

# Applicant Submission Guidance for British Academy Research Projects

**2024 competition**

## 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 Declaration Page
- Page 2: Research Proposal
- Page 3: Eligibility
- Page 4: Lead Applicant details
- Page 5: Lead Applicant Career Summary
- Page 6: Co-Applicant details/career summary
- Page 7: Second Co-Applicant details/Career Summary
- Page 8: Financial Details
- Page 9: Equal Opportunities
- Page 10: Lead applicant Referee

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:

<b>Summary Table</b>	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 then will a 'Submit' button appear for you to be able to submit your application.
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Page 1: Eligibility declaration page

<b>UK Residency</b>	Please note, you must be ordinarily resident in the UK - have a registered UK address - to be eligible for this scheme. If you answer No to this question, unfortunately your application is not eligible.
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<b>Experience, PhD or Equivalent</b>	Please note, PhD or equivalent experience is required in order for your application to be considered. Please select the relevant options in the dropdown menu.
<b>Multiple applications</b>	Please note, only ONE application can be submitted (whether as Primary or Co-Applicant) per round of applications.
<b>Outstanding reports</b>	Please note, any outstanding reports must be submitted by the earliest start date of your proposal, otherwise your application will be withdrawn. Please select Not Applicable if you have not previously been granted an Award and therefore do not have any reports to submit.
<b>Lead Applicant Referee</b>	Please note, if your referee is based at the same institution as any applicant on your proposal, your application will not be accepted. Please find an alternative referee if this is the case.
<b>Project costs</b>	Please ensure your proposed costs are within budget, and please also refer to our eligible costs table

Page 2: Research Proposal

<b>Subject area</b>	Please select the Subject Area from the drop-down menu that is most relevant to this proposal
<b>Title of Research Proposal</b>	In this field, please avoid using any unnecessary quotation or other punctuation marks (e.g. do not use quotation marks round the full title simply to indicate it is a title). Consider the presentation by checking the 'print application' option to ensure that the title appears as you wish it to.
<b>Abstract</b>	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
<b>Project Progress</b>	Please provide a short statement of any progress made on the project already. If the project has not been started then please leave this part blank or N/A.
<b>Plan of Action</b>	<p>The proposal must;</p> <ul style="list-style-type: none"> <li>• clearly specify the context, and research objectives of the proposed study,</li> <li>• describe the methodology to be used, and</li> <li>• set out a realistic research programme, describing the activities that will take place, and explaining how they will contribute to the achievement of the research objectives</li> </ul> <p>Applicants should give an account of their research which is complete of itself and should not depend on material facts being provided by their referees, nor rely on special prior knowledge on the part of assessors.</p> <p>Where the bulk of funding sought is to finance a workshop(s) or conference(s), applicants should give a clear account of the overall research programme, provide a justification of the contribution of the event(s) to the achievement of the research objective, and give an account of the onward research planned.</p>

	<p>It is essential that applicants clearly state the reasons why funds are needed. For example, it is not sufficient to state that the applicant will visit a particular archive: adequate details must be provided of sources to be consulted, and the length of visit must be clearly justified. The applicant should briefly explain why alternative access to material, such as microfilm or internet access, is not appropriate.</p> <p>Grants are intended only for the planning and conduct of primary research. They are <u>not</u> available to cover the costs of spending time at another institution for purposes such as the writing up of primary research. All applications must clearly itemise the <b>research programme</b> to be undertaken at any location. Convenience is not a justification.</p> <p>If support is sought for visits between UK and overseas scholars, applicants should clearly explain the purpose of the meeting(s).</p> <p>If a research assistant is to be employed, applicants should provide a brief job description, clearly stating the nature of the work to be undertaken by the research assistant, and the arrangements for ensuring adequate supervision. If the research assistant has already been identified, details should be given under ‘other participants’, otherwise, applicants should state the skills and qualifications sought.</p> <p>Applicants should justify the period of employment (or number of hours) for which funding is sought (e.g., has a pilot study or sample been conducted to show how long it will take the assistant to achieve the task in question?). <b>Please note that PhD candidates employed as research assistants on projects funded by the Academy should work for no more than 10 hours per week on projects outside their own PhD research.</b> British Academy research grants may not be used to fund work by PhD candidates that is directly related to their PhD thesis.</p> <p>If the study will involve the use of a questionnaire as a research tool, a sample of the questionnaire (in English) should be submitted, if available at the time of application. Please note no other attachments can be uploaded. The PDF cannot exceed 3 Mb in size.</p> <p>Independent researchers, not affiliated to an institution, should provide evidence of access to relevant facilities and resources.</p> <p>If applicants wish to include a reference list/ bibliography then this should be included as part of the main text – <b>you cannot upload this as an additional document.</b> Please note it is not a mandatory requirement that you include a list of references.</p>
<p><b>Plans for Publication and Dissemination</b></p>	<p>Under ‘planned research outputs’, please only state the type of output expected. Please give more detail about potential publishers etc. under plans for publication. In assessing value for money, the assessors may consider the intended outcome as compared with the amount of money sought, although it is fully appreciated that some modes of research are more expensive than others and proposals will not be discriminated against on grounds of cost alone.</p>

