



CBRL: Conditions for Travel Grants 2017/18

Use of Grant

1. The award is to support the study or research project described in the application. If it is proposed to vary the project or programme in any significant way, prior approval must be obtained in writing 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 vired between budget heads, within reason. Small adjustments may be made without recourse to CBRL, but if any significant adjustment to the proposed expenditure or study is envisaged, prior written permission should be sought from CBRL.
3. Any items of equipment and research resources purchased with the help of a CBRL grant must be deposited on the expiry of the grant 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 Grant

7. Grants should normally be claimed and spent within the financial year (beginning on 1 April) following the date for the submission of applications. It is not possible for grants to be paid



before 1 April, although expenses incurred after the receipt and acceptance of an offer of grant (but not before) will be deemed grant-eligible.

8. Payment of the sum awarded will be made at the request of the grant-holder, when expenditure is about to be incurred. Travel grant holders are permitted to receive awards personally as a direct payment. It is CBRL policy to pay grant monies directly into a UK bank account. When requesting payment please allow for at least two weeks for payments to be processed.
9. Grant-holders are urged to start work on their project promptly, and to claim the grant as soon as costs begin to be incurred. Should work be seriously delayed, CBRL may be obliged to cancel the grant and reallocate the funds, although without prejudice to its consideration of any subsequent application on its merits. Grants unclaimed at the end of the financial year for which they were granted (31 March) will be cancelled, unless prior written approval has been obtained from the CBRL for an extension. Similarly, grant 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 year.

Accounting for Grant

10. All grant-holders must complete a CBRL Travel Grant Report Form within 2 months after their travel, and no later than 1 month after the end of the financial year to which the grant relates (i.e. by 30 April in the following financial year), and submit it to the Administrative Secretary. Accounts must be supported by relevant receipts and vouchers. In addition to a statement of accounts relating to the CBRL grant, the report should also provide details of any other grants received by the project and how they were spent.

Reports

11. Holders of Travel Grants are required to provide a report suitable for publication in the *CBRL Bulletin* no later than 1 month after the end of the financial year to which the grant relates (i.e. by 30 April in the following financial year). Publication is at the discretion of the Editor of the Bulletin. Grant-holders are also encouraged to submit additional reports as appropriate.
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. Grant-holders should provide the CBRL's Administrative Secretary with information on all other publications relating to their project for inclusion in the *Annual Report*. A copy of any other publications must be provided for the CBRL library.
14. Grant-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 *Bulletin* submissions.
15. Digital data, together with documentation, should be offered for deposit at the Arts and Humanities Data Service or ESRC Data Archive within a reasonable time after the completion of the project.
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.

CBRL Contact Points and Publications

CBRL Grant Report forms, including accounts, should be submitted to the UK Administrative Secretary, CBRL, 10 Carlton House Terrace, London, SW1Y 5AH.

Travel Grant holders are required to provide a report suitable for publication in 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 1,000 words with 1-2 illustrations. Any queries concerning contributions to the *Bulletin* should be sent to Prof Bill Finlayson (director@cbrl.org.uk). Please submit completed reports and illustrations to the UK Administrative Secretary, CBRL *Bulletin*, 10 Carlton House Terrace, London, SW1Y 5AH (cbrl@britac.ac.uk). Publication of the report is at the discretion of the Editor of the *Bulletin*.

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.