Notes for Applicants for the British Academy/Wolfson Research Professorships 2021-2022 Competition

NOTE: PLEASE READ THESE SCHEME NOTES CAREFULLY
Any application which is incorrectly submitted will not be eligible for consideration

Aim of the Scheme

The purpose of these awards, funded by the Wolfson Foundation and offered through the British Academy, is to give an opportunity for extended research leave to a small number of the most outstanding established scholars to enable them to concentrate on a significant research programme, while relieved of their normal teaching and administrative commitments. The awards are tenable for three years from the autumn of 2022 and are not renewable. *The earliest start date is 1 September 2022, and the latest start date is 1 January 2023.*

Financial Basis of the Scheme

These awards are not covered under the Full Economic Costing (FEC) regime. Applicants are expected to complete the financial details section of the application in a standard format. The value of each award is a fixed sum of £204,000, (£63,000pa for time buy-out for each of three years plus £5,000pa for travel and research expenses for each of three years). Funding is expected to be used primarily to meet the costs of replacement teaching, with only a limited sum available to the award-holder as research expenses. The final specification of costs will be agreed between the Academy, the Wolfson Foundation and the employing institution when the awards are confirmed. No other directly incurred, directly allocated or indirect cost can be met by the British Academy or the Wolfson Foundation in connection with this award.

Number of Awards

The Academy invites applications from serving members of research active staff employed in UK universities, other UK institutions of higher education or Independent Research Organisations. It is expected that 4 Research Professorships will be awarded on this occasion. There are no quotas for numbers of awards in the humanities and social sciences.

Suitable Applicants

These awards are designed primarily for established UK based scholars who already have a significant track record of publication of works of distinction in their field, and who have a major programme of research which would benefit from the uninterrupted concentration offered by the award of the Research Professorships. The principal purpose of the awards is to enable concentrated effort to be directed towards working on and bringing to completion a significant piece of research likely to enhance the discipline. Candidates need not already hold the title of 'Professor' before applying, but those who do not should bear in mind that there is no commitment placed on the employing institution to regrade their post on their return to ordinary duties. The Academy takes no account of an applicant's physical age in

determining eligibility for these awards, but eligible applicants will be in an established post from which they will not expect to retire during the course of the award. If the projected work involves collaboration with other scholars, applicants are asked to explain their individual contribution to the project, which should be clearly identifiable. Scholars who have previously held awards such as a BA/Leverhulme Senior Research Fellowships or Mid-Career Fellowship are not excluded from applying for this award. Assessors may, however, take into account an applicant's need for the award based on the amount of research leave they have previously enjoyed within the past ten years.

External Evaluators

All applicants are required to list 4 external evaluators who are experts within the applicant's field, who are available to be contacted to provide an assessment of the research proposal. If your application is shortlisted for the awarding panel to consider, 2 of the 4 external evaluators listed in your application will be contacted by Academy staff to provide comment on the feasibility of the project. The Academy may invite peer-review comment from others than those named by applicants. This will help to inform the awarding panel along with the scores of the British Academy assessors.

Suitable Fields

Applicants for the BA/Wolfson Research Professorships should be intending to pursue original, independent research in any field of study within the humanities or social sciences.

The remit of BA funding schemes does not include primarily practice-based outputs such as in musical composition and performance, visual practice, creative writing, and film-making. Such outputs will be considered to fall within the BA's remit only when they form part of an integrated project of critical or historical significance.

Relationship of these awards to other schemes offered by the British Academy

Applicants should note that the awards cannot be held concurrently with any other award offered by the Academy which involves research leave or payment for the time of the award-holder. Applicants currently holding a BA Small Research Grant are not excluded from applying.

Application and assessment procedures

The deadline for application approval by your employing institution is **5pm (GMT) on 08 December 2021.**

Applicants are required to nominate <u>one referee</u> **(from outside their own employing institution),** who is <u>as independent from the applicant as possible</u>. The referee is not intended to be an advocate for the applicant – rather their role is expected to help provide a rounded assessment of the proposal indicating both strengths and weaknesses. The applicant should ensure that the supporting statement from their chosen referee is submitted on the British Academy Flexi-Grant® Grant Management System (GMS) as early as possible, to allow enough time for applicants to meet any internal deadlines set by their employing institution. **The deadline for employing institutions to approve applications and submit them to the British Academy is 5pm (GMT) 08 December 2021 – and this deadline is final as no late applications can be accepted.**

The reference <u>must</u> be submitted <u>before</u> the application can be approved. Any application without a supporting reference will not be able to be submitted. Your referee <u>must</u> be drawn from outside your own employing institution and can be from

overseas. However, before listing the referee on your application form you should seek their permission that they are happy to provide the reference.

