



British Academy Rising Star Engagement Award (BARSEA) 2018-19 Competition

PLEASE READ THESE SCHEME NOTES CAREFULLY

Aim of the Scheme

The British Academy has been a significant source of support for Early Career Researchers in the Humanities and Social Sciences for more than 25 years. The Academy aims to extend that support to a broader cohort of scholars who will actively engage in the life and work of the Academy by encouraging and enabling participation of a wide range of early career researchers in events, training, mentoring, public engagement and policy engagement. This scheme is **not** an offer of funding for research activity. This scheme provides an opportunity for early career researchers who have established their academic credentials and want to enhance their own skills and career development by playing a leading part in enabling the engagement of others through the organisation of events. The awards are for one year, from March 2019.

Number of Awards and Strength of Competition

It is expected that approximately 25 awards will be made to individual distinguished early career scholars across the whole range of the humanities and social sciences. This is a relatively new scheme and the strength of competition in previous rounds has varied. The success rate is unlikely to exceed 40%.

Responsibilities of Award-holders

Successful candidates will be selected based on the quality of the engagement project proposed. Award-holders are expected to play an active role in the network during the award, including participation in a launch, showcase event, participation in at least one dissemination event in their own institution to raise awareness about the scheme, and the organisation and participation of the engagement activity for which the award is offered. Award holders are required to complete two reports: a final report from award-holders within three months after the award's end, detailing the activities in which they participated and a post-award report three years after the award's end.

Financial Basis of the Scheme

The grant maximum is £15,000. Awards are to enable engagement activities to take place and are not intended as time buy-out for the award-holder. Eligible costs include travel and accommodation for speakers at events, room hire and related catering costs, costs associated with preparation of fliers, programmes, and publicity for the event more generally, costs associated with online dissemination of information, including the audio and/or visual recording of events, costs of research/clerical assistance to cover the organisational requirements of the event, and costs associated with the analysis of feedback from participants and preparation of suitable reports on the event. This scheme is not covered under the Full Economic Costing (FEC) regime, and all the grants awarded are expected to be used 100% for the purposes specified in the application and agreed in the award-letter.

Timetable of the 2018-19 Competition

Competition Opens	7 th November 2018
Application Deadline (incl. Organisation Approval)	12 th December 2018, 1700 (UK time)
Decisions (notification via e-mail)	Early March 2019
Period of Award(s)	March 2019 - March 2020

Eligibility

Eligible applicants must be ordinarily resident in the United Kingdom, within 10 years of the award of their doctorate, and able to demonstrate their academic credentials as leaders in research through 'marks of esteem'. Examples of a 'mark of esteem' include: Research Fellowships, awarded through institutional, national, or international competition. Those appointed directly to tenure-track or established Lectureships without the award of a prior Fellowship will be considered if there is a suitable 'mark of esteem'.

Applicants must have a Fellow of the British Academy (FBA) to champion their project and their candidacy.

Applicants are responsible for contacting and obtaining the support of an FBA prior to the submission of their application. The Academy is unable to assist in procuring an FBA Champion for applicants.

- See page 8 for more details on the role of the FBA Champion.
- Information on Fellows of the British Academy: <http://www.thebritishacademy.ac.uk/fellowship>

Host Institution

Applicants will be expected already to be associated with a UK university through holding a post or Fellowship. The activity proposed may be planned to take place in the applicant's existing host institution, or elsewhere or in collaboration between several institutions.

The application will be expected to indicate appropriate agreement from all partner institutions that the activity can take place. The 'organisation' selected on the application must be the **one** organisation which takes financial responsibility for administering the grant.

The Selection Process

Assessors expect to be satisfied with the academic credentials of applicants as leaders in their fields. Decisions will then be taken about the quality and interest of the engagement proposed for support under the scheme.

The assessors will look at the numbers of people expected to benefit from this engagement, the feasibility of the timetable, organisation of the engagement, the likelihood of other activity developing from the Academy's initial investment, and the suitability of the costs presented.

There are no interviews prior to selection. All applicants will be notified of the outcome of the application by early March. The approving organisation will be asked to give its consent before the award is confirmed.

Application Information

Applications must be submitted through the British Academy Flexi-Grant system. This online application form will be reviewed by the appropriate assessors. Your application will always be treated as confidential.

Notes on the British Academy Flexi-Grant® Grants Management System.

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: If asked to upload PDF documents, please add your name and a heading at the top of every page to show what the document is (e.g. CV or list of publications). Please avoid uploading documents containing illustrations with fine details or colour as this can cause problems when creating a PDF of the application.

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.

Completion of Application

A full list of question fields to be completed as part of the application can be found in the table below.

