, this will require full justification.

8.2 Financial Details/Justification*

Please use the table to indicate the figures for such costs (in GBP) between the various headings. Applicants should prepare accurate costings.

In the justification box, please make a clear statement about the expected division of costs between the headings. Costs should be clearly itemised and justified. You must take account of the eligibility information and eligible/ineligible costs information outlined in the Additional Needs Funding Scheme Guidance Notes.

Please do not use '£' signs in the amount boxes.

9 Page 5. Equal Opportunities

9.1 Equal Opportunities

This section is optional; however, the Academy would greatly appreciate it if you can complete the details to assist us in our diversity monitoring. The British Academy is committed to its policy of Equal Opportunity in the provision of its grants and awards. Please help us to monitor the effectiveness of this policy by providing information concerning your age, gender, ethnic origin and disabilities (if any).

The information provided will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by those involved in the selection process and no information will be published or used in any way which allows any individual to be identified.

10 Page 6. Appendix: Items Eligible for Funding from the Additional Needs Funding Scheme

10.1 Funding may be sought to cover the following elements below. Any other reasonable adjustments will be reviewed.

10.2 **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.

10.3 Eligible costs include:

- 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.
- 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.)

- Assistance to allow applicants living with sensory impairment to carry out their research.
- Assistance for applicants who require support in order to make an application(s) to a British Academy funding call(s).

10.4 **Ineligible costs include:**

- 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.