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# Education and Learning in Crises

## Scheme Notes for Applicants

2019 Competition

**PLEASE READ THESE SCHEME NOTES CAREFULLY**

**ANY APPLICATION INCORRECTLY SUBMITTED WILL NOT BE ELIGIBLE FOR AWARD**

Applications should be submitted well in advance of the deadline; we recommend at least five days prior to allow for institutional approval.

## Summary

1. One in four of the world's school-aged children now live in a country affected by crisis. In 2015 alone, more than 80 million children and young people had their education disrupted or destroyed due to natural disaster or conflict. With the average length of displacement now lasting 17 years, generations of children are at risk of missing out on education across the world.
2. The British Academy is launching an *Education and Learning in Crises* Programme as part of the £1.5 billion [Global Challenges Research Fund \(GCRF\)](#). This programme will fund excellent, policy-oriented research, aimed at addressing the UN's [2030 Agenda for Sustainable Development](#) and advancing the [UK's Aid Strategy](#).
3. This call is part of a wider partnership of funders supporting research into education and learning in crises in low- and middle-income countries, including AHRC and DFID. The Academy will shortly publish a further call in this area related to knowledge systems strengthening as part of a wider initiative DFID is supporting on [Education Research in Conflict and Crisis](#).
4. This call for proposals provides an opportunity for researchers to undertake projects to deliver research excellence with development impact. Research will be problem-focused and interdisciplinary, bringing together relevant disciplines in the humanities and social sciences to tackle the problem for maximum impact. It is envisaged that small teams, with different disciplinary backgrounds in the humanities and social sciences, as well as more widely where appropriate, and using a broad range of different methodological approaches, will apply for funding. The Academy particularly encourages applications with a strong humanities focus and/or methodologies.
5. Awards of up to £360,000 (offered at 100% FEC) and for 21 months in duration are available. Principal Investigators must be based in the UK, however equitable international collaboration is required to be detailed in any application. We require collaboration with institutions and partners in the Global South and expect to see applications demonstrate fully how researchers from the Global South will be involved as equal partners in the research proposed. The Academy intends, when announcing awards under this Programme, to list the named Principal Investigator and all Co-Applicants with their institutional affiliation as the successful research team.
6. **Applications must be submitted by Wednesday 4 December 2019 (17.00 UK time)**. It is advised that applicants submit at least five days prior to this deadline.

## Programme Aims and Context

7. Two billion people live in countries affected by fragility, conflict and violence. This problem is not temporary - trends suggest that the frequency, severity and duration of emergencies and crises are likely to increase. Nevertheless, the Inter-Agency Network for Education in Emergencies (INEE) has highlighted that there continues to be limited research on the 'impact of education in the prevention of, response to and recovery from natural disasters and complex emergencies' despite the scale of the issue that is faced. There is a distinct possibility therefore that generations of children will miss completely a chance at education and the benefits this would bring through their lives. Those children that retain some access to education and learning are likely to experience significant disruption in various and complex forms than in other contexts, with a consequent fall in their learning outcomes.

8. In recent years, there has been a heightened focus on the development challenges faced in contexts of protracted crises, however, there is a lack of evidence on how to effectively translate this renewed policy interest into practice. In the field of education research, this is further compounded by the comparative lack of research capacity on education in crises.
9. Furthermore, of those children whose education is affected by crises, girls are two and a half times more likely to be out of school than the male peers in conflict-affected countries, and young women are 90% more likely to be out of secondary schools. In addition, in such crisis settings, marginalised groups, such as girls, disabled children and refugees, are particularly vulnerable.
10. In addition, education and learning are vital in securing future economic, social, cultural and political benefits for individuals and society more widely. This crucial role spans from imparting skills for engagement in socio-economic activities, to building understanding and engagement in and following crises. This can be vital for supporting opportunities for girls and young women, through attitudinal shifts about their role in society and building vital skills for employment.

### **Scope of the Call**

11. This programme will fund research which in particular addresses the challenges of education and learning in crises. We therefore invite applications that address any of the following areas:
  - a. Enhancing our understanding of the role of education and learning in responding to and fashioning novel ways for coping and/or transforming children's opportunities and outcomes in crisis settings, particularly those in the longer-term and including natural as well as man-made crises.
  - b. Building the evidence base of how education and learning take place and are affected during and through crisis situations, including particular attention to the importance of local context and practice in this regard, and what implications this entails for learning, parenting, schooling and communities.
  - c. Investigating the evidence base of how education and learning take place and are affected during and through crisis situations, including particular attention to the importance of local context and practice in this regard, and what implications this entails for learning, parenting, schooling and communities.
12. Given the focus on the Sustainable Development Goals (SDGs) all applicants must ensure that structural inequalities are considered and addressed within the proposed research. Structural inequalities include those based on gender, age, disability, ethnicity, race, religion and spatial factors. Applicants should make a genuine effort to integrate adequate analysis of gender and other structural inequalities in their research design. This should go beyond beneficiaries, for example recognising the assumptions and implications of education and learning programming on mothers, fathers and the female workforce.
13. Projects supported under this call are expected to have a clear and significant role for relevant stakeholders in the countries that are the subject of the bids. The participation of researchers in ODA-eligible countries is strongly encouraged. Successful projects will be likely to employ a variety of research methods, and to include a collaborative group of researchers and other participants across relevant disciplines and areas of practice. In all cases it is for the applicants to demonstrate the feasibility of their proposed research methodology.