It is essential that you enter the correct email address for your referee otherwise your referee will not receive the automated messages delivered from the British Academy Flexi-Grant® GMS. If your referee has more than one email address, you must check which address they are using to ensure they can access your application. We strongly advise that you complete your application as early as possible to allow your referee enough time to provide their reference in the system and to allow for any unexpected delays. Please note that references <u>must</u> be provided through the Flexi-Grant GMS, they cannot be provided as an email attachment nor sent by post in hard copy.

Applications assessed as being worthy of funding will be submitted to the Awards Panel for the final decision on awards.

There is likely to be strong competition for the available awards. Initial assessment of applications is made by peer reviewers, whose comments and recommendations are considered by the Awards Panel which makes the final decision on the Professorships to be offered. There are no interviews prior to offers being made.

Shortlisted applicants will have two of their four evaluators listed in their application contacted by the Academy to provide independent assessments of the significance of the proposed research and the ability of the candidate to carry it out successfully. The Academy may invite peer-review comment from others than those named by applicants.
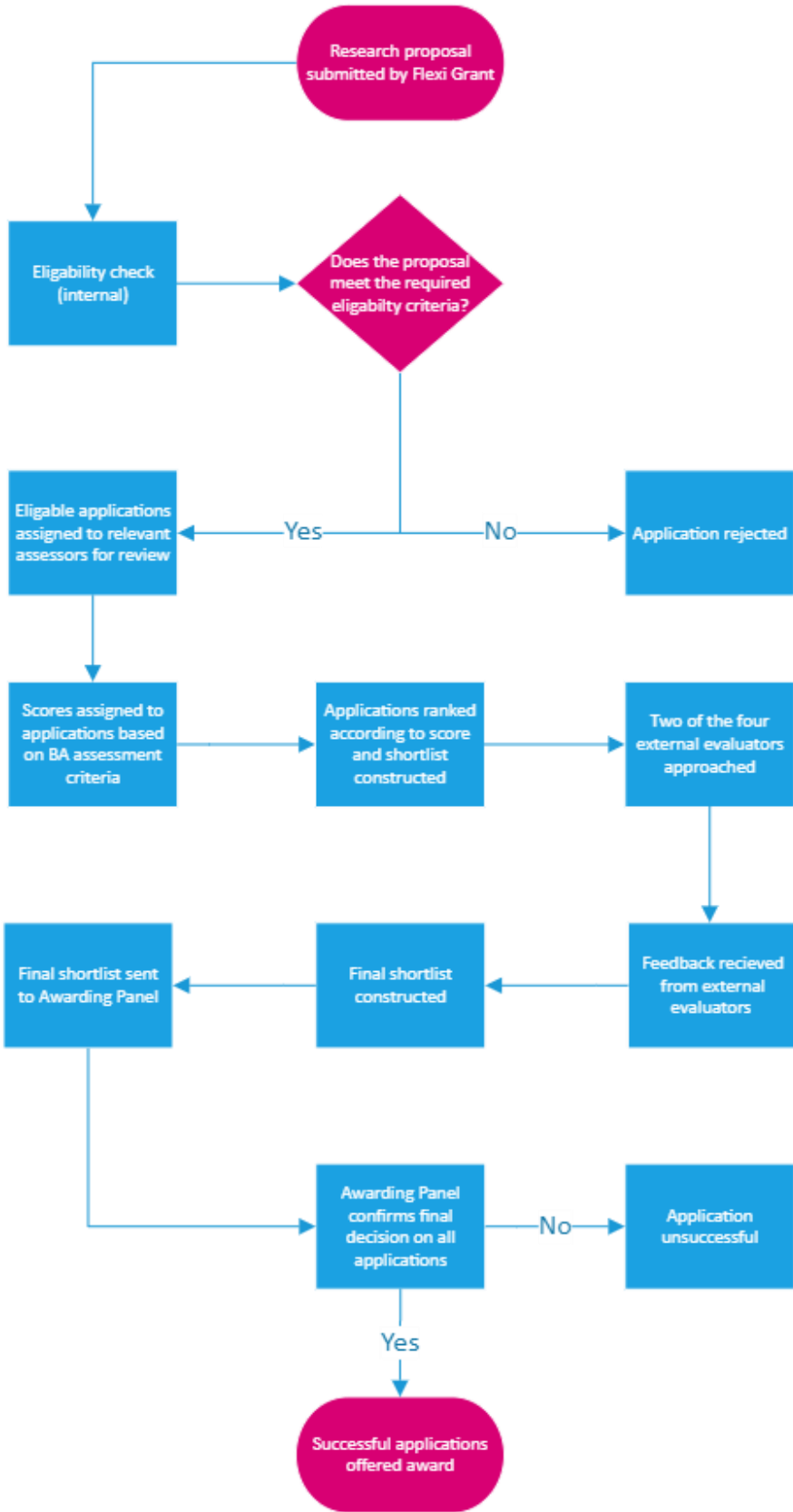
Assessors will evaluate the proposal on the basis of the quality of the research proposal, taking into account its originality, its relationship to, and the volume of, research already done in the field, the scholarly importance of the research proposed, the suitability of the methodology, the feasibility of the research programme, the specificity of the scheme of research, its timeliness, and the impact of the intended outcomes. Assessors may take into account evidence of language competence where the understanding of material in a foreign language is crucial to the achievement of the research objective. Assessors will also evaluate the ability of the applicant to undertake the proposed research, taking into account their track record in terms of publication, their academic age and stage of career. Backlogs of publication (including any reasons given by applicants) may also be taken into account in assessing the current proposal.