<b>Significance and Context</b>	Please explain briefly the project's intended audience and explain what impact it has already made or its potential impact on the subject: Who uses the published results of the project's work? How widely cited are the volumes? Has the project already made an impact on its field of research?
<b>Sustainability</b>	The Academy is concerned about the long-term sustainability of the resources it supports. Please provide details about the approach taken to this in relation to the following areas: Sustainability of leadership, Ideas, Hosting institution, Research data. Sustainability of Access: Discoverability, long -term preservation and access.
<b>Project Personnel and Committee</b>	Please confirm the names of the Project Chair, Director and Other committee members and indicate the number of staff who are involved in the project.
<b>Future Targets and Objectives</b>	Please describe the final targets of the project including the total expected outcomes, the anticipated final end date.
<b>Scholarly Practices</b>	Please give details of the project's planning for the creation and maintenance of a database and/or website; rationale for editorial guidelines governing the work of the project; accessibility of the project to new scholars who might become involved in its work and any other information relevant to the scholarly practices governing the work of the project.
<b>Project Start/ End Date</b>	To select a date in the future using the calendar feature, click on the month and year in between the two arrows at the top of the box. To change the year keep clicking on the box – a second click will produce a decade. Use the arrows to move back or forward in time. To change the month, a second box will appear where you can select the month you wish and then you can type the year you require in the box provided. Click on the date and the calendar will take you to the month and year you have selected where you can select the relevant date for display.
<b>Host Department</b>	Please explain the extent of institutional support provided by the host. How closely is the project governed by or related to it's institutional base (If it has one)

Page 3: Eligibility

<b>Primary and Secondary Subjects</b>	Your application must be relevant to the Humanities and/or Social Sciences and you will need to select the relevant subject areas and fields from the drop-down list
<b>Time Period, Audiences, Regional Interests</b>	These fields provide the opportunity to give further indications of the relevance of your subject area. They are optional fields.
<b>Employing Organisation</b>	<p>Please select your current employing organisation (or independent scholar if appropriate). The majority of appropriate establishments are registered in the system. <u>If your employing organisation is not there, however, please contact the institution's research support services, or equivalent, and ask them to provide the Research Awards Department with contact details of an appropriate person in the organisation to act as an approver on its behalf.</u></p> <p>All applications must be approved by the employing organisation authorities e.g. research grants office, finance department, etc. The</p>

	<p>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. <b>The deadline for this round is the deadline by which approval must be given.</b> Remember that the application cannot be submitted for approval before the referee has submitted their reference, so it is essential to obtain the reference well before the deadline.</p> <p>It is strongly recommended that the applicant maintains an open dialogue with the approving department at your employing institution as the British Academy cannot be held responsible for emails being caught in spam filters or not being received.</p> <p><b>It is recommended that you allow at least five working days for this process. Once they have checked your application, they will contact you if any changes are required, please note if changes need to be made these will have to be done before the deadline as they cannot be done afterwards.</b></p>
<p><b>Co-Applicants</b></p>	<p>Please note that all applications must have one lead applicant, 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® GMS.</p> <p>The 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 the relevant sections of the co-applicant personal details and co-applicant career summary. A ‘co-applicant’ is a joint director of the project with equal responsibility for the academic management of the project.</p> <p><b>For the Annual Research Projects scheme up to a maximum of two co-applicants can be named.</b></p> <p>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>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>