14. The remit of the programme does not include primarily practice-based outputs such as in musical composition and performance, visual practice, creative writing, and film-making. These areas of research will be considered to fall within the British Academy's remit only when they form part of an integrated project of demonstrable critical or historical significance.
15. There will be an open, competitive call for proposals, which must address the research focus above and demonstrate how the research will meet the programme's objectives. All research funded will have to demonstrate its potential to deliver the evidence that policymakers and practitioners need to tackle the SDGs and the principles of the UK's Aid Strategy.
16. The Academy does not have any pre-conceived ideas regarding the exact type of project, outputs, and dissemination of the research. Instead, the onus is on the applicants to convince the Academy that their projects bring genuine added value to addressing these challenges, and bring valuable insights and perspectives of relevance to achieving development impact.

### **Equitable Partnerships**

17. Partnerships are a key pillar of the GCRF strategy. UKRI has developed the following statement of expectation for research partnerships in consultation with researchers from East Africa. "Partnerships should be transparent and based on mutual respect. Partnerships should aim to have clearly articulated equitable distribution of resources, responsibilities, efforts and benefits. Partnerships should recognise different inputs, different interests and different desired outcomes and should ensure the ethical sharing and use of data which is responsive to the identified needs of society."

### **ODA Eligibility Criteria**

18. The *Education and Learning in Crises* Programme is supported under the Global Challenges Research Fund and therefore will fund only ODA-eligible projects. Only research that has a primary objective which is directly and primarily relevant to the problems of [developing countries](#) may be counted as [ODA](#). The Academy requires applicants to demonstrate that the proposal is ODA eligible. ODA eligibility is an essential criterion – projects will only be deemed eligible for funding if they can demonstrate that they satisfy ODA eligibility criteria.
19. The British Academy, with the other Global Challenges Research Fund delivery partners, have provided an [additional ODA guidance](#) document for applicants.

### **Research Methodology and Impact**

20. Successful projects will be likely to employ a variety of research methods and will include a collaborative group of researchers across relevant disciplines in the humanities and social sciences and more broadly where appropriate. In all cases it is for the applicant to demonstrate the feasibility of their proposed research methodology. Applicants should also demonstrate the cost-effectiveness and sustainability of their proposed programme of research.
21. All proposals must include relevant plans for the appropriate communication and dissemination of findings. This should include how applicants will engage with policymakers, practitioners and other target audiences. Applicants will be expected to

engage with their target audience from the outset and also to show how the research once completed will be disseminated to, and taken up by, policymakers and other target audiences. Research outputs should include peer reviewed work for academic publication, as well as more targeted briefings for policymakers. This may include but need not necessarily be limited to: publications in peer-reviewed open access journals; reports, policy briefs and other written outputs such as evidence summaries or online blogs specifically targeted to relevant policymakers or other non-academic audiences; and oral presentations at conferences and meetings with relevant stakeholders.

22. The UK host institution is expected to adopt the principles, standards and good practice for public engagement with research set out in the [Concordat for Engaging the Public with Research \(2010\)](#) and subsequent amendments.

## Research Ethics

23. Applicants must ensure the proposed research will be carried out to a high ethical standard. They must ensure that any potential ethical issues have been considered and explain how these will be addressed. The British Academy requires the research it funds to be conducted in an ethical manner including with due regard to safeguarding. In the context of this call, we expect to see in all applications how the proposals will ensure child safety at all times.
24. The UK host institution 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.
25. Ethical approval to undertake the research must be granted by the relevant authority before any work requiring approval begins. Wherever necessary, appropriate consent should be obtained from or on behalf of participants or others affected by the research.
26. Applicants will be asked to indicate whether their proposed research raises any special ethical issues, and whether their application has been approved by the institution's Research Ethics Committee or other relevant authority.
27. The UK host institution 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.

## Risk Management

28. Researchers funded under this programme may choose to undertake fieldwork in the course of the research project. We expect an assessment of any risks entailed within the research project to be outlined within the proposal. For example, risks associated with delivery of the research, financial management, and oversight/governance.
29. Research groups will be required to indicate if (and where) they intend to undertake research in the field. For countries/regions considered by the UK Government's Foreign and Commonwealth Office as a host nation of medium or high risk, the application will also require researchers to demonstrate that the PI (and the PI's host institution) understands the risk management implications and can monitor and manage the risks effectively. This should include, but not be limited to, any risks that the researchers will encounter in an area of civil unrest, violence and/or crime. This aspect will be explicitly covered in the

approval of any application by the appropriate authorities at the PI's host institution, to confirm that the duty of care responsibility rests with the host institution.