Only at the final stage of selection, with reference to applicants who are all felt to be of equally outstanding academic merit, will the subsequent considerations play a bigger role in the decision-making process:

- How pressing is the applicant's need for the research leave applied for?
- What is their entitlement to sabbatical leave, what are existing leave prospects and how do these affect the applicant's need for an award?
- Comparative judgements about value for money may be taken into account at the final stage of assessment. Any special case made for endangered or emerging fields may also be taken into account at the final stage of assessment.

The flow chart below, illustrates this process:

British Academy/Wolfson Research Professorships

Research proposal submitted by Flexi Grant

Eligibility check (internal)

Does the proposal meet the required eligabilty criteria?

Eligible applications assigned to relevant assessors for review ← Yes | No → **Application rejected**

Scores assigned to applications based on BA assessment criteria → **Applications ranked according to score and shortlist constructed** → **Two of the four external evaluators approached**

Final shortlist sent to Awarding Panel ← **Final shortlist constructed** ← **Feedback recieved from external evaluators**

Awarding Panel confirms final decision on all applications — No → **Application unsuccessful**

Yes

Successful applications offered award

Code of Practice

The Academy has adopted a Code of Practice: https://www.thebritishacademy.ac.uk/code-practice for assessing research applications, setting out the principles of equity, integrity and confidentiality governing the treatment of all applications for research support. **Regrettably, feedback is not a feature of the BA/Wolfson Research Professorships scheme.** The Academy is unable to discuss the decisions of the awarding Panel, which are governed by the Code of Practice. Submission of the application form constitutes the applicant's agreement to all terms, conditions and notices contained in the Scheme Notes.

Application Information

Applications can only be submitted online using the British Academy's Grant Management System, Flexi-Grant (https://britishacademy.flexigrant.com/). Applications cannot be submitted on paper or in any other format.

Applicants should be aware that this application form will be considered by appropriate assessors. The application will be treated as confidential at all times.

When completing your application on the British Academy Flexi-Grant® Grants Management System, it is recommended that you take particular note of the following points:

Personal details: When registered in the British Academy Flexi-Grant® GMS, a user has the option to add or update personal information such as contact details, log-in details (including email address and password), interests, research and employment details, at any time. This does not form part of the specific application form for any individual scheme but represents a personal record of your account in the system. Please keep this information up to date.

Automatic log-out: You are strongly advised to save your work regularly to prevent accidental loss of text. The Flexi-Grant website will automatically log people out if no activity is detected. It is recommended that you work offline in a separate word processor and copy and paste completed text online once complete.

Multiple sessions: Do not have multiple browser windows/tabs of your application open at the same time as this may cause information to be lost. Only one user should edit an application at a time. Word limits: If you exceed the word limit, you will not be able to save the page you are working on. Longer-length text should be completed separately and backed up in a word processor.