SUMMARY

<p>Application Summary Page</p>	<p>When your application form is complete, the status for each page on the application summary page will say: 'Complete'. However, only AFTER all invited contributors to your application have clicked the 'Submit my Contribution' button your 'Submit for Organisation Approval' button appear.</p>
--	---

PAGE 1: ELIBILITY

<p>Eligibility Criteria</p>	<p>Please confirm that you meet the eligibility criteria as stated on page 2 of these guidance notes. On this page you will start to answer questions about your eligibility.</p>
<p>Primary and secondary subjects</p>	<p>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.</p>
<p>Subject</p>	<p>These fields provide the opportunity to give further indications of the relevance of your subject area. They are optional fields.</p>
<p>Employing Organisation</p> <p>Please be aware that it is your responsibility to ensure that you complete your application in time for your employing institution to process it and provide their approval by the closing date.</p>	<p>Please enter the organisation at which you are employed.</p> <p>Most appropriate establishments are registered in the system. If your proposed organisation is not there, please contact the institution's research support services, or equivalent, and ask them to provide the British Academy's Research Funding Office with the contact details of an appropriate person in the organisation to act as an approver.</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. It is strongly recommended that the applicant maintains an open dialogue with the approving department at the host 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>

PAGE 2: LEAD APPLICANT DETAILS

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.
Place of Ordinary Residence	Please state where your present employing institution is based.
Fellow of the British Academy Champion	Please state the name of your FBA Champion first. All proposals must have an FBA champion, committed and willing to engage directly with individual projects being proposed.
Nationality	Please state your nationality. Up to 3 choices may be selected.

PAGE 3: LEAD APPLICANT CAREER SUMMARY

Statement of qualifications and career	Please give details of up to 4 relevant appointments and qualifications, specifically the award of the PhD, in reverse chronological order.
PhD Confirmation, PhD Awarded Date	<p>Applicants working towards a PhD or awaiting the outcome of their viva/submission of corrections are not eligible to apply.</p> <p>Please answer 'yes' if you have been awarded a PhD, and 'No' if you do not hold a PhD but have suitable equivalent experience (and explain this in the personal statement field). If you do not have a PhD, but are employed as a permanent Lecturer etc., you are still eligible to apply.</p> <p>Please state the date of the viva voce examination in this field. Eligible applicants will normally be within 10 years of the award of the doctorate. If you are not within this target range, please use the personal statement field to highlight why you should still be considered suitable for support under this scheme.</p>
Present Appointment, Employing Institution and Present Department	Please give details of your current appointment.
Other Academic Experience	This award does not provide funding for research. Rather, it is intended to offer opportunities for expecting award-holders to be able to demonstrate a proven capacity to be leaders in their field. Please highlight relevant academic experience, both in terms of past/present research and activity in this field. This is a mandatory field and the limit is 500 words.
Publications	Please list principal publications to date in reverse chronological order under publications. In the case of planned, unpublished research, 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.
Curriculum Vitae	The curriculum vitae should be uploaded as a PDF file. It should be kept brief and it will not be necessary to include details of

	research grants held, prizes/awards won, conferences attended or external examining.
Where did you hear of this scheme?	Please indicate where you heard about this scheme.

PAGE 4: 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.
Proposed Programme	Please give a detailed description of the proposed engagement, including planned audiences. Please also address the feasibility of what is proposed. The limit on this field is 1500 words.
Plan of Action	Please indicate here a clear timetable for the proposed engagement over the course of the year of the award – please keep in mind that it is expected that part of the time will be devoted to planning and preparation and individual events may necessarily be more limited in timescale. Try to be as specific but realistic as possible. Your chances of award will be affected by the assessors' perception of how viable and realistic this plan is. The limit on this field is 800 words.
Plans for Publication and Dissemination	The aim of this award is not to fund research leading to publications. Nevertheless, the proposed engagement may lead, among other things, to the publication of an edited collection of papers, to social media or blog activity, and to other public or policy engagement dissemination activity. Please give details here of your expectations regarding all such outcomes from your proposed engagement. The limit on this field is 500 words.
Project Start/End Date	Please click the calendar button to select the start and end date of the proposed research.
Where the Networking Activity is likely to take place	Please state here where your proposed engagement activity is planned to take place. It is not necessarily expected that this will only be in your current employing institution. Please give as much detail as possible, including specific details of auditoria etc. This is a mandatory field and the limit is 300 words.
Other Participants/Role of other participants/Added value of collaboration	List any other participants in the proposed engagement, including whether their participation is confirmed or proposed. Please explain the roles that the other participants are going to play in the proposed engagement.