### **Eligibility to be the Principal Investigator, Co-Applicant, or participant on a project**

30. Each research group will be led by a named Principal Investigator (PI). The PI is expected to direct the research and the management of the project and has responsibility for the overall project reporting requirements. The PI must be a researcher in a discipline within the humanities or social sciences, however PIs are welcome to involve researchers from disciplines outside of the humanities and social sciences to collaborate on the project, including as Co-Applicants. Principal Investigators must be based in the UK, however equitable international collaboration is required to be detailed in any application.
31. PIs may not hold more than one British Academy award of a comparable nature at any one time.
32. An individual cannot be the PI on more than one British Academy *Education and Learning in Crises* Programme bid. **Duplicate applications for the same purpose to more than one British Academy funding programme will not be accepted.**
33. The PI will be expected to commit time to the project during the course of the award equivalent to at least four hours per week.
34. The PI must be of postdoctoral or above status, or have equivalent research experience. The PI must hold an established role in an eligible UK-based university or research institute. The PI's position must last at least the duration of the grant funded by the British Academy.
35. Collaboration between researchers is particularly encouraged between disciplines and between institutions where appropriate given the nature of this research programme, and applications may include named Co-Applicants who will also be actively assisting in the direction and management of at least parts of the project. Co-Applicants may be expected to be in a position to take over the leadership of the project in the event that the PI is unable to continue in the role.
36. We require the involvement of Co-Applicants from the Global South and must see applications which demonstrate fully how researchers from the Global South will be involved as equal partners in the research proposed.
37. Co-Applicants must also be of postdoctoral status or have equivalent research experience and must hold an established role which will last at least the duration of the grant funded by the British Academy.
38. No individual may be a Co-Applicant on more than two projects (nor may a PI be additionally a Co-Applicant on more than one other project).
39. Projects may also include any number of specified 'Other Participants', who may, for example, be relevant stakeholders participating in networking or dissemination events, academic or policy advisors, practitioners, industry representatives, etc. The involvement of 'Other Participants' from the Global South (who may be researchers, practitioners, community activists, policymakers, business representatives or others involved in the development or delivery of education and learning) is strongly encouraged.

40. There is no provision for any paid researcher under this programme to be a doctoral or other postgraduate student.
41. The UK host institution 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.

### **Duration, Value, and Payment of Funding**

42. Projects must be of 21 months in duration, with a maximum value of £360,000. Regular reports, including interim and final reports, will be expected as part of the award. Any underspend must be refunded to the Academy.
43. All projects will begin on 20 March 2020.
44. Funding may be used to support:
  - a. the time of the PI and Co-Applicants
  - b. postdoctoral (or equivalent) research assistance
  - c. travel, fieldwork, and related expenses
  - d. networking costs, including travel to London to attend two events organised by the British Academy
  - e. university costs in hosting and supporting the project, with award holders expected to base the division of spend on the Full Economic Costing basis at 100% (nonetheless, please note the stress on value for money in the assessment criteria and the ODA nature of this funding when calculating indirect and estates costs).
45. The following items are not currently eligible for funding:
  - a. computer hardware including laptops, electronic notebooks, digital cameras, etc.
  - b. books and other permanent resources
  - c. the preparation of camera-ready copy, copy-editing, proof-reading, indexing, nor any other editorial task
  - d. subventions for direct production costs (printing, binding, distribution, marketing etc.)
  - e. costs of publication in electronic media
  - f. travel and maintenance expenses for purposes such as lecture tours or to write up the results of research.
46. The Principal Investigators must be prepared to commit to travelling to London to take part in at least two events organised by the British Academy during the course of the awards – an induction event and a final event. The induction meeting will provide an opportunity for learning across projects.
47. All grants will be paid to the employing institution of the PI, and not to the individual researchers involved. Institutions must be officially recognised by the British Academy prior to a proposal being submitted.

## Selection Principles

48. All eligible proposals submitted in response to this call will be assessed by relevant British Academy peer reviewers and then considered by a final selection panel.
49. Applications will be assessed against the following criteria:
- a. The quality, significance, and originality of the proposal.
  - b. Evidence that the project is ODA-eligible. Only projects that demonstrate that they satisfy ODA eligibility criteria will be eligible for funding;
  - c. A demonstration of how the project will address the overarching aims of the programme as set out in the Scope of the Call;
  - d. Evidence of how the project will bring together relevant interdisciplinary expertise in the humanities and social sciences, as well as more broadly if appropriate, to address the problem identified, and also how the project will involve researchers from developing countries;
  - e. The ability of the PI and Co-Applicants to deliver this kind of research project within budget and on time, based on their demonstrable track record to date. The feasibility of the proposal in terms of appropriate and robust methodology; and appropriate timing and plan of action;
  - f. The feasibility of appropriate plans to manage the project and disseminate findings to relevant audiences. All research funded will also have to demonstrate its potential to engage relevant experts and stakeholders (including policymakers and non-academic beneficiaries) in discussions of the research findings;
  - g. Value for money.

## Application and Assessment Procedure

50. All applicants must register in the British Academy's online [Flexi-Grant](#) system to enable the processing and assessment of their application. All applications must be submitted in English.
51. All applications will be subject to an eligibility check undertaken by appropriate British Academy staff before being put forward for assessment, and **applications that are not completed correctly and submitted on time will not be considered.**
52. The deadline for submissions and UK host institutional approval is **Wednesday 4 December 2019 at 17.00 (UK time). Applicants will not be allowed to make any changes to their applications or submit any additional information after the 4 December deadline.**

## Code of Practice

53. The British Academy has a [Code of Practice](#) for assessing applications, setting out the principles of equity, integrity and confidentiality governing the treatment of all applications for research support. The Code of Practice also covers Data Protection, the British Academy's ethics policy and the appeals procedure.
54. Feedback is not a feature of the British Academy's Education and Learning and Crises 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.

## Contact Details and Further Information

55. Please contact [GCRF@thebritishacademy.ac.uk](mailto:GCRF@thebritishacademy.ac.uk) or call 020 7969 5220 for further information.

## Application Information

Applications can only be submitted online using the British Academy Flexi-Grant® Grant Management System (GMS) via (<https://britishacademy.flexigrant.com/>). If you have not previously used the British Academy's Flexi-Grant® GMS and were not registered in the previous e-GAP system, please follow the registration process from the Flexi-Grant® homepage.

**Applications cannot be submitted on paper or in any other format.**

Before completing the online form, all applicants should check that they comply with the eligibility requirements and ensure all necessary information is presented in the application. These requirements are strictly adhered to, and applications without all the necessary information, or evidence to show the assessment criteria are met, will be rejected.