Plain text: If entering plain text, please avoid using symbols as some may not be accepted by Flexi-Grant: This includes the following symbols: < >

PDF documents: If asked to upload PDF documents, please add your name and a heading at the top of every page to show what the document is (e.g. CV or list of publications). Please avoid uploading documents containing illustrations with fine details or colour as this can cause problems when creating a PDF of the application.

Email addresses: It is essential that you ensure your email address is up to date and actively monitored, or you may miss important notification emails.

Submission: You will not be able to submit your application until you have completed each section in full. You should submit your application for approval by your employing organisation at least five working days before the closing date to allow for your organisation's administrative procedures. **You should also check whether your institution has its own internal deadlines.**

Application sharing: You can invite other contributors to join the application. <u>All contributors must be registered on the Flexi-Grant grants management system and mark their work as 'Complete' before you can submit your application.</u>

Application deletion*:* You can delete your application at any time although it is often a lot easier to just re-edit your existing application. We will be able to recover a deleted application for a period of seven days after deletion. After this, it will be permanently removed from the system.

Application returned for editing: The Organisation Approver can return your application to you for further editing, but the original deadline remains in place. **If your application is returned to you for editing, then you must resubmit it again before the deadline and allow enough time for your employing institution to approve it.**

Guidance*:* In the tables below, you will find in the left-hand column each question as set out in the application sections and in the right-hand column useful guidance on its completion.

Further clarification: If any of this advice is unclear, or you need further information, please do not hesitate to seek clarification from the British Academy's Research Funding Office (contact details at the end of these notes).

PLEASE NOTE THAT IT IS ESSENTIAL THAT YOU CREATE A PDF OF YOUR COMPLETED APPLICATION (click 'Print Application'), AND CHECK IT THOROUGHLY, INCLUDING EMAIL ADDRESSES AND UPLOADED PDF FILES, BEFORE SUBMITTING IT FOR APPROVAL BY YOUR EMPLOYING ORGANISATION. IT MAY NOT BE POSSIBLE TO RECTIFY MISTAKES IN TIME FOR THE DEADLINE.

WORD LIMITS APPLY TO PLAIN TEXT ONLY. PAGE LIMITS APPLY TO PDFs ONLY

All FIELDS MARKED WITH AN ASTERISK* ARE MANDATORY AND YOU WILL NOT BE ABLE TO SUBMIT YOUR APPLICATION IF THESE FIELDS ARE NOT COMPLETED

YOU SHOULD NOT HAVE MULTIPLE BROWSER WINDOWS/TABS OF YOUR APPLICATION OPEN AT THE SAME TIME AS THIS MAY CAUSE INFORMATION TO BE LOST. ONLY ONE USER SHOULD EDIT AN APPLICATION AT A TIME, OTHERWISE CHANGES MIGHT BE LOST.

Completion of application: The application can be completed by using the navigation tabs on the application summary page, with each page categorised as follows:

Page 1: Research Proposal
Page 2: Eligibility criteria
Page 3: Applicant details
Page 4: Applicant Career Summary
Page 5: Financial Details
Page 6: Equal Opportunities
Page 7: Nominated Referee

A full list of question fields to be completed as part of the application can be found in the following table. Each box in the table represents a page of the application form: the left-hand column contains the questions within each of these pages as set out in the form; the right-

hand column contains useful guidance on its completion. An asterisk (*) indicates which questions are mandatory and therefore must be complete before the application can be submitted. **Please read the guidance notes carefully before completing the form.**

SUMMARY

Summary table	When your application form is complete, the status for each page on the application summary page will say: 'Complete'. However, only **AFTER** all invited contributors to your application have clicked the '**Submit my Contribution'** button will your '**Submit for Organisation Approval**' button appear.

