



## **CBRL: Conditions for Project Completion Awards 2017/18**

### *Use of Award*

1. The award is to support the research project described in the application. If it is proposed to vary the project or programme in any significant way, prior approval must be sought from CBRL by contacting the Administrative Secretary.
2. Expenditure should be made in accordance with the items originally set out in the application. Expenditure may be moved between budget heads, within reason. Small adjustments may be made without recourse to CBRL, but if any significant adjustment to the proposed expenditure is envisaged, prior permission should be sought from CBRL.
3. Any items of equipment and research resources purchased with the help of a CBRL award must be deposited on the expiry of the award with an institution (usually the recipient's own, CBRL, or otherwise as agreed with CBRL). Such items do not become the personal property of the award-holder.

### *Research Ethics*

4. The CBRL attaches considerable importance to the maintenance of high ethical standards in the development, conduct and reporting of the research it supports and to ensure that it is conducted in a professional manner and will not give rise to distress or annoyance to individuals.
5. It is the responsibility of the award-holder's institution to ensure that your research is organised and undertaken within a framework of best practice and CBRL expects research to be conducted in accordance with the highest standards of integrity and research methodology. Ethical issues should be interpreted broadly and may encompass, among other things, relevant codes of practice, the involvement of human participants, tissue or data in research, research that may result in damage to the environment and the use of sensitive economic, social or personal data.

### *Health and Safety*

6. The award-holder's institution is responsible for ensuring a safe working environment is provided for all individuals associated with a research project. Its approach and policy on health and safety matters must meet all regulatory and legislative requirements.

### *Payment of Award*

7. Wherever possible, awards are paid to the employing institution, in order that the funds may be accounted as a research income. The CBRL's awards, however, are made on the understanding that they do not attract institutional overheads.
8. Payment of the sum awarded will be made at the request of the award-holder, when expenditure is about to be incurred. The full amount of the award will then be paid directly to the award-holder's institution or – exceptionally and only if specifically requested – to the award-holder in person. When requesting payment please allow for at least two weeks for



payments to be processed. Award-holders should additionally make allowance for the time needed by their own institution to complete its accounting procedures.

9. Award-holders are urged to start work on their project promptly, and to claim the award as soon as costs begin to be incurred. Should work be seriously delayed, CBRL may be obliged to cancel the award and reallocate the funds, although without prejudice to its consideration of any subsequent application on its merits. Awards unclaimed at the end of the financial year (31 March) will be automatically cancelled, unless prior written permission has been obtained from the CBRL for an extension. Similarly, award monies paid but remaining unspent at the end of the financial year should be returned to the CBRL, unless prior written approval has been granted for them to be carried over to the following financial year.

#### *Accounting for Award*

10. All award holders must complete a CBRL Project Completion Award Report Form and submit it to the Administrative Secretary to arrive no later than 1 month after the end of the financial year to which the award relates (i.e. by 30 April in the following financial year). In addition to a statement of accounts relating to the CBRL award, the report should also provide details of any other grants received by the project and how they were spent. In cases where the award has been paid directly to the applicant, rather than administered by an institution, the accounts must be supported by relevant receipts and vouchers.

#### *Reports*

11. Project Completion Award holders, are expected to fulfill any publication plans outlined in the application and to notify the CBRL's UK Administrative Secretary of any publications emerging from their project on an annual basis. A copy of the publications must be provided for the CBRL library.
12. Award-holders may be asked to provide a report for the *Bulletin* no later than 1 month after the end of the financial year to which the award relates (i.e. by 30 April in the following financial year).
13. Award-holders should provide CBRL with the URL of web pages that contain information concerning the project funded. Where these are not provided suitable information should be provided for the CBRL web site. If no such information is provided then CBRL may abstract information from application forms and report forms.
14. Scholars who are producing digital datasets must deposit material, where appropriate, with the Arts and Humanities Data service (details at [www.ahds.ac.uk](http://www.ahds.ac.uk)) or the UK Data Archive for the social sciences (details at [www.data-archive.ac.uk](http://www.data-archive.ac.uk)).
15. Due acknowledgement of support received from the CBRL should be made in any publication resulting from the research, whether an article, a book, or any other form of output, including web pages.

#### **CBRL Contact Points and Publications**



CBRL Award Report forms, including details of accounts, should be submitted to the UK Administrative Secretary, CBRL, 10 Carlton House Terrace, London, SW1Y 5AH or by email to [cbri@britac.ac.uk](mailto:cbri@britac.ac.uk)

Award-holders may be asked to write a report for the CBRL *Bulletin*, which should be written in an engaging and accessible style suitable for a general audience. Instructions for authors can be downloaded from <http://www.tandfonline.com/toc/ycbr20/current>. Reports may be up to 1,500 words with 2-3 illustrations. Any queries concerning contributions to the *Bulletin* should be sent to Prof Bill Finlayson ([director@cbri.org.uk](mailto:director@cbri.org.uk)). Please submit completed reports and illustrations to the UK Administrative Secretary, CBRL *Bulletin*, 10 Carlton House Terrace, London, SW1Y 5AH ([cbri@britac.ac.uk](mailto:cbri@britac.ac.uk)).