Pump Priming Collaboration between UK and EU Partners

Scheme Notes for Applicants

2024 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. The British Academy with the support of the Royal Society, the Academy of Medical Sciences, and the Royal Academy of Engineering are inviting proposals from UK and EU/Associated Countries-based researchers to pump prime collaborations to support the effective uptake of the opportunities provided by the UK's association to Horizon Europe. For the purpose of this call Associated Countries include those countries in the process of associating as listed here.

2. Proposals are welcome in all disciplines – engineering, natural sciences, medical and health sciences, humanities, and social sciences.

3. Proposals are welcome from research organisations and universities based in the UK, and working with UK-based small and medium sized businesses (SMEs) is strongly encouraged. Proposals that involve collaboration with any other type of organisation eligible for Horizon Europe funding (based in the UK and/or the EU/Associated Countries), including third parties, end users and similar bodies/organisations such as hospitals, libraries, regulators, commercial partners, creative industry partners, museums, local authorities and associations, NGOs, charities and companies are also welcome.

4. The aim of the call is to develop collaborative activity between UK and EU/Associated Countries' entities in Pillar 2 of Horizon Europe. Applicants will need to identify a specific upcoming Call and Topic in this Pillar as the focus of their proposed collaboration with the goal of submitting an application to that upcoming Call and Topic building on this pump priming funding. Applicants will be required also to indicate the expected level of UK participation in the proposed application to Horizon Europe.

5. Applicants are encouraged to consider carefully the type of organisations that will be needed to make a successful application to their selected Pillar 2 Horizon Europe Call and Topic, and involve SMEs, third parties, end users, commercial partners, and similar bodies/organisations based in the UK and/or the EU/Associated Countries where this is desirable and/or necessary in terms of the Call and Topic they are aiming to apply to.

6. This call for proposals is supported by the UK's Department for Science, Innovation & Technology.

7. We are able to offer awards of up to £10,000. Awards will start by the end of March 2024.

8. **Assessment will be undertaken over two rounds with applications submitted by 17 January 2024, 17.00 (UK time) considered initially, and then a second deadline (if funding remains available) of 21 February 2024, 17.00 (UK time). If there is a high number of applications submitted before the 17 January 2024 deadline, the Academy reserves the right to begin assessment prior to the formal deadline.**

Programme Aims

9. This programme is providing pump priming funding to seed collaborations for applications to specific Horizon Europe topics in Pillar 2. The aim is to build collaborative activity between UK and EU/Associated Countries' entities in Pillar 2 where the major consortia building type of applications in Horizon Europe are centred. This will help UK-based entities overcome the barriers to collaborative engagement with EU/Associated Countries' partners to maximise the opportunities Horizon Europe presents. For the purpose of this call, Associated Countries include those countries in the process of associating as listed here. Third country partners, such as Switzerland, can also be considered as appropriate, but projects and proposed consortia must provide confidence that they will address necessary eligibility and impact criteria.

Scope of the Call

10. Horizon Europe is the largest ever EU Framework Programme for research and innovation, with a budget of over €95bn (2021–2027, excluding contributions from Associate Countries). Such EU programmes offer significant opportunities to access new knowledge, partners, markets, customers and suppliers.

11. Funding of up to a maximum of £10,000 per grant will be awarded to support proposal. This will cover collaboration preparation activities to enable multinational consortium building, as well as costs for developing the project ideas and gaining a better understanding of the market opportunities.

12. The expectation is that this funding will be utilised in a variety of ways but could include feasibility studies, application advice and training, partnership building, and dedicated resource to take forward an application.

13. The purpose of this call is **not** to implement the proposed projects that will be submitted to Horizon Europe, but to give the UK-based partners the resources needed to collaborate with EU organisations and stakeholders to further develop the idea and the market opportunities. Any applications that apply to implement the proposed project will be considered ineligible.

14. The call is focused **solely** on Pillar 2 of Horizon Europe – Global Challenges and European Industrial Competitiveness.

