



## CBRL: Guidance Notes for Pilot Study Research Awards 2017-18

CBRL Pilot Study Research Awards are offered for new postdoctoral research in the humanities and social sciences to be undertaken in the countries of the Levant (Cyprus, Israel, Jordan, Lebanon, Palestine and Syria). We will consider applications for research on contemporary issues in Egypt, especially where they include a regional component relevant to the Levant. Funds are available to provide support for researchers undertaking initial exploratory work or a feasibility study with a view to preparing a later application for major funding from a Research Council or the British Academy or similar. Awards may be used to cover travel, round tables, seminars, or initial exploratory fieldwork. In addition, CBRL will assist such feasibility studies through the provision of its facilities and in establishing local contacts. In exceptional circumstances applications to work outside the Levant to study Levantine material or archives held elsewhere will be considered, but applicants must discuss this with the CBRL Director in advance of submitting an application. To be eligible under this scheme, a project must involve an element of travel to (or from) the Middle East. It is also essential that the project must produce a report suitable for publication, especially where the study does not develop into a larger project.

Awards are available for the direct costs of primary research, including:

- travel and maintenance away from home
- consumables, including expendable excavation equipment
- specialist software
- costs of interpreters or government representatives in the field
- research assistance or short-term costs for specialist staff
- in certain cases, costs of preparing illustrative material and fees for reproduction rights
- essential charges made by local government agencies.
- costs to organise small round tables or seminars

The following items are **not** eligible for support:

- institutional overheads
- computer hardware
- books
- permanent resources or equipment, such as vehicles or EDMs
- publication costs
- payment in lieu of salary, or for personal maintenance at home
- replacement teaching costs
- expenses for lecture tours or attendance at conferences

The level of individual awards does not normally exceed £7,500 and in most cases will be well below that level. Please note that applications to cover no more than the cost of travel and subsistence and not exceeding £800 should be submitted as an application for a Travel Grant. Awards resulting from the present round of applications must be claimed and spent within the



financial year 1 April 2017–31 March 2018. Pilot Study Research Awards will only be awarded for a single year.

### **Eligibility**

Pilot Study Awards are open to post-doctoral scholars who are ordinarily resident in the United Kingdom. Applicants must also be a CBRL member (you may apply for membership when you submit your application for the award).

The CBRL follows the test set by the Inland Revenue concerning residency status: if the Inland Revenue classes you as ‘ordinarily resident’ you are likely to meet the CBRL’s criterion for residency. To be ‘ordinarily resident’ in the UK you must show that you habitually and normally reside in the UK from choice and for a settled purpose, year after year. If you are living in the UK mainly to receive full-time education and would normally be living elsewhere, you will not usually be treated as being ‘ordinarily resident’ in the UK.

Most awards are made to staff employed in universities and other institutions of higher education, but applicants are not restricted by either academic or employment status. Rather, they must show that they are seeking support for advanced research at postdoctoral or equivalent level. Awards are not available for the support of courses of study leading to professional qualifications. **Postgraduate students and PhD candidates are not eligible to apply for Pilot Study Research Awards**, whether or not the project is related to the topic of their thesis, but may apply for a Travel Grant. PhD candidates are also able to apply for a Junior Visiting Research Fellowship.

Awards cannot be made retrospectively for research that has already commenced. This means that the research to be supported by funds applied for on or by 15<sup>th</sup> December 2016 must not have started before 15 March 2017. If the application is successful, the funds may not be claimed before 1 April 2017.

### **Subject Areas**

CBRL Pilot Study Research awards are offered for study and research in the humanities and social sciences at postdoctoral level in the countries of the Levant (Cyprus, Israel, Jordan, Lebanon, Palestine and Syria). We can also accept applications for study and research on contemporary issues in Egypt.

Within the very broad spread of academic disciplines supported, CBRL has set up a Strategic Research Initiative in *Exploring Identities in the Levant*.

