



## **CBRL: Guidance Notes for Project Completion Awards 2017-18**

CBRL has a policy of ensuring the completion of research projects, including a small number of 'back-log' projects inherited from its predecessors, the BSAJ and BIAAH. In some cases this includes support for additional analytical work, in others for support to produce final publication manuscripts, to complete project archives, or to repatriate research materials to the appropriate authorities in the region. While most current research should have included provision for such matters in their grant support, some older projects could not make sufficient provision from the funds then available, particularly in view of changing costs and requirements. CBRL has some limited funds available to help such work. At present most of these funds are dedicated to completing projects that have been prioritized by the CBRL Research Committee, but it may be possible to provide some small-scale support to other researchers.

Only projects that received significant support from CBRL, BSAJ or BIAAH can apply for funds to support additional analytical work. Other UK research projects that fall within the CBRL's remit may apply for limited funds (up to a maximum of £500 in a year) to support tidying up operations such as archive deposition or repatriation of research materials.

### Application Procedure

Before submitting an application form, applicants are encouraged to email a short letter to the Hon Secretary of the CBRL at [cbrl@britac.ac.uk](mailto:cbrl@britac.ac.uk) to determine the suitability of the proposal.

Applicants, including any who have been engaged in project completion work on behalf of CBRL should complete and **submit applications by 15<sup>th</sup> December 2016** for work to be conducted in the 2017-18 financial year. These should be sent to CBRL's UK administrative secretary at [cbrl@britac.ac.uk](mailto:cbrl@britac.ac.uk).

All applicants should also ensure that a referee's report reaches CBRL by 15<sup>th</sup> December 2016. For applications that include additional analytical work the applicant is also asked to give the names of three possible external assessors on the form. Please note that neither referees nor external assessors should be from the same institution or university as the applicant, nor members of CBRL staff or the CBRL committee, nor current applicants for CBRL grants.

Applicants must be a CBRL member (you may apply for membership at the same time as applying for the award).

Applicants working on ongoing project completion work must also submit a separate progress report on their work with accompanying accounts by 15<sup>th</sup> December 2016. These should also be sent to CBRL's UK administrative secretary at [cbrl@britac.ac.uk](mailto:cbrl@britac.ac.uk).