Page 4: Lead Applicant Personal Details

<p><b>Lead Applicant Contact Details</b></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>
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	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.
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Page 5: Lead Applicant Career Summary

<b>Present Appointment, Employing Institution and Department</b>	Please give details of your current appointment.  Applications are welcomed from independent or retired scholars, and such applicants should indicate ‘independent scholar’ here and select this as their ‘organisation’ in the eligibility section. ‘Approval’ of their application will be given by the BA as appropriate
<b>Personal statement</b>	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
<b>Publications, Unpublished Research</b>	Please list up to 6 relevant publications to date <b>in reverse chronological order</b> under publications; and any unpublished studies previously funded by any agency, including but not restricted to the British Academy. Please give details of planned publication dates or explain why the research has not yet been published. Assessors may take backlogs of publication into account.

Pages 6 & 7: Co applicant Personal details and Career summary

<b>Co-Applicant</b>	<b>In this scheme up to a maximum of two co-applicants can be named.</b>  Your co-applicant(s) will need to register themselves on the British Academy GMS before they are able to complete this section.  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 amend the relevant co-applicant career summary page.
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Page 8: Financial Details

<b>Financial Details/ Justification</b>	Please provide details of funding in the relevant fields.  Applicants should prepare accurate costings for the proposed research expenses and should be particularly careful not to overestimate the resources required. Applicants are advised that competition for funds can be fierce, and proposals on the margin for award may have a greater chance of success if they are modestly costed.
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	<p><b>Costs Should be clearly itemised and justified in terms of the research programme.</b> If the Academy is being asked to support only a proportion of the total costs, please explain this clearly under proposed programme on the proposal tab.</p> <p>It is advised that travel costs should be clearly justified; that the length of time for which subsistence is sought should be justified in the application; that per diem rates should be explained; that hourly or monthly rates of research assistants should be specified; and that the period of employment needed for a research assistant should be fully justified. If a claim for child or parental care is included, please supply sufficient justification for the case to be assessed.</p> <p>Per diem rates: The Academy will <b>normally</b> offer no more than £2,000 per month for subsistence away from home, or a maximum daily rate of £100 for shorter visits, to include food, accommodation and local daily travel. If you are going to be requesting more than this, we ask that you make your case and explain the reasons for this. Applicants are asked to quote realistic daily rates, bearing in mind that the Academy reserves the right to reduce the amount requested if it is thought excessive. In all cases the Academy is looking to ensure value for money.</p> <p>In cases where funds are sought for the costs of illustrative material, please note that if there is an agreement for commercial publication, further information may be sought about the general finances for the volume(s). Requests for reproduction fees (for text or image) will only be considered if a publishing contract is in place.</p> <p>Please note that no payments can be made to the principal investigator or co-applicant(s) either for their own salary costs or for replacement teaching.</p> <p>Please note that grants are cash-limited, and there is no scope for supplementation of an award. Projects should be fully costed from the outset.  <b>Please do not use ‘£’ signs in the amount boxes.</b></p>
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Page 9: Equal Opportunities