	Please state briefly what you see as the added value of collaboration over the proposed engagement.
Significance and Context	<p>Please expand on the significance of the proposed activity for public or policy engagement, and set the proposal in the context of the Academy's Strategic Priorities, see:</p> <p>https://www.britac.ac.uk/publications/strategic-framework-2016-2020</p> <p>This is a mandatory field and the limit is 500 words.</p>
Ethical Issues	<p>It is not expected that any special ethical issues will arise that are not already covered by relevant professional Codes of Practice. The normal expectation, therefore, will be that applicants should answer the pair of questions 'Ethical approval obtained', no and no.</p> <p>If there are any special issues arising, but they have already been cleared by approval from a relevant authority, please answer yes and yes.</p> <p>If any special issues arise and approval has not yet been obtained, please answer yes and no, and provide more explanation under 'Ethical approval (more information)'. This latter field is optional and does not need to be completed unless the answer to the earlier question is 'yes and no'.</p>
Future Collaborations	Do you anticipate that the proposed engagement will form the basis for future collaborative activity? If so, please give brief details here. This is an optional field, and the limit is 550 words.
Benefits to individuals/ institutions	Please state briefly the expected benefits of the proposed engagement for early career researchers generally and their institutions. This is a mandatory field, and the limit is 550 words.
Benefits to the UK	Is the proposed activity likely to meet national challenges facing the UK? If so, briefly explain in what ways the UK more generally might benefit. This is a mandatory field and the limit is 550 words.
Benefits to Overseas Country	Is the proposed engagement likely to meet international challenges facing society? If so, briefly explain in what ways the benefits more generally might be spread to other countries. This is an optional field and the limit is 550 words.
Multidisciplinary proposal	If the proposed engagement is especially multidisciplinary in its approach, please explain in more detail here. This is an optional field.
Training Programme	If the proposed engagement includes a specific training or mentoring element, please explain this more specifically here. This is an optional field and the limit is 1000 words max.

<p>Financial Details/Justification</p>	<p>Please provide details of funding for the proposed engagement in the relevant fields.</p> <p>Applicants should prepare accurate costings and explain the funding requested, which can include the cost of the enabling activity to take place, including all related room hire and catering costs. Funding may also be requested for the time of a clerical assistant to help make activity take place, but not for the time of the award-holder to take leave from their normal academic duties. This is a mandatory section of the form.</p> <p>Please do not use '£' signs in the amount boxes.</p>
<p>Applications to Other Funding Bodies</p>	<p>Please state if any application has been made to any other funding body, or is planned to be made to any other funding body, in connection with the proposed engagement. Please include details of whether such a bid has been successful or not, and an indication of timetables to decision if bids have been planned or submitted but not yet decided. This is an optional field and the limit is 750 words.</p>
<p>Value of Academy's Support</p>	<p>Please state briefly, in no more than 550 words, what the value of the British Academy's support through this award would mean to you.</p>

PAGE 6: EQUAL OPPORTUNITIES

<p>Equal opportunities</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 the following information concerning your age, gender, ethnic origin and disabilities (if any).</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 the following 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>
<p>Date of birth</p>	<p>To select a date in the past 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.</p>

PAGE 7: NOMINATED 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 GMS 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 deadline for this round of competition, which will be 5pm (UK time) on 12th December 2018. <u>Please note this deadline is final.</u></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 wish. Your referee MUST be drawn from outside your own employing institution.</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 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.</p> <p>An application cannot be considered for an award unless the proposal and reference have been submitted on time.</p> <p>The referee must submit their reference BEFORE the applicant. The 'Submit' button for the applicant will not appear until the referee has clicked the 'Submit my contribution' button.</p> <p>Please note that references must be provided through the British Academy GMS, they cannot be provided as an email attachment nor sent by post in hard copy.</p>
-----------------------	--

PAGE 8: HEAD OF DEPARTMENT STATEMENT

<p>Head of Department</p>	<p>The Head of Department should be the person who heads the Department, Faculty, Institute or other unit in which you are currently working and will be expected to comment on the career development benefit to be gained if the award is made. Heads of Department and Referees must be invited to contribute to your application via the Flexi-Grant system. You can invite them under the 'Contributors' tab on your application summary page. Once they have been invited, they will receive an email notification with instructions on how to contribute.</p> <p>Please note that an application cannot be submitted until all required contributors have submitted their contribution first.</p>
----------------------------------	---

Submission of Application

Once you have submitted your application for approval by your host institution, an automatic email will be sent to the Organisation Approver for your host institution. The Organisation Approver will either: approve and submit your application, 'send back' your application for edits/corrections or decline your application. You must complete your application with enough time for your host institution to review and approve your application. **They must record their approval by 5pm, 12th December 2018.**

It is recommended that you allow at least five working days for this process. Please check with your proposed host institution as their internal timetables may require earlier submission. If your host organisation approver requests modifications, they can return your application to you for editing. Once an application has been approved by the Organisation Approver, it cannot be returned.

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.

Code of Practice

The Academy has adopted 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. Regrettably, feedback is not a feature of this programme. The Academy is unable to discuss the decisions of the awarding Committee, which are governed by the Code of Practice. Submission of the application form constitutes the applicant's agreement to all terms, conditions and notices contained in the Scheme Notes.

Assessment Criteria

Assessors evaluate each proposal based on 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 and the intended outcomes. Assessors will evaluate the ability of the applicant to undertake the proposed research, taking into account their track record in terms of publication, their academic age and stage of career. 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.

Outcome of application

Once your application has been fully submitted, you will not be contacted again by the British Academy until decisions have been made. Applicants will be notified of the outcome of their application by the end of January 2019. 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 British Academy.

Important Dates:

Deadline: Wednesday 12th December 2018 (1700 UK time).
Results announced via email: early March 2019.

Tel: 020 7969 5217

Email: posts@thebritishacademy.ac.uk

Notes valid for the 2018-19 BARSEA Competition.