Registered approving organisations will be available in the search bar. If your organisation is not listed and is not affiliated with any organisations already in the system, then please contact us at [GCRF@thebritishacademy.ac.uk](mailto:GCRF@thebritishacademy.ac.uk) to request the addition of the organisation.

The deadline for submissions and UK host organisation approval is **4 December 2019 (17.00 UK time)**. Applicants will not be allowed to make any changes to their applications or submit any additional information after the 4 December deadline.

**When completing your application on the British Academy Flexi-Grant® GMS, it is recommended that you take particular note of the following points:**

- **Personal details:** When registered in the British Academy Flexi-Grant® GMS, a user has the option to add or update personal information such as contact details, log-in details (including email address and password), interests, research and employment details, at any time. This represents a personal record of your account in the system and will help to populate the contact details in any application form you complete. It is useful if this information is kept up to date, but it is not essential to the progress of an application.
- **Automatic log-out: You are strongly advised to save your work regularly to prevent accidental loss of information.** In particular, you should be aware that if the system does not detect any activity for 1 hour it will log out and save the application at that time. Please note that moving between *pages* within an application form will save the page that you are exiting but completing a *field* on a page is not considered an activity. It is recommended that you write the text for longer sections/fields in a word processor such as Word and then copy and paste into the relevant text box to avoid being timed out in this way.
- **Multiple sessions:** You should not have multiple browser windows/tabs of your application open at the same time as this may cause information to be lost. Only one user should edit an application at a time, otherwise changes might be lost.
- **Word limits:** When completing boxes that have a restricted length (note that it refers to words) you should note that if you exceed the specified amount you will not be able to save when you press the save button. You should type the text for the longer-length boxes in a word processor. You will then be able to check the word count and paste it into the British Academy Flexi-Grant® system.

You will then still have a copy of the text to return to in the word processor. The word limit applies to text boxes.

• **Plain text:** If entering plain text, please avoid using symbols as some may not be accepted by the British Academy Flexi-Grant® system. You should generate and view a PDF of your application to check that the application appears as you want it to by clicking on 'print application'.

• **Uploading PDF documents: please note the only item you may upload is a copy of a CV.** When uploading PDF documents, please add your name and a heading at the top of every page to show what the document is. Please avoid uploading documents containing illustrations with fine details or colour as this can cause problems when creating a PDF of the application. Please note we will only print your applications in black and white. Each PDF cannot exceed 2 pages in length or 3 Mb in size.

• **Email addresses:** The British Academy Flexi-Grant® GMS relies heavily on automatic email contact. It is essential that you ensure you enter accurate email addresses where requested as it may cause considerable delay in the submission/processing of your application if any of these are incorrect. You cannot make changes to email addresses after your application has been submitted for approval.

• **Submission of application:** 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 a designated approver at your host organisation **at least 5 working days before the closing date** to allow for your host organisation's administrative procedures. Please note that the institutional approver is a person within the UK host organisation, usually within the central research support office, who has authority for approving all applications submitted to the British Academy. **Please be aware that any co-applicants or other contributors will need to mark their sections as 'complete' before you will be able to submit your completed application form.**

Once you have submitted your application for approval by your host UK organisation, automatic emails will be sent to your host UK organisation approver asking them to log on to the system. You will not be able to edit your application after it has been submitted to your host UK organisation for approval. The host UK organisation approver will either: approve and submit your application, 'send back' your application and contact you to request modifications (if before the 4 December deadline) or decline your application and contact you.

**Please be aware that it is your responsibility to ensure that you complete your application in time for your host UK organisation to process it (including requesting changes) and provide their approval by the closing date. It is recommended that you allow at least five working days for this process, but please check with your proposed host UK institution as their internal timetables may require earlier submission.**

If your host UK organisation approver requests modifications through the British Academy 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 UK organisation.

Once your host UK organisation has approved your application and submitted it to the British Academy, it will not be possible to make any changes.

- **Application sharing:** All applications must be started by the applicant who is to be the Principal Investigator (PI) on the award. You can invite other contributors to join the application (e.g. Co-Applicant, Finance Office contact etc.), but in order to do so your contributor will need to be registered in the British Academy's Flexi-Grant® system first. You will need to ensure you have their registered email address to invite them to participate in your application. You can let other British Academy Flexi-Grant® GMS users view your draft application in advance of submission by providing their email address. They will be able to log in using their existing password and see your application and, depending on permissions, amend your application.
- **Application deletion:** You can delete your application at any time although it is often a lot easier just to re-edit your existing application. We will be able to recover a deleted application for a period of 7 days after deletion. After this, it will be permanently removed from the system.
- **Application returned for editing:** The approver can return your application to you for further editing before the closing deadline of the call. See 'Submission of Application' above.
- **Guidance:** In the tables below you will find in the left-hand column each question as set out in the application form and in the right-hand column useful guidance on its completion.
- **Further clarification:** If any of this advice is unclear, or if you need further information, please do not hesitate to seek clarification from the British Academy's International Team (contact details at the end of these notes).