PAGE 1: RESEARCH PROPOSAL

Subject Area	Please select the subject from the drop-down menu that is most relevant to this proposal
Title of Research Proposal	In this field, please avoid using any unnecessary quotation or other punctuation marks (e.g. do not use quotation marks round the full title simply to indicate it is a title). Consider the presentation by checking the 'print application' option to ensure that the title appears as you wish it to.
Abstract	Please provide a short abstract summarising your proposed research in terms suitable for an informed general audience, not one specialised in your field. This is a mandatory field and the limit is **150 words**.
Proposed programme/plan of action	The proposed programme and plan of action should detail, in up to **1500 words** (programme) and **800 words** (plan of action), the programme of research to be followed if a Professorships is offered, the methodology to be used and the timetable for its accomplishment. **Applicants should keep in mind the timescale of the Professorships and propose a plan of action that is achievable.**
Planned research outputs/plans for publication/dissemination	Please state the type of output expected under 'planned research outputs' and give more detail about potential publishers etc. under plans for publication. This is a mandatory field. The limit is **300 words** for the planned research outputs and **500 words** for publication/dissemination. The Academy attaches importance to the dissemination of research, and assessors will take into account how far the plans for publication or other dissemination have been developed. In regard to this, please note, however, that the Academy does not undertake to publish or assist with the publication of the results of work accomplished during the tenure of these awards.
Digital Resource and Deposit of Datasets	It is a condition of award that digital resources created as a result of research funded by the British Academy are deposited in an appropriately accessible repository. Of course, we do not expect confidential data to be readily available and neither do we expect all research to produce digital resources. However, if applicable to this application, applicants need to provide details of how and where any electronic or digital data (including datasets) developed during the project will be stored, along with details on the appropriate methods of access. The limit is **500 words**.

	Applicants should ensure that any necessary technical advice is obtained before commencing work that involves the creation of digital resources. Please confirm whether the primary product of the research will be a digital resource, and if so how and where it will be deposited.
Start date and End date	To select a date in the future using the calendar feature, click on the month and year in between the two arrows at the top of the box. To change the year keep clicking on the box – a second click will produce a decade. Use the arrows to move back or forward in time. To change the month, a second box will appear where you can select the month you wish and then you can type the year you require in the box provided. Click on the date and the calendar will take you to the month and year you have selected where you can select the relevant date for display. **Professorships must be taken up between 1 September 2022 and 1 January 2023.**
Overseas travel - Country, Institution	If your proposal will involve travel abroad, please indicate up to 3 countries to be visited during the Professorships, and any specific institution(s) to be visited or with which you will be collaborating.
Support of British International Research Institute Required/Granted	This field not only refers to support that might be sought from British International Research Institutes, but to all appropriate links with them. The British Academy provides Government funding for the British Institute at Ankara, British Institute in Eastern Africa, British Institute of Persian Studies, British School at Athens, British School at Rome, Council for British Research in the Levant and Society for Libyan Studies. All applicants with research interests in these parts of the world are invited to consider making approaches to the relevant School or Institute. More information can be found on the Academy's website at: https://www.thebritishacademy.ac.uk/international/research-institutes If your proposal is relevant, please indicate in this field in what ways your programme could benefit from, or contribute to, the work or life of the relevant Institute. This is an optional field, and the limit is **700 words.**
Endangered or Emerging Subject Areas	Applicants for the Research Professorships should be intending to pursue original, independent research in any field of study within the humanities or social sciences. There are no quotas for individual subject areas and no thematic priorities. All applicants are invited to state how they see their particular programme, whether directly meeting current challenges or not, contributing to the identification of future priorities and challenges. To amplify this final point, the Academy does not set thematic priorities to which all applicants are expected to relate their proposal. Rather the onus is on the individual to indicate if, and how, their research will contribute to meeting national challenges. The primary factor in assessing applications will remain the excellence of the proposal. This is an optional field and the limit is **300 words**.
Language Competence	The Academy expects that applicants will have any language skills necessary to conduct the programme. If relevant, please

	state the level of language competence of the applicant and other participants, or otherwise explain how the objectives of the programme will be met.
Ethical Issues	It is expected that most ethical issues will be covered by standard codes of practice. It is only necessary to indicate here in detail any non-standard issues. Please note the Academy's ethics policy described in the Code of Practice. Approval to undertake the research must be granted by the relevant authority before any work requiring approval begins.

PAGE 2: ELIGIBILITY CRITERIA

Eligibility criteria	Please confirm that you meet the eligibility criteria as stated on page 1 of these guidance notes. On this page you will start to answer questions about your eligibility.
Primary and Secondary Subjects	Your application must be relevant to the Humanities and/or Social Sciences and you will need to select the most relevant subject areas and fields from the drop-down list
Interdisciplinary Proposal	If your proposal is especially interdisciplinary, please use this field to explain the nature of the relevance to different fields of research. This field is optional and if used, we recommend no more than **500 words.**
Time Period, Audiences, Regional Interests	These fields provide the opportunity to give further indications of the relevance of your subject area. They are mandatory fields.
Employing Organisation **Please be aware that it is your responsibility to ensure that you complete your application in time for your employing institution to process it and provide their approval by the closing date.**	Please enter the organisation at which you are employed. Most appropriate establishments are registered in the system. If your organisation is not there, please contact the institution's research support services, or equivalent, and ask them to provide the British Academy's Research Funding Office with the contact details of an appropriate person in the organisation to act as an approver. All applications must be approved by the employing organisation authorities e.g. research office, finance department, etc. The approving department will receive email notification once you have completed your application and submitted it. They will be asked to provide approval and then submit the application to the British Academy. It is strongly recommended that the applicant maintains an open dialogue with the approving department at their institution as the British Academy cannot be held responsible for emails being caught in spam filters or not being received.