Terms & Conditions of Award

PART 1

1. INTRODUCTION

- 1.1. Part 1 of this Terms & Conditions of Award document sets out the standard terms and conditions for all British Academy awards. Additional terms and conditions specific to the British Academy Rising Star Engagement Award are outlined in Part 2. The Academy's expectations of host institutions are set out in Appendix 1.
- 1.2. The Conditions of Award should be read in conjunction with the Award Letter, and the British Academy's Code of Practice, which together set out the terms and conditions of the award. The [Code of Practice](#) is available on the British Academy's website and may be updated periodically.
- 1.3. The Host Organisation must ensure that the Award Holder, others supported by the Award and collaborators are made aware of their responsibilities and comply with these Conditions of Award and the Award Letter. Failure to comply with these terms and conditions will lead to termination of the Award and the British Academy reserves the right to recover the grant monies in part or full. For further information, please see Section 12: Compliance.

2. DEFINITIONS

- 2.1. **Award:** the award of a British Academy Rising Star Engagement Award as specified in the Award Letter.
- 2.2. **Award Letter:** the letter from the British Academy to the principal Award holder specifying the value and tenure of the grant that has been awarded.
- 2.3. **Award Holder(s):** the person or persons to whom the British Academy Rising Star Engagement Award has been awarded and who has responsibility for the intellectual leadership and undertaking of the research.
- 2.4. **Award Period:** the period of the Award as set out in the Award Letter, commencing on the start date confirmed by the Host Organisation in the manner indicated by the British Academy.
- 2.5. **Data:** includes computational or curated data, and data that are produced by an experimental or observational procedure.
- 2.6. **Financial Statement:** a form that must be completed by the Host Organisation and submitted to the British Academy that sets out (i) the actual expenditure incurred by the Host Organisation during the Award period on the Award, (ii) the total amount awarded by the British Academy in respect of the Award, and (iii) any additional information that the British Academy requests from the Host Organisation.
- 2.7. **Host Organisation:** the University, institution, research council or other body at which some or all of the research funded by the award will be carried out or which employs the Award Holder(s), and which takes responsibility for the management of the research project and the accountability of funds

provided. (This is the organisation which approved the submission of the application in the Flexigrant system)

- 2.8. **Intellectual Property:** includes all inventions, discoveries, materials, technologies, products, data, algorithms, software, patents, databases, copyright and general knowledge
- 2.9. **Report:** a form on which the Host Organisation reports on the activities undertaken during the award period that must be completed by the Award Holder and submitted to the British Academy.
- 2.10. **Research Misconduct:** includes the fabrication, falsification, or plagiarism in proposing, performing, or reviewing research or in reporting results, misrepresentation, mismanagement or inadequate preservation of data and/or primary materials, making up data or results and recording and reporting them, such that the research is not accurately represented in the public research record.
- 2.11. **The British Academy:** the British Academy (a charity registered in England with number 233176)

3. USE OF GRANT

- 3.1. Unless otherwise stated, all awards must be held in a research active institution.
- 3.2. The Award Holder and Host Organisation must ensure that the Award is used only for the activities specified by the British Academy.
- 3.3. The Award is to support the research project and related activities described in the application and against which performance will be assessed. If it is proposed to vary the project or programme in any significant way, prior approval must be sought from the British Academy.
- 3.4. The Award may be used only for eligible items as outlined in the scheme notes, and in accordance with the activities originally requested in the application. If any exceptions have been approved, they will be specified in the Award Letter.
- 3.5. The Host Organisation must ensure that sufficient resources are provided to support the activities described in the Award Letter. This includes adequate office and laboratory space and access to essential equipment and facilities.
- 3.6. Expenditure cannot be vired between budget headings without prior written permission from the British Academy.
- 3.7. Applicants must inform the British Academy of the outcomes of any other applications relating to the project. In cases where simultaneous applications to the British Academy and to another funding agency covering the same elements of a project are both successful, the applicant should decide which of the two awards to accept. Only if there is no duplication of expenditure under any of the budget heads, and no unnecessary inflation of a project, will an applicant be permitted to retain both awards (subsequent requests to alter the plan of research simply to allow the applicant to retain both awards are unlikely to be considered favourably). There is no objection to the applicant holding awards both from the British Academy and from another funding agency to cover separate elements of a project.
- 3.8. Any items of equipment that may have been exceptionally agreed, and any research resources purchased with the help of a British Academy grant, must be deposited on the expiry of the grant with an institution (usually the recipient's home institution, or otherwise as agreed with the British Academy). Such items do not become the personal property of the Award Holder.