15. Applications **must** identify a Call and Topic in Pillar 2 that they will specifically target to apply to on the back of this pump priming funding.

16. Within Pillar 2 the Calls and Topics that this pump priming funding can be used to target **must** be from the 2024 Work Programmes onwards (i.e. Calls and Topics with 2024 in the call code) that are listed on the Horizon Europe funding portal as either 'open for submission' or 'forthcoming'. Such Calls and Topics may target any type of action and focus on any cluster: 1 (Health), 2 (Culture, Creativity and Inclusive Society), 3 (Civil Security for Society), 4 (Digital, Industry and Space), 5 (Climate, Energy and Mobility) and 6 (Food, Bioeconomy, Natural Resources, Agriculture and

Environment).

Applying

17. Applicants will be required to complete a short form that will include detailing the following:

   - The Call and Topic within Pillar 2 that the application is targeting;
   - An indication of the expected UK participation in the proposed Horizon Europe project (i.e. the extent/scale of involvement the application is looking to see UK organisations have);
   - The alignment of the application with the proposed targeted Call and Topic explaining how the application would address the scope and expected outcome specified in the Call and Topic text;
   - An overview of the research proposed in the pump priming application with an outline of activities and potential partners and how together they will meet the requirements of the Call and Topic that is being targeted in Pillar 2;
   - An outline on how this pump priming funding would add value in enabling and improving the development of the proposal;
   - The deliverable: providing information on the anticipated level of funding that will be sought from Horizon Europe and the activities that would be fulfilled if the Horizon Europe bid is successful;

18. In all cases, it is for the applicants to demonstrate the feasibility of their proposed pump priming grant.

Eligibility of Applicants

19. Each project will be led by a named Principal Investigator (PI). The PI must be a researcher in the eligible disciplines for this call and from an eligible UK-based organisation. The PI is expected to direct and manage the grant and has responsibility for the overall project reporting requirements.

20. Proposals are welcome in all disciplines – engineering, natural sciences, medical and health sciences, humanities, and social sciences.

21. Proposals that involve working closely with UK SMEs are strongly encouraged, and proposals can also seek to engage with any other type of organisation eligible for Horizon Europe funding (based in the UK and/or the EU/Associated Countries), including third parties, end users and similar bodies/organisations such as hospitals, libraries, regulators, commercial partners, creative industry partners, museums, local authorities and associations, NGOs, charities and companies as appropriate to the selected Call and Topic.

22. The PI must be of postdoctoral or above status (or have equivalent research or innovation experience). The PI's position must last at least the duration of the grant funded by the Academy.

23. An individual cannot be the PI on more than one bid under this call.

24. 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 advisers, practitioners, industry representatives, etc.

25. Research and/or clerical assistance is an eligible cost under this programme and it can be supported where a reasonable case is made in line with the type of work that is required to be undertaken.

26. Applicants may not resubmit proposals that have been considered unsuccessful for funding in previous rounds of this rolling funding call.

Funding Eligibility

27. Funding may be used to support:
    a. costs for concept or proof of market work and proposal development
    b. costs of meetings for the organisations involved in the UK or the EU to prepare the proposal
    c. travel and subsistence, including costs to participate in information days, brokerage events directly related to Horizon Europe objectives, relevant discussions with European Commission officials or similar
    d. research and/or clerical assistance (based in the UK or internationally)
    e. due diligence work on partners
    f. costs towards child or parent care if activity is conducted away from home and it is not possible to make alternative arrangements
    g. contributions towards support services such as proposal writing

28. The following items are **not** currently eligible for funding (applicants registered with additional needs may consult the Academy about possible exceptions prior to application):

    a. institutional overheads, or any element that should properly be ascribed to institutional overheads
    b. purchasing of assets
    c. computer hardware including laptops, electronic notebooks, digital cameras, etc.
    d. books and other permanent resources
    e. the preparation of camera-ready copy, copy-editing, proof-reading, indexing, nor any other editorial task
    f. subventions for direct production costs (printing, binding, distribution, marketing etc.)
    g. costs of publication in electronic media
    h. travel and maintenance expenses for purposes such as lecture tours or to write up the results of research
    i. carbon offsetting
    j. open access fees

29. 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 the proposal being submitted.

