

Call for Proposals:
British Academy Writing Workshops 2019

Scheme Notes for Applicants

Please read these Scheme Notes carefully:
Incorrectly submitted applications will not be assessed

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

Purpose

1. The British Academy is inviting proposals to develop one or more training and research workshops in the Global South aimed at bringing together journal editors, UK-based scholars and early career researchers in the Global South to support the development of promising academics, promote the uptake of research emanating from the Global South in journals and further intellectual scholarly interaction between researchers in the UK and those based in the Global South.
2. The intention is to cultivate professional networks and mentorship and provide access for early career researchers in the Global South to the academic requirements of journals, including international journals, and equip them with the necessary knowledge to publish in these journals. This will support the development of their academic careers and promote the visibility of their research in international publications. It is expected that journal editors and UK-based scholars will work intensively to support workshop participants to produce papers in preparation for publication.

Deliverables

3. The primary intended deliverable is to encourage and support early career researchers in the Global South to develop scholarly publications for high impact journals in the fields of the humanities and social sciences.
4. The workshops should also include at least one session providing advice on the drafting of grant applications.
5. The workshops should enable early career researchers based in the Global South to build scholarly networks and develop connections with academics and journal editors based in the UK and elsewhere. This will be measured through participant feedback and post-event reports collected by the applicant.

Eligibility

6. The lead applicant must be based at a UK university or eligible research institute, and be of postdoctoral or above status (or have equivalent research experience). The lead applicant must either be in a permanent position at the institution or have a fixed-term position for the duration of the award. **The lead applicant must provide a CV of no more than two pages. Any longer than two pages and the application will be ineligible.**
7. Each application must have at least one co-applicant from an institution in the Global South.
8. An Individual cannot be the PI on more than one bid for funding from this programme. No Individual may be a Co-Applicant on more than two projects (nor may be a PI be additionally a Co-Applicant on more than one other project).
9. Only proposals which aim to support the “economic development and welfare of developing countries” will be supported under this call. The primary objective of the proposed project must thus be directly and primarily relevant to the problems of developing countries in order for the research to be counted as [ODA](#). The British Academy will require applicants to demonstrate that their proposals are 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.
10. All proposed workshops must take place in ODA eligible countries.

Value of Awards and Eligible Costs

11. The value of the award is set at a maximum of £20,000. Funding must be used in the direct delivery of the workshops, and can cover travel and related expenses, subsistence costs, clerical assistance and consumables, networking, meeting and/or conference costs.
12. Awards will be paid in full on acceptance of the award from March 2019. Payment will be made to the UK institution where the applicant is based.

Research Ethics

13. Applicants must ensure that the proposed research will be carried out to a high ethical standard. They must ensure that any potential ethical issues have been considered and must also explain how these will be addressed. The British Academy requires the research it funds to be conducted in an ethical manner.

14. The UK institution of the lead applicant 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
15. 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.
16. 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.

Risk Management

17. Depending on the country/region concerned, there is a risk that the workshops will be in an area of civil unrest, violence/crime. Applicants will be required to indicate if (and where) they intend to undertake workshops in such areas. For countries/regions considered by the UK government's Foreign and Commonwealth Office as a host nation of medium or high risk, applicants will also be required 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 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.

Reporting

18. Successful applicants will be required to provide the Academy with a post-event report for each workshop within three months of the workshop. The report should include:
 - a. A brief description of the activities undertaken during the workshops, those who attended and their institutional affiliations, and a summary of lessons learnt;
 - b. How these activities achieved the workshops' aims and objectives and what outcomes and impact the workshops had;
 - c. An analysis of the participant feedback collected at the workshops;
 - d. A final statement of expenditure.
19. Any underspend will be required to be refunded to the British Academy.

Application and Assessment Procedures

20. Workshops must take place before 15th December 2019.
21. Applications will be assessed according to the following criteria:

- a. The quality and significance of the proposal, in particular in relation to making a significant advance in the career development of early career researchers in the Global South;
 - b. The feasibility of the proposal in terms of the structure and planning of the workshop and support from local partners and journals, and appropriate timing and plan of action, including the past track record of the applicant;
 - c. Evidence that the workshop is ODA eligible. Only projects that demonstrate that they satisfy ODA eligibility criteria will be eligible for funding;
 - d. Value for money.
22. 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
23. 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 on time will not be considered.
24. You will not be able to submit your application until you have completed each section in full. **It is your responsibility to ensure that your application is submitted in good, and in sufficient time, for it to be approved by your employing institution.** 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.
25. Proposals must be completed and submitted by **Wednesday 16th January 2019, 5pm UK time.**

Code of Practice

26. The British Academy has a [Code of Practice](#), 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.

Contact Details

27. Should you have any further questions, please contact:
international@thebritishacademy.ac.uk
Telephone: +44 (0)20 7969 5220

28. Application Information

Applications can only be submitted online using the British Academy's online Flexi-Grant® Grant Management System (GMS) system via (<https://britishacademy.flexigrant.com/>). Further information about the GMS can be found here: <http://www.britac.ac.uk/flexi-grant>. If you have not previously used the British Academy's Flexi-Grant® GMS, please follow the registration process from the Flexi-Grant® homepage. Applications cannot be submitted on paper or in any other format. *The deadline for applications to be submitted (to include the receipt of all referee and HoD references) is Wednesday 16th January 2019.* The application will be treated as confidential at all times.