4. ACCEPTING THE OFFER AND PAYMENT

- 4.1. The Host Organisation will be the financial administrator of the award.
- 4.2. Awards are paid to the Host Organisation by electronic transfer (BACS).
- 4.3. The timing of payment is at the British Academy's discretion, but every effort will be made to ensure that funds are released in good time. Please note that it may take up to 28 days for payment transfer to be completed by the British Academy's Finance Office. The Award Holder must confirm acceptance of these conditions of award as part of the formal acceptance in the Flexigrant system before the grant is released.
- 4.4. Grants are cash-limited at the value stated in the Award Letter. There is no scope for increasing the level of grant awarded.
- 4.5. It is the responsibility of award holders to ensure that suitable arrangements have been agreed with the Host Organisation and any other partner institutions, whether in the UK or overseas, for the administration of the Award. This includes arrangements for the transfer of funds, if applicable, before the award begins. The British Academy expects the funds to be administered by institutions in accordance with their normal procedures for managing grant income. The Host Organisation is responsible for accounting to the British Academy for the use of the award.

5. REPORTING AND ACCOUNTS

- 5.1. The Award Holder must fulfil the financial and non-financial reporting requirements as set by the British Academy. Failure to submit a report that has been deemed as satisfactory by the British Academy can result in the Award being suspended or withdrawn.
- 5.2. The Host Organisation must ensure proper financial management of the Award and accountability for the use of public and charitable funds, and ensure that formal audit standards and procedures exist for maintaining appropriate anti-fraud and corruption controls in accordance with the Fraud Act (2006). Any fraud associated with the award must be notified to the British Academy immediately.
- 5.3. Recipients of awards are required to submit an itemised statement of expenditure, signed by the responsible officer in the Host Organisation. If there is an underspend on the grant, the unspent amount should be refunded to the British Academy. The report will be deemed incomplete until the grant has been fully accounted for and any financial reconciliation made.
- 5.4. Future applications for funding will not be considered unless a satisfactory report and statement of expenditure for the previous grant have been submitted.
- 5.5. At the end of all awards, Award Holders are required to submit a final report on the work carried out with the aid of the British Academy grant. The final report must be submitted within two months of the end of the Award on the prescribed report form via the Flexigrant system.
- 5.6. For all awards lasting two or more years, Award Holders are required to submit an interim report for each year on the work carried out with the aid of the British Academy grant, with the exception of the final year. This interim report must be submitted on the prescribed report form and will be reviewed by the British Academy; only after it has been deemed satisfactory will funds for any subsequent years be issued. For the final year, the final report must be submitted as described in 5.5.

- 5.7. The Host Organisation must complete and return a reconciliation statement within 3 months of the end date of the Award period. The completed final reconciliation statement received by the British Academy represents the final statement of expenditure for the Award. The British Academy is not obliged to make any further payments in respect of the Award once it has received the final statement. The British Academy will reconcile the expenditure incurred against payments made to ensure that any underspend on the Award is returned. Funding cannot be vired between budget headings to cover the cost of an overspend, any overspend must be met by the Host Organisation.
- 5.8. In the case of independent scholars, who have administered the award personally, receipts for single items over £100 must be provided. If there is an underspend on the grant, the unspent amount should be refunded to the Academy. The report will be deemed incomplete until the grant has been fully accounted for and any financial reconciliation made.
- 5.9. The British Academy reserves the right to require the Host Organisation to complete and submit a statement of expenditure for a financial year at any time during the course of the Award, or to provide supplementary information in support of an interim or final statement of expenditure.
- 5.10. In the event that the requested interim or final reports, or statements of expenditure are not submitted, the Host Organisation's staff or affiliated / visiting researchers will not be able to apply or to be considered for British Academy funding until such reports or statement have been received, and are deemed satisfactory, with any underspend returned.
- 5.11. If there are exceptional reasons that will prevent submission of the final report within the period allowed, a written request may be made, before the due date passes, for the submission period to be extended.
- 5.12. All payments may be recovered if the statement is not received within 6 months of the end of the Award.

6. VARIATION AND TERMINATION

- 6.1. The British Academy reserves the right to amend these Conditions of Award, its Code of Practice, and any terms and conditions in the Award Letter. Any changes to the Conditions of Award or Award Letter will be notified to the Award Holder in writing, and any changes to the Code of Practice will be notified on the British Academy's website.
- 6.2. Work must commence on the start date as specified in the application and confirmed with the offer of award. Formal approval will be required if it is proposed to defer the start date which must still be within the start period stated in the Scheme Notes. The British Academy should be notified of any delay.
- 6.3. Under exceptional circumstances, no-cost extensions may be requested. Extensions must be requested before the due end date of the Award, giving sufficient reason for the request. Requests for no-cost extensions received after the due end date of the Award will not be considered. If an extension is approved, the final report should be submitted as soon as the British Academy-funded phase of research is completed, within the agreed timescale.
- 6.4. The Award Holder or the Host Organisation must inform the British Academy without delay of any change to the status of the Award Holder, Co-applicant, or the Host Organisation that might affect their ability to comply with these Conditions of Award. This includes contracts of employment which

must continue at least for the duration of the Award or any cessation and event or circumstance that is likely to affect the overall delivery of the Award.