Duration of Award

30. An interim report with a final financial statement must be submitted, and all award activity concluded, prior to the deadline of the Horizon Europe call being applied to. Funds must not be used after submission of the interim report, and any underspend must be returned to the British Academy. Awards will be required to provide further reporting on their award after the interim report, including in relation to the outcome of their application to Horizon Europe.

Selection Criteria

31. All eligible proposals submitted in response to this call will be assessed by relevant peer reviewers.

32. Applications will be assessed against the following criteria:

    a. The expertise of the applicants in the specific selected Horizon Europe Call and Topic and the alignment of that expertise and the content of the application with that Call and Topic;
    b. The feasibility of the pump priming proposal including within the timescale of the award, and its plan of action in terms of supporting the delivery of a successful application to Horizon Europe;
    c. The demonstrated commitment and ability of the organisations involved to work together and make a successful application to Horizon Europe;
    d. The added value of this funding to the proposed pump priming activity.

Application and Assessment Procedure

33. 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.

34. 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.**

35. The deadline for submissions and UK institutional approval for the first round of assessment is **17 January 2024 at 17.00 (UK time). Applicants will not be allowed to make any changes to their applications or submit any additional information after the 17 January deadline.**

36. **Assessment will be undertaken over two rounds with applications submitted by 17 January 2024, 17.00 (UK time) considered initially, and then a second deadline (if funding remains available) of 21 February 2024, 17.00 (UK time). If there is a high number of applications submitted before the 17 January 2024 deadline, the Academy reserves the right to begin assessment prior to the formal deadline.**

Code of Practice

37. 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 Academy's ethics policy and the appeals procedure.

38. Feedback is not a feature of this programme and the Academy is, regretfully, 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

39. Please contact internationalgrants@thebritishacademy.ac.uk 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 internationalgrants@thebritishacademy.ac.uk to request the addition of the organisation.

The deadline for submissions and UK institutional approval for the first wave of assessment is **17 January 2024 at 17.00 (UK time).** Applicants will not be allowed to make any changes to their applications or submit any additional information **after the 17 January deadline.**

The call will remain open for a second submission window. The Academy will announce on its website when the funding has been fully utilised.

Further assessment will be undertaken with applications submitted by 21 February 2024**, 17.00 (UK time)** considered in a second wave.

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'.

• *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.

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 **17 January 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. 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 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 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 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, 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.

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: Research Proposal

Page 2: Financial Details

Page 3: Primary Applicant Details

Page 4: 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

Summary Table	When your application form is complete, all sections on this summary table will be marked as 'Complete'. The '**Complete' status will only appear when all the mandatory fields in that section have been completed.** All mandatory fields are marked with an asterisk '*'. Only once all mandatory fields are marked as "Complete", and all Contributors are all marked as "Complete" will a 'Submit' button appear for you to be able to submit your application.

Page 1: RESEARCH PROPOSAL

Title of Research Proposal*	Please state the title of your research project.
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. The limit is 150 words.
Start and End Date Confirmation*	Awards will begin no later than 31 March 2024. In addition, please confirm the end date of your award, the award end date must be prior to the submission date of your application to Horizon Europe.
Horizon Europe Call and Topic targeted within Pillar 2*	The call is focused solely on Pillar 2 of Horizon Europe – Global Challenges and European Industrial Competitiveness. Applications must identify a Call and Topic in Pillar 2 that they will specifically target to apply to on the back of this pump priming funding. Within Pillar 2 the calls that this pump priming funding can be used to target must be from the 2024 Work Programmes onwards (i.e. calls with 2024 in the call code) that are listed on the Horizon Europe funding portal as either 'open for submission' or 'forthcoming'. Such calls may target any type of action. In this section, please ensure that you set out the following information: - You must identify a Call and Topic in Pillar 2 that you will target. - You must confirm which cluster it relates to. - You must name the Call and Topic in full including reference number. - You should explain what type of action it relates to. The limit on this field is 250 words.
Expected level of UK participation in proposed application*	The aim is to build collaborative activity between UK and EU/Associated Countries' entities in Pillar 2 where the major consortia building type of applications in Horizon Europe are centred. This will help UK-based entities overcome the barriers to collaborative engagement with EU/Associated Countries' partners to maximise the opportunities Horizon Europe presents. Applicants are required to indicate the expected level of UK participation in the proposed application to Horizon Europe. The limit on this field is 250 words.