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

- **Personal details:** When registered in the British Academy Flexi-Grant® system, 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. 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 2 hours 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 form'.

- **Uploading PDF documents:** 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 3 Mb in size.
- **Email addresses:** The British Academy Flexi-Grant® system 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:** You will not be able to submit your application until you have completed each section in full. ***It is your responsibility to ensure that your application is submitted in good time, and in sufficient time, for it to be approved by your employing institution.*** 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.
- **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, Nominated Referee, Head of Department, 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® users view your draft application, in advance of submission, by providing their email address and entering the permissions you want them to have. They will be able to log in using their existing password and also see and, depending on permissions, amend your application.
- **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 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. See 'Submission of Application' below.
- **Guidance:** In the tables below you will find in the left-hand each question as set out in the application sections and in the right-hand column useful guidance on its completion.

- **Further clarification:** If any of this advice is unclear, or 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 'Download as PDF'), AND CHECK IT THOROUGHLY, INCLUDING EMAIL ADDRESSES AND UPLOADED PDF FILES, BEFORE SUBMITTING IT FOR APPROVAL BY YOUR 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.

29. Completion of application

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: Eligibility
 Page 2: Lead Applicant Details
 Page 3: Co-Applicant Details
 Page 4: Research Proposal
 Page 5: Financial Details
 Page 6: 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.**

PLEASE BE AWARE: it is your responsibility to ensure that you complete your application in time for the UK host organisation to process it and provide their approval by the approval deadline. Once they have checked your application they will contact you if any changes are required. It is recommended that you allow at least five working days for this process.

SUMMARY

<p>Summary table</p>	<p>When your application form is complete, all sections on this summary table will be marked as 'Complete'. The 'Complete' status will only appear when all the mandatory fields in that section have been completed. All mandatory fields are marked with an asterisk '*'. Only then will a 'Submit' button appear for you to be able to submit your application.</p> <p>If you are unable to see the submit button but your application appears complete on the Summary page, you will need to check the Contributors tab to ensure that your invited contributors have completed their pages and marked them as complete. Once this has been done, and all the other pages have been completed, the 'submit' button should appear.</p>
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Page 1: eligibility

<p>Primary* and secondary subjects</p>	<p>Please select a Subject Group from the drop-down menu.</p>
<p>Time Period *</p>	<p>Please select all relevant time periods from the list provided.</p>
<p>Regional Interests *</p>	<p>Please select all relevant regions from the list provided.</p>
<p>Employing Organisations *</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 International@thebritishacademy.ac.uk.</p>

Page 2: Lead Applicant Details

<p>Title, Names, Address, Email address etc. *</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.</p>
<p>Nationality *</p>	

Statement of qualifications and career *	Please enter your qualifications and date awarded. Please give details of all qualifications in reverse chronological order.
Present Appointment, Employing Institution, Department start and end dates *	Please give details of your current appointment, indicating if it is a permanent position and also entering your start date. If you are on a fixed-term contract, please also include your end date. The applicant must be ordinarily resident in the UK.
PhD confirmation *	Please confirm whether you are in receipt of a PhD by selecting either 'yes' or 'no'. If you are not yet in receipt of your PhD, please specify the date you submitted it and the date you expect it to be awarded; this must be before the project goes into effect.
Personal Statement	This field is optional, but may be used, for example, in providing information regarding interruptions to an academic career. The limit on this field is 150 words.
Publications *	Please list all major publications (please use the following format: authors (all,) title, journal, vol, no., pp.-, month, year)
Curriculum Vitae Upload *	A brief CV (two pages maximum) should be uploaded here as a PDF file .
Where did you hear of this scheme?	Please provide details of where you heard about this scheme.

Page 3: Co-Applicant Details

Co-Applicant 1*,2,3 and 4	Please select yes or no to indicate the number of co-applicants that are involved. If you select yes the below questions will appear for each co-applicant.
Name	Please enter your co-applicants title, first name and surname.
Present Appointment, Employing Institution, Department start and end dates	Please give details of your co-applicant's current appointment, indicating if it is a permanent position and also entering your start date. If you are on a fixed-term contract, please also include your end date.
PhD confirmation	Please confirm whether your co-applicant is in receipt of a PhD by selecting either 'yes' or 'no'. If they are not yet in receipt of your PhD, please specify the date they submitted it and the date they expect to be awarded; this must be before the project goes into effect.

Personal Statement	This field is optional, but may be used, for example, in providing information regarding interruptions to an academic career. The limit on this field is 150 words.
Curriculum Vitae Upload	A brief CV (two pages maximum) should be uploaded here as a PDF file .
Publications	Please list all major publications (please use the following format: authors (all,) title, journal, vol, no., pp.-, month, year).
Primary subject and Regional Interests	Please use the drop-down boxes provided to indicate the subject of your co-applicant's discipline and regional interests.
Nationality	Please use the drop-down box to select your co-applicant's nationality.