- 6.5. The Award Holder must inform the British Academy as soon as practicable of any significant divergence from the original aims and directions of the research project that is being funded by the Award, or any cessation and event or circumstance that is likely to affect the overall delivery of the project.
- 6.6. The British Academy reserves the right to terminate or suspend the Award at any time, subject to reasonable notice (normally 3 months). In the event that the British Academy's public funding is reduced or withdrawn by UK Government or if the British Academy should enter into administration, the British Academy reserves the right to terminate any awards with no liability for any further Fellowship or Award payments. The Host Organisation will fully indemnify the British Academy in respect of any claims brought against the British Academy in this regard.

7. PUBLICATIONS

- 7.1. Due acknowledgement of support received from the British Academy should be made in any publication resulting from the research, whether an article, a book, or any other form of output. One copy of any book should be sent to the British Academy, where it will be catalogued, and placed in the British Academy's Library. The Award Holder is required to provide the British Academy with full bibliographical information on any other published outputs resulting from the award.
- 7.2. The Award Holder is expected to follow acknowledged good practice when publishing the results of their research as detailed in guidelines issued by, for example, the [Committee on Publication Ethics](#), the [Council of Science Editors](#) and the [ARRIVE guidelines](#).

8. OTHER DISSEMINATION

- 8.1. For projects whose primary purpose, or significant product, is the creation of a digital resource, data created as a result of the research, together with documentation, should be offered for deposit in an appropriately accessible repository within a reasonable time after the completion of the project.
- 8.2. In cases where the principal output from the project is the creation of a digital resource, applicants should be aware that details of the project, and contact details of the principal applicant, may be passed to the relevant national Data Services providers for evaluation or contact purposes.
- 8.3. The Award Holder is required to notify the British Academy of any impact resulting from their research. Impact can mean making a significant contribution to an academic field and/or to policy and practice decision-making. This could be an impact in economic terms, affecting the profits of firms or the revenue of government, or in terms of having an impact on less quantifiable areas such as the environment, public health or quality of life.
- 8.4. The Award Holder must make all reasonable efforts, if so invited, to respond to requests for information or to attend events or activities organised by the British Academy concerning the research undertaken. Such events may be held after a grant has ended.
- 8.5. The Host Organisation must ensure that it obtains the prior approval of the British Academy on any press statements associated with the Award.

- 8.6. Due acknowledgement of support received from the British Academy should be made in any form of media communication, including media appearances, press releases and conferences. The contents of any press releases or announcements associated with the Award should be agreed by the British Academy first to ensure they comply with any current publicity requirements (including any branding guidelines).

9. RESEARCH ETHICS, POLICIES, AND LEGAL

- 9.1. The British Academy will not become an employer of the Award Holder or any other third party as a result of the provision of this Award. In all cases where support is provided by the Award for the employment of staff, the Host Organisation must issue a contract of employment which is in compliance with relevant laws and regulations.
- 9.2. The Award Holder and Host Organisation must ensure that the Award is managed in a way which is compliant with the terms of the (UK) Equality Act 2010.
- 9.3. The British Academy requires the research it funds to be conducted in an ethical and legal manner. The Host Organisation is responsible for ensuring that ethical issues relating to the research project are identified and brought to the attention of the relevant approval or regulatory body. Ethical approval to undertake the research must be granted by the relevant authority before any work requiring approval begins. Research undertaken outside the UK must have both UK and respective country ethical approvals. The Host Organisation must ensure that all legal requirements related to the research are met.
- 9.4. The 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.
- 9.5. The 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 (2008) and subsequent amendments. Research staff should be appointed on terms that are no less favourable than those of comparable posts in the Host Organisation.
- 9.6. The Host Organisation is responsible for ensuring that a safe working environment is provided for all individuals associated with a research project, and must meet all regulatory and legislative requirements as recommended by the Health and Safety Executive, and will include appropriate care where researchers are working off-site.
- 9.7. It is the responsibility of the Host Organisation and Award Holder to ensure that appropriate insurance is obtained for any individual employed on the Award, including students, who intend to undertake Overseas Travel, Fieldwork, Secondments or Sabbaticals during the Award period.
- 9.8. The Award Holder is expected to comply with the Host Organisation guidelines on overseas travel and safety in fieldwork, particularly for high risk countries. The British Academy will not be held liable for the health, safety and security of award holders or individuals employed on an award.
- 9.9. The Host Organisation and the Award Holder must ensure that research involving the use of animals falls within the regulations laid down in the UK Animals (Scientific Procedures) Act 1986 and subsequent amendments. Any element of research funded by the Award that is conducted outside the UK must, as a minimum standard, be conducted in accordance with the principles of UK legislation.