<p><b>Equal opportunities</b></p>	<p>This section is optional; however, the Academy would greatly appreciate it if you can complete the details to assist us in our diversity monitoring.</p> <p>The British Academy is committed to its policy of Equal Opportunity in the provision of its grants and awards. Please help us to monitor the effectiveness of this policy by providing information concerning your age, gender, ethnic origin and disabilities (if any).</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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<p>Referee</p>	<p>Applicants are <b>required</b> to nominate one referee and ensure that the supporting statement from their chosen referee is submitted on the British Academy Flexi-Grant® GMS well in advance of the deadline for the submission of your application.</p> <p>Please enter all the details of your referee by clicking ‘Contributors’ tab on the Application’s ‘Summary’ page. Please click on the ‘Invite’ button, enter the referee’s email address and then click ‘Send Invitation’.</p> <p>Please note that the reference must be submitted into the British Academy Flexi-Grant® GMS <b>BEFORE</b> you can formally submit the application for approval, and you are strongly advised to ensure that your referee submits the reference well in advance of the formal deadline for the submission of your application.</p> <p><b>Please be aware that the deadline as it appears to the referee is the same deadline as the submission of your application, and you also need to allow time for approval to be given by your employing organisation. Please note this deadline is final.</b></p> <p>Your referee should be familiar with your project and able to comment on its significance and feasibility, and on your abilities. The reference may be supplied by a scholar based outside the UK if you wish. <b>Your referee must be drawn from outside your own employing institution and from outside the employing institution of your co-applicant(s), if any.</b></p> <p>Before listing your referee on your application form, you should seek permission from them that they are happy to provide this by the deadline. <u>It is essential that you enter the correct email address for your referee otherwise your referee will not receive the automated messages delivered from the British Academy Flexi-Grant® GMS.</u></p> <p>We strongly advise that you alert your referee as early as possible to allow them enough time to provide their reference in the system. Note that the deadline shown to the referee is the deadline for the whole application to be submitted. The application needs to be approved before the same deadline, and it cannot be submitted for approval before the reference is submitted.</p> <p><b>An application cannot be considered for an award unless the proposal and reference have been submitted on time.</b></p> <p>Please note that references <u>must</u> be provided through the British Academy Flexi-Grant® GMS, they cannot be provided as an email attachment nor sent by post in hard copy. <u>Any references received after the deadline, or outside of the system, or by another academic at the same institution as you or a co-applicant(s) will not be accepted, and your application will be withdrawn from this competition.</u></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 organisation, automatic emails will be sent to your host 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 organisation for approval.** The host organisation approver will either: approve and submit your application, 'send back' your application and contact you to request modifications 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 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 institution as their internal timetables may require earlier submission.

If your host organisation approver requests modifications through the British Academy Flexi-Grant® 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 organisation.

Once your host organisation 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, host organisation approvers cannot approve applications and submit them to the British Academy; 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 host organisation approver and to check the status of your application, you should log into the British Academy Flexi-Grant® GMS and click on the link to the Application Portal where a summary of your application will be displayed.

**Assessment criteria:** Assessors will evaluate the proposal on the basis of its academic merit, taking into account its originality, its relationship to, and the volume of, research already in the field, the scholarly importance of the research proposed, the suitability of the methodology, the feasibility of the research programme, the specificity of the scheme of research, the presentation, and intended outcomes.

Assessors will evaluate the ability of the applicant(s) to undertake the proposed research, taking into account their track record in terms of publication, their academic age and stage of career. Backlogs of publication (including any reasons given by applicants) may be taken into account in assessing the current proposal.

The primary assessment of quality will be based on the specific research objective of the proposal, and whether the methodology and research programme outlined are likely to lead to successful achievement of the objective. The details of how the objective will be achieved - whether through research visits, use of research assistance, workshops, or any combination of eligible activities/costs - will be assessed only in relation to each individual application. No preference will be shown between individual or collaborative modes of research. There are no quotas for