**PLEASE NOTE THAT IT IS ESSENTIAL THAT YOU CREATE A PDF OF YOUR COMPLETED APPLICATION (by clicking 'Print Application'), AND CHECK IT THOROUGHLY, INCLUDING EMAIL ADDRESSES AND UPLOADED PDF FILES, BEFORE SUBMITTING IT FOR APPROVAL BY YOUR UK HOST ORGANISATION. IT MAY NOT BE POSSIBLE TO RECTIFY MISTAKES IN TIME FOR THE DEADLINE.**

**WORD LIMITS APPLY TO PLAIN TEXT ONLY. PAGE LIMITS APPLY TO PDFs ONLY.**

**ALL FIELDS MARKED WITH AN ASTERISK\* ARE MANDATORY.**

**YOU SHOULD NOT HAVE MULTIPLE BROWSER WINDOWS/TABS OF YOUR APPLICATION OPEN AT THE SAME TIME AS THIS MAY CAUSE INFORMATION TO BE LOST. ONLY ONE USER SHOULD EDIT AN APPLICATION AT A TIME, OTHERWISE CHANGES MIGHT BE LOST.**

**Completing the application form:** The application can be completed by using the navigation tabs on the application summary page, with each page categorised as follows:

Page 1: Primary Applicant Details

Pages 2-7: Co-Applicant Details

Page 8: Research Proposal

Page 9: Financial Details

Page 10: Equal Opportunities

A full list of question fields to be completed as part of the application can be found in the following table. Each box in the table represents a page of the application form: the left-hand column contains the questions within each of these pages as set out in the form; the right-hand column contains useful guidance on its completion. A red asterisk (\*) indicates which questions are mandatory and therefore must be complete before the application can be submitted. **Please read the guidance notes carefully before completing the form.**

## SUMMARY

<p><b>Summary table</b></p>	<p>When your application form is complete, all sections on this summary table will be marked as 'Complete'. The <b>'Complete' status will only appear when all the mandatory fields in that section have been completed.</b> All mandatory fields are marked with an asterisk (*). Only once all mandatory fields are marked as "Complete", and all Contributors are marked as "Complete" will a 'Submit' button appear for you to be able to submit your application.</p>
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## Page 1: PRIMARY APPLICANT DETAILS

<p><b>Primary Applicant and all Project Partners Details*</b></p>	<p><u>Primary Applicant</u></p> <p>Please take care to review and complete your personal details accurately. Errors in this section can cause difficulties in the processing of your application. You can update your personal details by checking 'My Account' and selecting the link to 'My Contact Details' and 'My Organisation' and ensuring the relevant details are up to date.</p> <p><u>All Other Partners</u></p> <p>Please include details of all of your project partners (Co-Applicants and Other Participants) using this section. If your partners have Flexi-Grant accounts you can add them by using the search bar provided. If your project partners do not have Flexi-Grant accounts you can add them by selecting 'Add More Contacts +' and entering the details required.</p>
<p><b>Primary Applicant and all Project Partners Organisations*</b></p>	<p><u>Primary Applicant</u></p> <p>Please use the search bar to find your home institution and add the organisation to your application. If your organisation is not available, then it may not be registered in our system. Before requesting the addition of a new organisation, please check that it is not affiliated with any organisation that is already registered. If it needs to be added, please email us at <a href="mailto:GCRF@thebritishacademy.ac.uk">GCRF@thebritishacademy.ac.uk</a>. Please ensure that when adding the primary applicant organisation it is marked as the 'lead organisation' as all applications must be approved by the UK host institution authorities e.g. research grants office, finance department, etc.</p> <p>The approving department of the lead organisation 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 UK host institution as the British Academy cannot be held responsible for emails being caught in spam filters or not being received. <b>It is recommended that you allow at least five working days for this process. Once the UK host institution has checked your application, they</b></p>

	<p><b>will contact you if any changes are required; please note that if changes need to be made, these will have to be done before the 22 May deadline as they cannot be done afterwards.</b></p> <p><u>All Other Partners</u></p> <p>Please include details of all of your project partners' (Co-Applicants and Other Participants) organisations using this section. If your partner's organisation is currently listed on Flexi-Grant, you can add this using the search bar provided. Alternatively, you can add your project partner's organisation by selecting 'Add Organisation +' and entering the details required.</p>
<b>Nationality*</b>	Please use the drop-down list to select your nationality. Additional nationalities can be added after the initial selection if required by selecting 'Add Row'.
<b>Primary* and Secondary Subjects/Other Disciplines</b>	These grants will be awarded to researchers intending to work in any disciplines within the humanities or social sciences. You will need to select the relevant subject areas and fields from those in the drop-down list. If you have additional relevant disciplinary expertise which is not available in the drop-down list, please enter this in the 'Other' field.
<b>Employment Status*</b>	Please confirm that your current position is either permanent or that your current employment will extend beyond the lifetime of the award.
<b>Present Appointment, Department and Employing Institution*</b>	Please give details of your current appointment. The Principal Investigator must be based at an eligible UK university or research institute and must be of postdoctoral (or above) or equivalent status. The Principal Investigator must either be in a permanent position at the institution or have a fixed-term position for the duration of the award.
<b>Permanent Position*/Start Date*/End Date</b>	Applicants must be in established academic posts that will continue at least beyond the end of the funded period of the grant. If your post is not permanent, please explain further in the personal statement how you meet the terms of eligibility for these grants. Please include the start date of your present position, and if on a fixed term contract, please enter the expected end date of your current position.
<b>PhD Confirmation*/Awarded Date</b>	<p><b>Applicants working towards a PhD or awaiting the outcome of their viva/submission of corrections are not eligible to apply.</b> Please therefore confirm that you have a PhD by selecting yes. If you are an established scholar with relevant equivalent experience, but no doctorate, please select 'no' and indicate in the 'personal statement' field why you should be eligible for consideration.</p> <p>Please enter the date of your viva voce examination in the 'PhD Awarded Date' field.</p>
<b>Statement of Qualifications*</b>	Please give details of up to 4 qualifications <b>in reverse chronological order.</b>
<b>Personal Statement</b>	This field is optional but may be used, for example, in providing information regarding interruptions to an academic career or your equivalent research experience. The limit on this field is 150 words.
<b>CV Upload*</b>	A brief CV should be uploaded here as a <b>PDF file</b> . This should be no more than 2 sides of A4. <u>Any CV submitted which is over the 2-page limit will render your application ineligible for consideration.</u> In order to comply with this 2-page limit, the applicant could omit, for example, conference presentations from their CV.

