

The terms of the fellowship are as follows:

1. Details of the airfare and research allowance are available in the guidance document. Payments will be made to the award-holder when a receipt or invoice for the flight and accommodation have been submitted to the UK Executive Officer. **Payments must be claimed before 31 March 2019 or the fellowship will be cancelled.**
2. Salaries, research expenses and teaching replacement costs are not covered by the fellowship.
5. As a fellow you will be entitled to make use of the research facilities available at the Institutes, including the library and (at normal CBRL rates) the office, IT, and lab facilities. You are also entitled to hire CBRL equipment at project rates.
6. At the discretion of the Director of the relevant Institute, for the duration of your fellowship, you will also be allocated such work space as you may require to store the materials relating to your project and to pursue your research.
7. Fellows are expected to play an active role in the life of the host institute through participation in the academic life of this establishment. It is normally expected that Fellows will give a lecture at the relevant institute.
7. 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.
8. 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.
9. The award-holder's institution is responsible for ensuring a safe working environment is provided for all individuals associated with a research project and to undertake appropriate risk assessments. Its approach and policy on health and safety matters must meet all regulatory and legislative requirements. Where an award-holder does not have an institutional base, they should consult with the CBRL in advance of travel to the region. All award holders are advised to consult the FCO travel advice.
10. All CBRL-supported projects are expected to publish their work promptly in an appropriate medium (monograph, journal article, PhD thesis, etc) including any required by local statutory authorities.
11. Award-holders will be required to provide a report for the *website/newsletter* 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). For guidance on submissions see the end of this document.

12. The CBRL publishes an international peer-reviewed journal, *Levant*, and a monograph series (Levant Supplementary Series), which focus on the past of the Levant. Contributions to *Levant* are sought from a wide variety of areas, including anthropology, archaeology, geography, history, language and literature, religion and tourism. Award-holders whose research is primarily archaeological, or material-culture based, should be aware that *Levant* no longer publishes preliminary field reports, and that they are encouraged instead to submit a substantive research publication to the journal. CBRL's new peer-reviewed journal, *Contemporary Levant*, focuses on the present day and modern history. Award-holders are encouraged to consider publishing in these outlets.
13. Award-holders should provide the CBRL's Executive Officer with information on all other publications relating to their project on an annual basis for inclusion in the *Annual Report*, which goes to press in September. A copy of the publications must be provided for the CBRL library.
14. 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 *website/newsletter* submissions.
15. Scholars who are producing digital datasets must deposit material, where appropriate, with the Arts and Humanities Data service (details at www.ahds.ac.uk) or the UK Data Archive for the social sciences (details at www.data-archive.ac.uk).
16. 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.
17. During the period of the Visiting fellowship, the award-holder may not engage in or have an interest in any business occupation that conflicts with the interests of the CBRL, nor may they use the name or stationery of the CBRL for purposes of self-promotion or self-advancement or to the CBRL's detriment.

If you accept a Visiting Research Fellowship on these terms then please sign and date one copy of this letter and return it to cbri@britac.ac.uk or CBRL, 10 Carlton House Terrace, London, SW1Y5AH.

I hereby accept the terms and conditions set out above

Signature

Date

Details of CBRL Bulletin and Levant

All award-holders are required to write reports intended for the website/newsletter which should be written in an engaging and accessible style suitable for a general audience. Instructions for authors can be found at <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 website/newsletter should be sent to: cbri@britac.ac.uk. Please submit completed reports and illustrations to: cbri@britac.ac.uk.

Brief guidance on submissions to Levant is provided in ‘Summary Instructions for Contributors’ which appears in the latest volume of Levant. A full set of instructions can be found on the Levant website at <http://www.tandfonline.com/toc/ylev20/current>. All submissions should be sent by email attachment in electronic format to the Honorary Editor of Levant, Prof. Graham Philip (graham.philip@durham.ac.uk).

Brief guidance on submissions to *Contemporary Levant* is provided in ‘Summary Instructions for Contributors’ which appears in the latest volume of *Contemporary Levant*. Prospective authors can also contact the Honorary Editor of *Contemporary Levant*, Dr Michelle Obeid (michelle.obeid@manchester.ac.uk) to discuss papers in advance of submission.