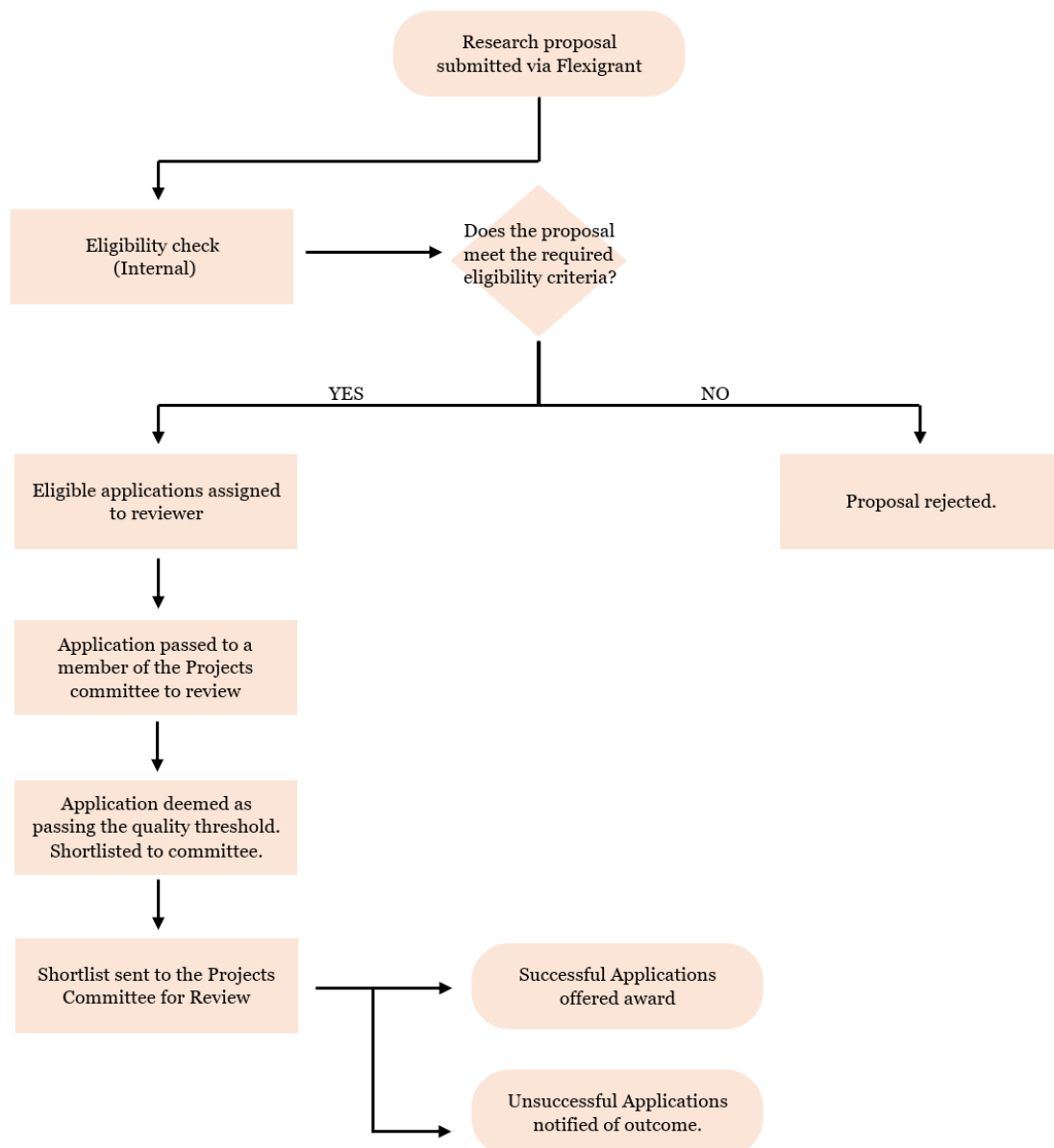
different types of application, and no comparisons will be made across applications on the grounds of their operational and financial specifications. For projects involving partners from other countries, assessors may take into account the availability of partner funding; in cases where partner funding is likely to be scarce, assessors may give priority to those projects which are likely to contribute to capacity building and lead to benefits for the wider scholarly community.

Assessors may consider evidence of language competence where the understanding of material in a foreign language is crucial to the achievement of the research objective.

Comparative judgements about value for money may be considered at the final stage of assessment. Any special case made for endangered or emerging fields may be taken into account at the final stage of assessment.

NB. The administration of the scheme is undertaken solely by the British Academy and all aspects of the application process, assessment process and award management is undertaken by the Academy.

**Please see the flowchart below for an overview of the application to award process:**



## **Outcome of Application**

Once your application has been submitted, complete with the reference, and 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 are advised to contact the Research Funding Office at the Academy, where staff will be pleased to assist.

The British Academy  
Research Funding Office  
10-11 Carlton House Terrace  
London SW1Y 5AH

Due to remote working we recommend  
contacting us by email only  
Email: [grants@thebritishacademy.ac.uk](mailto:grants@thebritishacademy.ac.uk)