<b>Publications*</b>	Please list up to 6 of your principal and/or relevant publications to date <b>in reverse chronological order</b>
<b>Principal Investigator Time Allocated*</b>	Please indicate how many hours per week the Principal Investigator will spend on the proposed project. <b>The minimum time commitment is four hours per week.</b>
<b>Where did you hear of this scheme? *</b>	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; Institution Research Office; Twitter, colleague, etc.

## Pages 2-7: CO-APPLICANT DETAILS

<b>Co-Applicants*</b>	<p>You will be able to provide details of up to six Co-Applicant(s). <b>Your co-applicant(s) will need to register themselves on the British Academy Flexi-Grant® system before they are able to complete this section.</b> If applicable, please enter all the details of your co-applicant(s) by clicking ‘Contributors’ tab on the Application’s ‘Summary’ page. Please click on the ‘Invite’ button, enter the co-applicant’s email address and then click ‘Send Invitation’. If necessary, it is possible to enter additional co-applicants by repeating the instructions above. Once you have clicked on the ‘Send Invitation’ button, your co-applicant will be able to view your application and amend their section of the application.</p> <p>Please note that all applications must have one lead applicant (PI), although applications on behalf of more than one person are welcome. Please note that all correspondence is sent via the system <b>only</b> to the individual in whose name the application is submitted on the British Academy Flexi-Grant® system. The lead applicant is responsible for notifying any other parties. If there is more than one applicant, or the research involves other partners, please complete this section, and add further co-applicant details (up to a total of six). A ‘co-applicant’ is a joint director of the project with equal responsibility for the academic management of the project. Postgraduate students are <b>not eligible</b> to apply for grant support from the Academy, and applicants (and co-applicants) are asked to confirm in the personal details section(s) that they are not currently working towards a PhD, nor awaiting the outcome of a <i>viva voce</i> examination, nor awaiting the acceptance of any corrections required by the examiners.</p> <p>Please note that only UK-based co-applicants would be able to take over the leadership of a project should the PI not be able to continue in this role.</p> <p>Other participants in a project, whose involvement does not equate to being a ‘co-applicant’, should be named in the relevant section (‘Other Participants’) in the Research Proposal section.</p>
<b>Nationality*</b>	Please use the drop-down lists to select your nationality. Additional nationalities can be added after the initial selection if required by selecting ‘add row’.
<b>Primary/Secondary/Other Disciplines*</b>	These grants will be awarded to researchers intending to work in any discipline within the humanities or social sciences. You will need to select the relevant subject areas and fields from those in the drop-down list. If you have additional relevant disciplinary expertise which is not available in the drop-down list, please enter this in the ‘Other’ field.
<b>Present Appointment, Department, Employing Institution*</b>	Please give details of your current appointment. Co-Applicants from international institutions are strongly encouraged and must be of postdoctoral (or above) or equivalent status.

<b>Permanent Position*/Start Date*/End Date</b>	Co-Applicants must be in established academic posts that will continue at least beyond the end of the funded period of the grant. If your post is not permanent, please explain further in the personal statement how you meet the terms of eligibility for these grants. Please include the start date of your present position, and if on a fixed term contract, please enter the expected end date of your current position.
<b>PhD Confirmation*/Awarded Date</b>	<b>Applicants working towards a PhD or awaiting the outcome of their viva/submission of corrections are not eligible to apply.</b> Please therefore confirm that you have a PhD by selecting yes. If you are an established scholar with relevant equivalent experience, but no doctorate, please select 'no' and indicate in the 'personal statement' field why you should be eligible for consideration.  Please enter the date of your viva voce examination in the 'PhD Awarded Date' field
<b>Statement of Qualifications*</b>	Please give details of up to 4 qualifications <b>in reverse chronological order.</b>
<b>Personal Statement</b>	This field is optional, but may be used, for example, in providing information regarding interruptions to an academic career or your equivalent research experience. The limit on this field is 150 words.
<b>CV upload*</b>	A brief CV should be uploaded here as a <b>PDF file</b> . This should be no more than 2 sides of A4. <u>Any CV submitted which is over the 2-page limit will render your application ineligible for consideration.</u> In order to comply with this 2-page limit, the applicant could omit, for example, conference presentations from their CV.
<b>Publications*</b>	Please use the text box to list up to 6 of your principal and/or relevant publications to date <b>in reverse chronological order</b>

**PAGE 8: RESEARCH PROPOSAL**

<b>Title of Research Proposal*</b>	Please state the title of your research project.
<b>Abstract*</b>	Please use the text box to 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.
<b>Start and End Date Confirmation*</b>	Please confirm that you will start your research on 20 March 2020, and that your research will end 21 months later on 20 December 2021.  Awards must be 21 months in duration from a fixed starting date of 20 March 2020.