Application Alignment with proposed targeted call*	This field should be used to explain how the application would address the scope and expected outcome specified in the call and topic text. To demonstrate alignment, applicants must explain how the proposed research would match the key requirements and objectives of the specific Horizon Europe Call. In forming their judgment on this, the assessors will also consider whether the application addresses the research and innovation objectives and topics it claims to. It is important, therefore, for applicants to understand fully the background, challenge, scope and expected outcome of the competition, as outlined in the Horizon Europe Call. The limit on this field is 750 words.
Overview of work proposed and clear plan of action*	This field should be used to explain how you will use the Pump Priming Award Funding to contribution to a successful Horizon Europe application. In addition, give a brief description of the envisaged collaborators, partner organisations or individuals, that will be involved in the application and how together they will meet the aims of this Call and Topic. In forming their judgment on this, the assessors will also consider the feasibility of the proposed work and plan of action. The limit on this field is 750 words.
Other Participants*	Under 'Other Participants' please give the names, appointments, and institutional affiliation of any other 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, in the 'Role' text box. If detail of Other Participants are not yet known, again please use the text box to provide indicative numbers and/or types of people who may be involved in the project.
Anticipated level of funding and objectives*	This field should be used to provide information on the anticipated level of funding that will be sought in the Horizon Europe application and the work that would be fulfilled if the Horizon Europe bid is successful. Outline the proposed project's objectives and activities as well as the anticipated level of funding you are seeking. The limit on this field is 500 words.
Added Value of Grant*	Under 'Added value of grant' please outline on how this Pump Priming Funding would add value in enabling and improving the development of the proposal. The limit on this field is 500 words.
Ethical Approval*	Have you obtained, or will you obtain, ethical approval from your employing institution or other relevant authority? Please answer this yes/no. Please use this text box to outline any further information related to ethical approval that you wish the Academy to be aware of.
Special Ethical Issues*	Are there any special ethical issues arising from your proposal that are not covered by the relevant professional Code of Practice? Please answer this yes/no, it is not expected that any special ethical issues will arise that are not already covered by relevant professional Codes of Practice. If this is not the case, please outline in the below free text box below. If the answers are yes to special ethical issues and no to having obtained prior approval, please describe in the available space 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 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. Wherever necessary, appropriate consent should be obtained from or on behalf of participants or others affected by the research.
Safeguarding*	Please use this section to outline any safeguarding and/or child protection issues which may occur in relation to or as a result of your project. If you do not anticipate any safeguarding issues, please write 'NIL RETURN'.