It also supports a number of other Key Research Themes:

- a) *The origins, development and practice of economic and social strategies in the Middle East from earliest times to the modern day.*
- b) *Long-term landscape, environment and climate change studies, from the past through to predictive models for future developments, including working with natural science research.*
- c) *The interface between East and West.*
- d) *The investigation of multiple identities in the Middle East.*



e) *The diachronic and synchronic study of the use of language and the written record in Middle Eastern society.*

It is important in your application to indicate which of these research themes your project fits into.

### **Method of application**

Forms may be obtained either by downloading from the CBRL website [www.cbri.org.uk](http://www.cbri.org.uk) or from the UK Administrative Secretary ([cbri@britac.ac.uk](mailto:cbri@britac.ac.uk)). **Applicants should submit their applications direct to the UK Administrative Secretary on or before the closing date.** Applications must be submitted by e-mail, where institutional authorisation is required on an application please arrange in addition for your institution to e-mail their authorisation.

A report from one referee is sought on all applications for awards. You are therefore asked to approach one referee to submit a reference request form, **who must not be a member of your own institution or university but should be familiar with your work.** Please note that referees must not be members of the CBRL Committee or CBRL staff or a current applicant for a CBRL award. You should send your referee a copy of your application together with the reference form which is attached to the back of the application. **Your referee should e-mail the reference form direct to the CBRL's UK Administrative Secretary by the closing date (15<sup>th</sup> December 2016).** **Applicants are advised that an application cannot be considered for an award unless both the application and the reference have been received by the closing date. It is your responsibility to inform your referee of the closing date.** In most cases, the CBRL also seeks further reports from independent assessors and we therefore request you to suggest three individuals, who have no connection to the proposed project, which could be approached to act as external assessors. The same stipulations regarding suitability of the referee apply to external assessors and therefore **please note that members of your own Institution or University, or the CBRL Committee or CBRL staff, or a current applicant for a CBRL award cannot be nominated as external assessors.**

### **Timing of application**

Applications and references from the applicant's nominated referee must be received by the CBRL's UK Administrative Secretary **by 15<sup>th</sup> December 2016.** A minimum of three months is required to assess applications after this closing date. Please ensure therefore that you have allowed sufficient time before the date when you plan to begin the research. Your application will be deemed ineligible if your research is timed to start before the decision on the application has been reached (i.e. before 15 March 2017). Unless otherwise specified, awards will be announced towards the end of March 2017 and may be taken up at any time between 1 April 2017 and 31 March 2018.

### **Project details**

Applicants should clearly identify the primary product of their proposed research. You are advised that failure to provide adequate detail on the research proposal in the space allocated may seriously disadvantage your application. If using a downloaded form, please **do not** expand the space provided and please **do not** reduce the font size below 10 pt. The proposal must:

- clearly specify the context and research objectives of the proposed study
- describe the methodology to be used
- set out a realistic research programme



Applicants should give an account of their research which is complete in itself and should not depend on material facts being provided by their referees, nor rely on special prior knowledge on the part of assessors.

It is essential that applicants clearly state the reasons why research funding is 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, is not appropriate.

Awards are intended only for the conduct and writing up of primary research. All applications must clearly itemize the research programme to be undertaken at any location. Where appropriate, all applicants are asked to address the question that appropriate permission has been obtained in order to carry out the research proposed. If the project depends on interviews, it would be helpful to indicate if you have contacted the relevant individuals or organisations. CBRL requires that you follow the code of ethics for field research recommended by your academic institution.

If a research assistant is to be employed, applicants should provide a job description, clearly stating the nature of the work to be undertaken by the research assistant, and the arrangements for ensuring adequate supervision. The *cv* of the proposed researcher(s) (if known) should be included with the application; otherwise, applicants should state the skills and qualifications sought. If the research assistant is not identified at the time of application, any funds awarded will be subject to the CBRL's approval of the RA's suitability. Applicants should justify the period of employment (or number of hours) for which funding is sought. **Please note** that PhD candidates employed as research assistants on projects funded by the CBRL should work on the project for no more than 10 hours per week. Applicants are reminded that research funds may not be used to fund work by PhD candidates that are directly related to their PhD thesis.

Please note that applicants should obtain necessary insurance for the project, ideally through their own institution, and ensure that all individuals participating in the project have necessary insurance cover.