<b>Primary*/Secondary Subject/Other Disciplines</b>	These grants will be awarded to researchers intending to work in any aspect of research relevant to the humanities or social sciences, working with other disciplines more broadly where appropriate. Please use the drop-down list to select the humanities or social sciences disciplines most relevant to your proposed research project.
<b>Interdisciplinary Proposal</b>	Please explain the interdisciplinary nature of your proposal.
<b>Time Period, Regional Interests, Audiences*</b>	These drop-down lists provide the opportunity to give further indications of the relevance of your research proposal.
<b>Principal Aims of Project*</b>	Please use the text box to outline how your proposed research project fits the scope of the call.
<b>Proposed Programme*</b>	This text box should be used to describe the proposed research, including objectives, methodology and hypotheses, and the country/countries to which it is relevant. Please state whether the project is a new initiative or links to/builds on a project of longer standing. If appropriate, explain any achievements to date. Please explain briefly the project's intended audience and explain its potential impact in addressing the issues to be tackled. Please set out explicitly in this field the ways in which the proposed research links to the core aims and objective of the overall programme. The limit on this field is 1500 words.
<b>Plan of Action*</b>	Please use the text box to set out the proposed plan of action covering activity to be undertaken during the course of the award. This should be as detailed as is practicable, but suitable allowance may be made for variation in the event of an award being offered. The limit on this field is 800 words.
<b>Planned Research Outputs*</b>	In the text box provided, please only state the type of output(s) expected. The word limit here is 300 words.
<b>Plans for Publication/Dissemination*</b>	Please use the text box to state in more detail what plans you have for publication or other dissemination of your research, including potential publishers, journals, conferences, etc. that are appropriate for your research subject. The limit here is 500 words.
<b>Deposit of Datasets*</b>	Please use the text box to provide details of how and where any electronic or digital data (including datasets) developed during the project will be stored, along with details on the appropriate methods of access. It is a condition of award that all data be freely accessible during, and beyond, the lifetime of the project. If it is anticipated that no electronic data of any sort will emanate from the award in question, then please state this in the field along with any justification for this. The word limit for this section is 500 words.
<b>Other Participants</b>	<p>Please give the names, appointments and institutional affiliations of any participants in the proposed research. Please also describe the contribution to the project to be made by other participants, citing any particular specialisms and expertise.</p> <p>If detail is not yet known, please use the text box below this one to indicate numbers and status of people who might be involved in the research.</p>
<b>Added Value of Collaboration</b>	Please use the text box to provide any comments you wish to make on the particular relevance, timeliness or other aspects of the collaboration, and the benefits envisaged.

<b>ODA Justification Statement*</b>	<p>Please use the drop-down list to select which country/countries on the DAC list will directly benefit from this proposal.</p> <p>Please use the text box to provide an ODA justification statement. In this statement you should indicate whether the country/ies you have selected above will continue to be ODA eligible for the duration of the research. You must also set out how your proposal is directly and primarily relevant to the development challenges (Sustainable Development Goals) of these countries and must explain how you expect that the outcome of your proposed activities will promote the economic development and welfare of a country or countries on the DAC list. Please also explain what the pathways to impact are and what success for this project would look like.</p>
<b>Primary GCRF Challenge Area*</b>	<p>The GCRF has <a href="#">three challenge areas</a>, which are a vision for change and not intended to constrain innovative approaches in other areas that also address these aims.</p> <p>Please use this field to select and address which of these three areas primarily relates to your research proposal. This is a mandatory field.</p>
<b>Secondary GCRF Challenge Area</b>	<p>Please (optionally) use this field to select and address if any of the GCRF challenge areas relate to your research proposal in addition to the primary challenge area you have selected above.</p>
<b>Ethical Issues*</b>	<p>This is a mandatory field. Please select yes or no for the following:</p> <ol style="list-style-type: none"> <li>1) Are there any special ethical issues arising from your proposal that are not covered by the relevant professional Code of Practice?</li> <li>2) Have you obtained, or will you obtain, ethical approval from your employing institution or other relevant authority?</li> </ol> <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 with the answers '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 the answers are yes to special ethical issues and no to having obtained prior approval, please use the text box to describe the non-standard ethical issues arising from your research and how you will address them. Applicants must ensure the proposed research will be carried out to a high ethical standard and must ensure that any potential ethical issues have been considered and explain how these will be addressed. The British Academy requires the research it funds to be conducted in an ethical manner. The host institution 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. Wherever necessary, appropriate consent should be obtained from or on behalf of participants or others affected by the research. If the answer is no to special ethical issues please enter N/A.</p>
<b>Safeguarding*</b>	<p>Please use the text box to outline any safeguarding and/or child protection issues which may occur in relation to or as a result of your project.</p>
<b>Risk Management*</b>	<p>Please use the text box to address issues related to risk management.</p>

	<p>Researchers funded under this programme may choose to undertake fieldwork in the course of the research project. We expect an assessment of any risks entailed within the research project to be outlined within the proposal. For example, risks associated with delivery of the research, financial management, and oversight/governance.</p> <p>Research groups will be required to indicate if (and where) they intend to undertake research in the field. For countries/regions considered by the UK Government's Foreign and Commonwealth Office as a host nation of medium or high risk, the application will also require researchers to demonstrate that the PI (and the PI's host institution) understand the risk management implications and can monitor and manage the risks effectively. This should include, but not be limited to, any risks that researchers will encounter in an area of civil unrest, violence and/or crime. This aspect will be explicitly covered in the approval of any application by the appropriate authorities at the PI's host institution, to confirm that the duty of care responsibility rests with the host institution.</p>
<p><b>Other Relevant Information</b></p>	<p>Please use the text box to enter the details of any other relevant information.</p>