PAGE 2: FINANCIAL DETAILS

Financial Details/Justification * **Please refer to pages 5-6 above for a full list of eligible costs.*	Eligible purposes for the funding include: - Costs for concept or proof of market work and proposal development - Costs of meetings for the organisations involved in the UK or the EU to prepare the proposal - Travel and subsistence, including costs to participate in information days, brokerage events directly related to Horizon Europe objectives, relevant discussions with European Commission officials or similar - Research and/or clerical assistance (based in the UK or internationally) - Due diligence work on partners - Costs towards child or parent care if activity is conducted away from home and it is not possible to make alternative arrangements - Contributions towards support services such as proposal writing Please use the table to indicate the figures for such costs (in GBP) between the various headings. - Travel, Fieldwork and related expenses: please include all costs associated with travel, whether by the PI, or other participants. - Research Assistance: please include all costs of research/clerical assistance, ~~child or parent care.~~ - Other Costs: please include in this section any other eligible costs, including consumables, due diligence work on partners, networking costs, child or parent care. 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. The following items are **not eligible** for funding: - institutional overheads, or any element that should properly be ascribed to institutional overheads - purchasing of assets - computer hardware including laptops, electronic notebooks, digital cameras, etc. - books and other permanent resources - the preparation of camera-ready copy, copy-editing, proof-reading, indexing, nor any other editorial task - subventions for direct production costs (printing, binding, distribution, marketing etc.) - costs of publication in electronic media - travel and maintenance - carbon offsetting - open access fees Applicants with additional needs are encouraged to consult with the Academy about possible exceptions. Applicants should prepare accurate costings for the proposed research expenses and should be particularly careful not to overestimate the resources required. Costs should be clearly itemised and justified in terms of the research programme. If a claim for childcare is included, please supply sufficient justification for the case to be assessed. **Please do not use '£' signs in the amount boxes.**
Value Sought*	Please state the total amount of funding requested. Please ensure that this matches the total set out in the budget table. The total should not exceed £10,000.
Justification*	Please provide details of funding related to the relevant fields set out in the financial details table above. Applicants should prepare accurate costings for the proposed research expenses and should be particularly careful not to overestimate the resources required. Costs should be clearly itemised and justified in terms of the research programme for this application.

Previous British Academy Applications*	Please use this space to provide details of any applications (successful or unsuccessful) that you have made to any British Academy funding calls.
Applications to Other Funding Bodies*	Please tell us here if you have made any other applications in connection with this project? If so, with what results?

Page 3: PRIMARY APPLICANT DETAILS

Primary Applicant Contact Details*	Please take care to review and complete your personal details accurately. Errors in this section can cause difficulties in the processing of your application. You can update your personal details by checking 'my account' and selecting the link to 'my contact details' and 'my organisation' and ensuring the relevant details are up to date.
Nationality*	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'.
Employment Status*	Please confirm that your current position is either permanent or that your current employment will extend beyond the lifetime of the award.
Permanent Position*/Start Date***/End Date**	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.
Present Appointment, Department and Employing Institution*	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 permanent position at the institution or have a fixed-term position for the duration of the award. All applications must be approved by the UK host 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 UK host institution as the British Academy cannot be held responsible for emails being caught in spam filters or not being received. **It is recommended that you allow at least five working days for this process. Once the UK host institution has checked your application, they 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 17 January/21 February deadline as they cannot be done afterwards.** **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 and provide their approval by the closing date.**
PhD Confirmation*/ **Awarded Date**	**Early career applicants working towards a PhD or awaiting the outcome of their viva/submission of corrections are not eligible to apply.** Please therefore confirm that you have a PhD by answering 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.
Personal Statement *	The Academy is aware that individuals will have had different opportunities to balance their research with other commitments during their career or may come from diverse or non-traditional career backgrounds. For example, having taken extended leave including parental or medical leave, or having returned to research following time in other roles or having had periods of significant teaching or administrative workload that may have impacted on the applicants' research. Please use this question to provide further information, so that the Academy can take this into account when assessing applicants' track record. There is a word limit of 400 words.
Key Career Appointments and Posts *	Please Provide your Key Career Appointments and Posts as a list.

Key Career Publications, Grants, and other Career Highlights *	Please provide a list of key relevant publications, grants, and highlights, that you think most appropriate for an award under this scheme.
Where did you hear of this scheme? *	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 select from the drop-down menu or describe in the text box.

PAGE 4: EQUAL OPPORTUNITIES

Equal Opportunities	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. The British Academy is committed to its policy of Equal Opportunity in the provision of its grants and awards. Please help us to monitor the effectiveness of this policy by providing information concerning your age, gender, ethnic origin and disabilities (if any). **The information provided will be treated as strictly confidential and will be used for statistical purposed only. It will not be seen by those involved in the selection process and no information will be published or used in any way which allows any individual to be identified.**