Please note that additional sheets of paper relating to the current funding application (unless containing information specifically requested) will not normally be forwarded to the Committee, so applicants are requested to supply all relevant information on the application form itself.

### **Financial details**

Applicants are advised to prepare careful costings for the proposed research expenses. Costs should be clearly itemized and justified in terms of the research programme. If the CBRL is being asked to support only a proportion of the total costs, please list all the expenses connected with the particular phase of research for which you are seeking support from the CBRL, as assessors will wish to gauge the scale of the whole project. In this case, please indicate which costs are being sought from the CBRL by typing in bold, or putting an asterisk by the relevant items.

Travel costs should be fully itemized. Thus, the length of time for which subsistence is sought should be justified in the application; *per diem* rates should be explained; hourly or monthly rates of



research assistants should be specified; and the period of employment needed for a research assistant should be fully argued. Air travel between the UK and the Levant should be budgeted at economy fare rate which is normally below £400 (or up to £500 in high season). Hourly rates for UK-based research assistants should normally be based on the University pay scale, with point 24 (c.£14 per hour) suggested for those with a Master's degree and point 29 (c.£16 per hour) for those with a Doctorate in a related discipline. If a variation on this figure is requested, please supply justification.

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).

Please note that no payments can be made to the principal researcher(s), either for their own salary costs or for replacement teaching. Please also note that funds are cash-limited, and there is no scope for supplementation of an award; projects should be fully-costed from the outset.

### **Applications to other bodies**

Since awards made by the CBRL rarely cover the full costs of research, applicants are encouraged to combine their application to the CBRL with applications to other award-making bodies. In such cases, basic information about the other application(s) should be included on the application form, preferably in the form of a table indicating for which elements support is being sought from different bodies. **Please note, however, that it is no longer permissible for an applicant to be in receipt of funding from the CBRL and the British Academy for the same project in the same year - even if the items being funded by the respective funding bodies are different.** It is important to show a complete budget, so that the CBRL can judge whether the project is viable. The CBRL's UK Administrative Secretary **must be kept informed** of the results of other applications.

### **Assessment procedures**

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

The CBRL follows a Code of Practice for assessing applications for research awards. The Code of Practice sets out the principles of equity, integrity and confidentiality governing the treatment of all applications for research awards.

### **Payment of awards**

Higher Education Funding Councils continue to take account of the volume of income received by individual universities from Research Councils and other research funding agencies in determining their block grants to institutions. For this reason, the CBRL, like the British Academy, normally pays funds to university or other institutional authorities rather than to individuals. In the case of research funding, the CBRL makes payment when advised by the award-holder that expenditure is about to be incurred. Research awards are hypothecated to named researchers and do not attract institutional overheads. Institutions may have their own arrangements for handling research funding



income, including individual awards, but under the terms of CBRL awards institutions must undertake to release the full amount of the award to the researcher immediately upon request.

Awards must be taken up and spent within the financial year for which they are made (in this case 1 April 2017–31 March 2018). If not taken up within the year they will be cancelled. By the same token, funds not spent within that year should be returned to the CBRL, unless prior written permission has been obtained from the CBRL to carry them over into the next financial year.

### **Conditions of award**

A list of the conditions attached to the award will be sent to successful applicants when the offer of an award is made. Successful applicants are required to accept the conditions of the award before it can be confirmed.

### **Data Protection**

The CBRL is registered under the Data Protection Act 1998 and adheres to the Data Protection Principles. Applicants should be aware that information that they provide will be stored and circulated as necessary for the assessment procedures to be followed. Application forms may be retained for up to ten years, and may be consulted by the CBRL in the event of future applications being submitted. Details of award holders (including name, institution, project details and amount of award) will be used to compile published lists of award-holders which may be made available on the internet, and to produce statistical and historical information on CBRL awards. Signing the attached application form constitutes your agreement to all terms, conditions and notices contained in the notes for applicants.

*For further details or advice, please contact the UK Secretary, ([cbri@britac.ac.uk](mailto:cbri@britac.ac.uk)) or the Regional Director ([director@cbri.org.uk](mailto:director@cbri.org.uk)) CBRL, 10 Carlton House Terrace, London, SW1Y 5AH*