- 9.10. In the case of research involving the use of animals, the Award Holder must inform the British Academy that animals will be used in the research and provide the following details, the number of animals, the species and procedures involving animals. The Award Holder must also inform the British Academy as soon as possible of any significant increase to the number of animals used or a change in the species from that which was originally supported by the Award.
- 9.11. The British Academy endorses the principle of the NC3Rs (replace, refine and reduce) which means that every effort must be made to replace the use of live animals with non-animal alternatives; to reduce the number of animals used in research; and refine procedures so that the degree of suffering for animals is kept to an absolute minimum.
- 9.12. The British Academy accepts no responsibility for costs or liabilities arising from the research funded by the Award, other than those set out in these Conditions of Award, or otherwise agreed in writing.
- 9.13. The Host Organisation, any Award Holder or any other person working on the Award (including but not limited to employees, students, visiting fellows and subcontractors) will indemnify the British Academy against any claims for compensation or against any other claims (whether under any statute or regulation or at common law) for which the Host Organisation may be liable as an employer or otherwise or for which any other person working on the Award may be liable.
- 9.14. These Conditions of Award will be governed by the laws of England and Wales. All matters relating to the terms and conditions will be subject to the exclusive jurisdiction of the courts of England and Wales.
- 9.15. If any provision of these terms and conditions is found by a court or other legitimate body to be illegal, invalid or unreasonable, it will not affect the remaining terms and conditions which will continue in force.

10. INTELLECTUAL PROPERTY

- 10.1. Unless stated otherwise, the ownership of British Academy-funded intellectual property (IP), and responsibility for its identification, protection, management and exploitation, rests with the Host Organisation.
- 10.2. It is the responsibility of the Host Organisation, and all engaged in the research, to make every effort to ensure that any potentially valuable results obtained in the course of the research are exploited, whether protected by IP rights or not, and used to the benefit of society and the economy.
- 10.3. Where the Award is associated with more than one research organisation and/or project partner, a formal collaborative agreement must be established, which sets out the contributions and ownership rights of the organisations and individuals involved with regards to intellectual property and exploitation. It is the responsibility of the Host Organisation to put such an agreement in place before the Award commences. The terms of the collaborative agreement must not conflict with the British Academy's Conditions of Award.
- 10.4. The collaborative agreement must set out that the Host Organisation(s) is not restricted in its future research capability, that all applications of the intellectual property are developed in a timely manner and that the substantive results of the research are published within an agreed and reasonable period.

11. DATA PROTECTION

- 11.1. The British Academy is compliant with the GDPR and adheres to the principles of the Data Protection Act 2018.
- 11.2. The British Academy is committed to protecting and storing securely any personal and sensitive data held. Applicants should be aware that the information they provide on the application form and, if successful, in subsequent reports will be used by the British Academy for processing the application, making any consequential award, for the payment, monitoring and review of the award, and for general British Academy business. This information may be shared with relevant funding partners, including but not limited to the Department for Business, Innovation and Skills, the Foreign and Commonwealth Office, and the Department for International Development.
- 11.3. Information will also be shared with relevant officers in the Host Organisation for the award procedures to be followed.
- 11.4. Details of award holders (including name, institution, project details and amount of award) will be used to compile published lists of award holders which will be made available on the Internet, and to produce statistical and historical information on British Academy awards.
- 11.5. Queries submitted under the terms of the GDPR about the processing of personal data should be addressed to the British Academy's Data Protection Officer at DPO@thebritishacademy.ac.uk.

Submitting the online application form constitutes the applicant's agreement to all terms, conditions, and notices contained in the Scheme Notes.

- 11.6. You also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, at any time. The ICO's contact details are as follows:

Information Commissioner's Office
Wycliffe House,
Water Lane
Wilmslow,
Cheshire,
SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745

- 11.7. Application forms will be retained for ten years in the case of successful applications, and five years in the case of unsuccessful applications, and may be consulted by the British Academy in the event of future applications being submitted.

12. COMPLIANCE

- 12.1. The British Academy reserves the right upon reasonable notice to inspect the award at any time and to require further information to be supplied as seen fit. Such further information may include but is not limited to financial records and financial procedures associated with the Award, or to appoint any other body or individual for the purpose of such inspection.

- 12.2. Persistent failure to comply with the conditions of award will result in the British Academy writing to the Vice-Chancellor or equivalent senior official of the Host Organisation and lead to the possibility of sanctions.
- 12.3. The sanction for non-compliance with the conditions of award is penalty-listing: that is, to disbar, sine die, the scholar concerned from applying to the British Academy under any of its grant-giving schemes; and to disbar, for a period of two years, all members of that institution from applying to the British Academy under any of its grant-giving schemes.

PART 2

SCHEME SPECIFIC CONDITIONS

British Academy Rising Star Engagement Awards

The Academy will confer upon the successful applicant the title of *British Academy Rising Star Engagement Award-holder (BARSEA)*.

The Rising Star Engagement Award is made to support the programme of activity described in the application. It is unlikely that the Academy will agree to any significant variation of the proposed programme after an award has been made, and if it is proposed to make any such variation it is essential that **prior** approval is sought from the British Academy.

The Rising Star Engagement Award may be held for a period of up to one year, from a starting date, to be agreed between the Academy, the award-holder and the host institution, normally on 1 March (but flexibility can be offered of up to 1-month variation later than this date). No award is renewable.

Award-holders will be required to give an undertaking that they will devote themselves to participation in the range of activity that the Academy will sponsor under this programme, including attendance at an induction event to be held at the British Academy premises in London, as well as leading the activity they have proposed themselves. Awards are expected to run for 1 year, including time dedicated to planning and preparation for events. No award may be extended beyond an additional 12 months.

