



## **CBRL: Guidance Notes for Travel Grants 2017-18**

CBRL Travel Grants are offered to enable individuals undertaking study or research in the humanities and social sciences at undergraduate, postgraduate or postdoctoral level to travel in the countries of the Levant (Cyprus, Israel, Jordan, Lebanon, Palestine and Syria) in connection with their work. We will consider applications for research on contemporary issues in Egypt, especially where they include a regional component relevant to the Levant. The aims of the Travel Grant programme are to give students the opportunity to travel in the region, to encourage the development of new research, and to support minor research projects (particularly for postgraduate degrees), which must be done in the region. 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. Travel Grants are available for self-contained projects or for discrete elements of larger projects. All applications should demonstrate that CBRL funds are sought for a clearly defined piece of study or research, which will have an identifiable outcome on completion.

Travel Grants are available for the direct costs of travel and maintenance away from home. They are not available for personal maintenance at home or for attending conferences. Please note that the CBRL cannot pay fees or maintenance costs for language courses, youth camps or field schools, though it can contribute to individual research and travel outside such courses. CBRL grants are not available to fund participation on an excavation or summer school.

The maximum level of a Travel Grant is £800. Grants resulting from the present round of applications must be claimed and spent within the financial year 1 April 2017–31 March 2018.

### **Eligibility**

Application is open to anyone who:

- is a CBRL member (you may apply for membership when you submit your application for the award); and
- is of British nationality; or
- is normally resident in the UK; *or*
- is registered as a student in a UK university

Please note that **awards cannot be made retrospectively for travel that has already begun**. This means that the travel to be supported by a grant applied for in the present round of applications, for which the closing date is 15 January 2017, must not have started before 15 March 2017; if the application is successful, the grant may not be claimed before 1 April 2017.

### **Method of application**

Application forms for Travel Grants 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 e-mail their applications direct to the UK Administrative Secretary on or by the closing date, 15 January 2017.** Where institutional authorisation is required on an application please arrange in addition for your institution to e-mail or send a letter of authorisation.

A report from one referee is sought on all applications for Travel Grants. You are therefore asked to approach a referee who is familiar with your work to submit a reference request form. In the case of undergraduate and postgraduate students, this should normally be the applicant's course supervisor. Postdoctoral applicants, however, should obtain a referee who is unconnected with their employing institution. **Please note that referees must not be members of the CBRL Committee or Staff or applicants for a CBRL award.** You should send the referee a copy of your application together with the reference form attached to it. References should be e-mailed directly to the CBRL's UK Administrative Secretary by the closing date (15 January 2017). It is the applicant's responsibility to inform the referee of the closing date. The CBRL will not contact your referee or chase your reference. **An application cannot be considered for an award unless both it and the reference are received by the closing date.**

#### **Timing of application**

Applications and references must be received by the CBRL's UK Administrative Secretary **by 15 January 2017**. Please ensure therefore that you have allowed sufficient time before the date when you plan to begin your travelling. Your application will be deemed ineligible if your travelling 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 after 1 April 2017.

#### **Project details**

Applicants should clearly identify the primary product or benefit of their proposed travel. Please therefore be specific about the aims of your travel, your itinerary and activities, and about the expenses involved. Your proposal should be complete in itself and should not depend on material facts being provided by your referees, nor rely on special prior knowledge on the part of the assessors. If your proposal is dependent on gaining access to restricted localities or materials, please address the question that appropriate permission has been obtained, so that the CBRL may assess whether the project is viable. 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.

Please note that applicants should obtain necessary insurance for the project, ideally through their own institution.

If using a downloaded form, please **do not** expand the space provided and please **do not** reduce the font size below 10 pt. Do not exceed 300 words.

Please note that additional sheets of paper relating to the current grant 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 travel expenses. Costs should be clearly itemized and justified in terms of the research or study programme. 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). If costs exceed £800 or the CBRL is being asked to support only a proportion of the total costs, please give details of other sources of funding, so that the CBRL may assess whether the project is viable. The CBRL's UK Administrative Secretary **must be kept informed** of the results of other applications.

### **Applications to other bodies**

Postgraduate students on research council studentships should apply to their funding body where appropriate before considering applications to CBRL. 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, 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**

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.

### **Payments of grants**

The CBRL makes payments of grants for the full amount of the award to the researcher upon request.

Grants 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, grant monies 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 grant will be sent to successful applicants when the offer of a grant is made. Successful applicants are required to accept the conditions of award before a grant 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 Administrative Secretary ([cbri@britac.ac.uk](mailto:cbri@britac.ac.uk)) or the Regional Director, Prof Bill Finlayson ([director@cbri.org.uk](mailto:director@cbri.org.uk)); CBRL, 10 Carlton House Terrace, London, SW1Y 5AH*