## PAGE 5: FINANCIAL DETAILS

<p><b>Financial Details/ Justification*</b></p> <p><b>*Please refer to pages 7-8 above for a full list of eligible costs.</b></p>	<p>Eligible purposes for the funding include the time of the PI, and any Co-Applicants involved in directing the project (the minimum commitment of a PI is expected to be equivalent to 4 hours per week across the period of the award); postdoctoral research assistance; travel and related expenses; networking costs, including travel to London to attend two events organised by the British Academy; and a contribution to university costs in hosting and supporting the research team. Award-holders based in the UK will be expected to base the division of spend on the Full Economic Costing basis.</p> <p>Please use the table to indicate the figures for such costs (in GBP) between the various headings.</p> <ul style="list-style-type: none"> <li>▪ Travel Costs: please include all costs associated with travel, whether by the PI, Co-Applicants or other participants. Remember to include the cost of travel to London for two events organised by the British Academy.</li> <li>▪ Other Costs: please include in this section any other eligible costs, including consumables.</li> <li>▪ Staff (Directly Allocated): please include all costs related to payment for the time of the PI and any Co-Applicants.</li> <li>▪ Other Directly Allocated Costs: please include any other related costs; for example, for UK-based applicants, and university estates costs.</li> <li>▪ Indirect Costs: Please include here any indirect costs such as central administrative costs or other university services.</li> <li>▪ Research/Clerical Assistance: please include all costs of research or clerical assistance.</li> </ul> <p>Consumables include the purchase of specialist software (not readily available in the UK host organisation), datasets, photocopies, microfilms, etc., and any other minor items that will be used up during the course of the project. Applicants may apply for short-term consultancy or salary costs for expert staff, or short periods of research assistance.</p> <p>The following items are <b>not eligible</b> for funding (applicants registered with special needs may consult the Academy about possible exceptions): computer hardware including laptops, electronic notebooks, digital cameras, etc.; books and other permanent resources; the preparation of camera-ready copy, copy-editing, proof-reading,</p>
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	<p>indexing, nor any other editorial task; subventions for direct production costs (printing, binding, distribution, marketing etc.); costs of publication in electronic media.</p> <p>Applicants should prepare accurate costings for the proposed research expenses and should be particularly careful not to overestimate the resources required.</p> <p>Costs should be clearly itemised and justified in terms of the research programme.</p> <p>If a claim for childcare is included, please supply sufficient justification for the case to be assessed.</p> <p>Please note that awards are cash-limited, and there is no scope for supplementation of an award. Projects should be fully costed from the outset.</p> <p><b>Please do not use ‘£’ signs in the amount boxes.</b></p>
<b>Previous British Academy Applications</b>	Please use this space to provide details of any applications (successful or unsuccessful) that you have made to any <b>British Academy</b> funding calls.
<b>Previous ODA-eligible Applications*</b>	Please use this space to provide details of any GCRF, Newton Fund, or other ODA-funded activities with which you have been involved in the past ( <b>whether related to the British Academy or to another funding body</b> ). This may include, but is not limited to: GCRF or Newton Fund awards you have held as a Principal Investigator; GCRF or Newton Fund awards with which you have been involved as a Co-Applicant or in another capacity; GCRF or Newton Fund events you may have attended or participated in; and any GCRF or Newton Fund applications you may have made which were unsuccessful.
<b>Applications to Other Funding Bodies*</b>	Please tell us here if you have made any other applications in connection with this project? If so, with what results?

## PAGE 6: EQUAL OPPORTUNITIES

<b>Equal Opportunities</b>	<p>This section is optional however the British Academy would greatly appreciate it if you can complete the details to assist us in our diversity monitoring.</p> <p>The British Academy is committed to its policy of Equal Opportunity in the provision of its grants and awards. Please help us to monitor the effectiveness of this policy by providing information concerning your age, gender, ethnic origin and disabilities (if any).</p> <p>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> <p><b>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.</b></p>
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**THE ACADEMY WILL ONLY PROCESS COMPLETE, SUBMITTED APPLICATIONS.**

**Submission of Application**

Once you have submitted your application for approval by your host UK institution, automatic emails will be sent to your host UK organisation approver asking them to log on to the system. You will not be able to edit your application after it has been submitted to your host UK organisation for approval. The host UK organisation approver will either: approve and submit your application, 'send back' your application and contact you to request modifications (if before the 4 December deadline), or decline your application and contact you.

**Please be aware that it is your responsibility to ensure that you complete your application in time for your UK host institution to process it (including requesting changes) and provide their approval by the closing date. It is recommended that you allow at least five working days for this process, but please check with your proposed UK institution as their internal timetables may require earlier submission.**

If your host UK organisation approver requests modifications through the British Academy 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 UK organisation.

Once your UK host institution has approved your application and submitted it to the British Academy, it will not be possible to make any changes.

**Please note that once the closing date has passed, UK organisation approvers cannot approve applications and submit them to the British Academy and unapproved applications are removed from consideration. No late applications will be accepted.**

It is recommended that you check that your application is submitted in time. To see the details of the UK organisation approver and to check the status of your application, you should log into the British Academy GMS and click on the link to the Application Portal where a summary of your application will be displayed.

**Outcome of Application**

Once your application has been submitted, and if it has been approved, you will not be contacted again by the British Academy until the decisions have been made. You can track the progress of your application by logging in again to the Flexi-Grant system at any time. Results are issued by email.

*Applicants in any doubt about their eligibility or any other aspect of their application under this call are advised to contact the British Academy's International Team*

Tel: 020 7969 5220

Email: [GCRF@thebritishacademy.ac.uk](mailto:GCRF@thebritishacademy.ac.uk)