Page 4: Research proposal

Title of Research Proposal *	Please state the title of your proposed research
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.
Start Date – End Date/Project Duration *	<p>Please indicate the proposed start date and end date of your proposed research. The start date must begin after March 2019 and end by 15th December 2019</p> <p>To select a date in the future using the calendar feature in the British Academy Flexi-Grant® system, click on the month and year in between the two arrows at the top of the box. 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 'Okay' and the calendar will take you to the month and year you have selected.</p>
Proposed Programme *	<p>This field should be used to describe the proposed activity, including participation of journal editors and academic workshop organisers as well as a session on drafting grant applications, target attendees for the workshop, plans for promotion of the call for applications, responsibilities for workshop organisation, and objectives of the workshop.</p> <p>The limit for the proposed programme field is 1500 words.</p>
Plan of Action *	Please indicate here a clear timetable for your application including an outline of how the

	<p>workshop(s) will be organised and structured; how the call for applications will be promoted and how the participants will be selected (including in which countries/regions).</p> <p>Please say which journals will be targeted and whether you have any pre-existing links with them. The limit on this field is 800 words.</p>
Other Participants	<p>Please enter into the text box provided in a clear way the names, appointments and institutional affiliation of any other participants and researchers in the proposed research. If you do not have details yet, please indicate numbers and status of people who might be involved.</p> <p>Please also indicate if your workshop(s) will bring together researchers from more than one country in the Global South, and if so, which countries.</p>
Role of Other Participants	<p>Please describe the contribution to the project to be made by other participants, citing any particular specialisms and expertise in the text box provided.</p>
Added Value of Collaboration	<p>Please provide any comments you wish to make on the particular relevance, timeliness or other aspects of the collaboration, and the benefits envisaged.</p> <p>Please also say how the workshop(s) will benefit researchers in the Global South and how the workshops will respond to a clearly defined need.</p>
Outcomes *	<p>Please enter the expected outcomes of your workshop(s).</p>
Ethical Issues*	<p>This field is mandatory and must be addressed by all applicants.</p> <p>Are there any special ethical issues arising from your proposal that are not covered by the relevant professional Code of Practice? Have you obtained, or will you obtain, ethical approval from your employing institution or other relevant authority?</p> <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 any special issues arise and approval has not yet been obtained, please answer yes and no, and provide more explanation.</p>
Risk Management *	<p>Please use this section to address any issues related to risk management.</p> <p>The limit is 750 words.</p>
ODA Related *	<p>Please provide an ODA justification statement. You should consider using the following questions when preparing this statement:</p> <ol style="list-style-type: none"> 1. Which country/countries on the DAC list will directly benefit from this proposal and are these countries likely to continue to be ODA eligible for the duration of the research? 2. How is your proposal directly and primarily relevant to the development challenges (Sustainable Development Goals) of these countries? 3. How do you expect that the outcome of your proposed activities promote the economic development and welfare of a country or countries on the DAC list / What are the Pathways to Impact? <p>Please also use this section to outline how the workshops will work with local partners and contribute to local capacity.</p>
Workshop Details *	<p>Please use the table provided to enter the details of your workshop(s).</p>
Other Relevant Information	<p>Please use this space to provide details of any other relevant information.</p>

PAGE 5: FINANCIAL DETAILS

<p>Financial Details/ Justification*</p> <p>*Please refer to page 2 above for a full list of eligible costs.</p>	<p>Please use the table to indicate the figures for such costs (in GBP) between the various headings.</p> <p>Travel Costs: please include all costs associated with travel, whether by the PI, Co-Is or other participants, as well as the cost of travel for participants of the workshop(s). Please also include all costs associated with accommodation for any participants in the project.</p>
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	<p>Other Costs: please include in this section any other eligible costs, including consumables, workshop cost (such as venue hire and AV) and any other meeting or networking related costs.</p> <p>Clerical Assistance: please include all costs of research or clerical assistance (if any).</p> <p>In the justification box, please make a clear statement about the expected division of costs between the headings – indicating, for example, the expected costs of travel, networking, related expenses and so on.</p>
Value Sought *	Please enter the total amount of funding sought.
Applications to other funding bodies *	The British Academy does not require applicants to demonstrate that the research has also attracted funding from other bodies, but please use this space to indicate if it has done so. The limit on this field is 750 words.

PAGE 6: EQUAL OPPORTUNITIES

Equal opportunities	<p>This section is optional. The Academy would however, greatly appreciate it if you complete the details.</p> <p>You must either complete the form or tick the box stating that you do not want to complete the form. If you do not tick one or other of the boxes the system will regard your application as incomplete and will not allow you to submit it.</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 gender, age, date of birth, 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>
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THE ACADEMY WILL ONLY PROCESS COMPLETE, SUBMITTED AND APPROVED APPLICATIONS