The Rising Star Engagement Award is made to enable activity to take place and is personal to the award-holder. It is not transferrable to another colleague in the same or alternate department of the employing institution. Requests for transfer to another employing institution during the award will be considered on a case-by-case basis by the Academy and may be agreed when the award-holder takes up a new post.

The Academy requires all activity that it funds to be conducted in an ethical manner. The host institution is responsible for ensuring that any ethical issues relating to the proposed engagement are identified and brought to the attention of the relevant approval or regulatory body. Ethical approval must be granted by the relevant authority before any activity requiring approval begins.

1. USE OF GRANT

Grants may be used **only** for items eligible under the Rising Star Engagement Award scheme, and in accordance with the type of items originally requested in the application. The items for which these grants may be used are set out in Table 1. Any exceptions must be specifically granted by the British Academy.

Expenditure may be vired between budget heads, within reason. Small adjustments may be made without recourse to the Academy, but if any significant adjustment to the proposed expenditure is envisaged, prior permission should be sought from the Academy.

Applicants must inform the Academy of the outcomes of any other applications relating to the project. There is no objection to the applicant holding awards both from the Academy and from another funding agency to cover *separate* elements of the proposed engagement.

2. PAYMENT OF GRANT

Awards are paid to the award holder's relevant institution. Payment will be made by electronic transfer (BACS). Wherever possible, payment will be made before the engagement specified in the application is scheduled to begin. The timing of payment is at the Academy's discretion, but every effort will be made to ensure that funds are released in good time. Please note that it may take up to 28 days for payment transfer to be completed by the Academy's Finance Office.

It is the responsibility of award holders to ensure that suitable arrangements have been agreed with the relevant institution for the administration of their awards before activity begins. The Academy expects the funds to be administered by institutions in accordance with their normal procedures for managing grants.

Please note that the institution is responsible for accounting to the Academy for the use of the award, in all circumstances including the relocation of the principal investigator, in accordance with the Academy's rules on eligible expenditure set out in Table 1 below. Where the award is transferred to another institution, these provisions also apply.

Please note, this programme is not included in the FEC regime, and therefore some items of expenditure such as estates and indirect costs are not payable. Grants are cash-limited at the value stated in the letter of award. There is no scope for increasing the level of grant awarded.

3. USE OF BRITISH ACADEMY LOGO

All awards are expected to make reference to the support of the British Academy through the Rising Stars Engagement Awards programme. The BA logo should be present on the website, relevant promotional and printed materials, webpages and other materials about the event. The Academy will supply various versions upon request.

4. RECORDING OF EVENTS

The Academy expects, whenever possible, organisers of events to produce an audio or video recording of events (chargeable to the grant).

5. END OF GRANT REPORTS AND ACCOUNTS

Award holders are required to submit a report on all activity carried out with the aid of the grant, including appropriate analysis of feedback forms, after the close of the award. The report should provide an account of the outcomes, including plans for future collaboration, and about the range of early career networking which was enabled.

The Final Report must be completed via the Flexi-Grant system. An itemised statement of expenditure will be part of the final report form. The report will be deemed incomplete until the grant has been fully accounted for and any financial reconciliation made.

6. OTHER DISSEMINATION

Due acknowledgement of the support received from the British Academy should be made in any form of media communication, including media appearances, press releases and conference literature. Please contact the Academy Press Office for approval for any press releases.

The award-holder is also asked to notify the Academy of any impact resulting from this activity. By impact we mean making a significant contribution to an academic field and/or to policy and practice decision-making. This could be an impact in economic terms, affecting the profits of firms or the revenue of government, or in terms of having an impact on less quantifiable areas such as the environment, public health or quality of life.

7. COMPLIANCE

Persistent failure to comply with the conditions of award will result in the Academy writing to the Vice-Chancellor of the scholar’s institution, and lead to the possibility of sanctions.

The sanction for non-compliance with the conditions of award is penalty-listing: that is, to permanently disbar the scholar concerned from applying to the Academy under any of its grant-giving schemes; and to disbar, for a period of two years, all members of that institution from applying to the Academy under any of its grant-giving schemes.

In cases of grants awarded to independent scholars or those who have left academic life without complying with the conditions of award, the sanction is to permanently disbar the individual from applying to the Academy under any of its grant-giving schemes.

8. ACCEPTANCE OF CONDITIONS OF AWARD

The award holder must confirm acceptance of these conditions of award as part of the acceptance before the grant is released. The Academy may at its discretion, terminate any award, and all obligations in respect of that award shall thereafter cease.

Table 1: Items eligible for funding through the Rising Star Awards

Item	Y/N
Travel for participants	✓
Travel for invited speakers	✓
Room hire and associated catering costs	✓
AV charges	✓
Clerical or administrative support	✓
Analysis and preparation of feedback forms	✓
Fee for guest of honour or keynote speaker	✓
Computer hardware, including laptops, electronic notebooks, digital cameras etc.	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
Institutional overheads	X