	It is recommended that you allow at least five working days for this process. Once they have checked your application, they will contact you if any changes are required. Please note, if changes need to be made these must be done before the deadline otherwise you will not be able to 'resubmit' your application.
External Evaluators	You are required to provide the name and contact details of 4 external evaluators.
	The evaluators should be from your field of work and would be able to provide an independent review on the feasibility of your proposed project.
	Only 2 of the 4 evaluators will be approached if your application is shortlisted for the awarding panel to consider. The Academy may invite peer-review comment from others than those named by applicants.

PAGE 3: APPLICANT DETAILS

Lead Applicant Contact Details	Please take care to review and complete your personal details accurately. Errors in this section can cause difficulties in the processing of your application.
	You can update your personal details by checking 'my account' and selecting the link to 'my contact details' and 'my organisation' and ensuring the relevant details are up to date.
Nationality	Please state your nationality. Up to 3 choices may be selected.

PAGE 4: APPLICANT CAREER SUMMARY

Statement of qualifications and career	Please give details of up to four relevant qualifications, **in particular the award of PhD (if you hold one), which must be entered in the first box.** A brief CV **must** be uploaded as a **PDF document** in the later field 'curriculum vitae'.
Curriculum Vitae	The curriculum vitae must be uploaded **as a PDF file**. It should be kept brief and it will not be necessary to include details of research grants held, prizes/awards won, conferences attended or external examining.

Publications, Unpublished Research	Please list principal publications to date **in reverse chronological order** under publications. In the case of planned, unpublished research, please give details of planned publication dates, or explain why the research has not yet been published. Assessors may take backlogs of publication into account.
Present Appointment, Employing Institution and Present Department	Please give details of your current appointment. Applicants must be employed in an established academic post (in which they have teaching or related commitments) from which they need to be relieved in order to concentrate on research.
PhD confirmation	**Applicants working towards a PhD or awaiting the outcome of their viva/submission of corrections are not eligible to apply.** Please answer 'yes' if you have been awarded a PhD, and 'No' if you do not hold a PhD but have suitable equivalent experience (and explain this in the field below under personal statement). If you do not have a PhD, but are employed as a Lecturer etc., you are still eligible to apply.
Personal statement	Applicants are invited to include any information relating to their professional career, which they may wish to be taken into account in assessing this application. This field can also be used to explain eligibility for applicants who do not hold a PhD or for providing information regarding interruptions to an academic career. This is an optional field and the limit is **150 words.**
Next period of research leave; dates of research leave in the last five years; sabbatical arrangements; current commitments	These fields call for details of the next period of research leave already granted, research leave already enjoyed in the recent past (sabbatical leave, unpaid leave and leave resulting from other research awards) as well as the normal leave entitlement offered by the applicant's employing institution; and information about current teaching, (including numbers of PhD students supervised), administrative and publication commitments, giving a clear indication of those from which the applicant would not be able to be released in order to work on the proposed programme. Details of current teaching and administrative load should specify undergraduate and postgraduate courses taught, numbers of MA (or equivalent) and doctoral students supervised, and specific offices giving rise to administrative and other duties.
Previous support	An application may not be eligible for consideration if there is a report outstanding on any previous award from the Academy to the applicant. **Failure to follow this guidance may result in your application being withdrawn from this round of competition.**

	Please give details of any applications submitted to the British Academy within the last five years. **Please note that a full report and statement of expenditure for any previous grant must be submitted,** before further funding can be considered.

Page 5: FINANCIAL DETAILS

Financial Details/Justification	**The only permitted costs that can be applied for are the directly incurred salary (including NI and superannuation) of the replacement lecturer and a limited amount of travel and research expenses.** It is not necessary to know the name of the replacement lecturer and their specific salary point when first applying for the Professorships, but the employing organisation should take particular note of our recommendation that the request for funding **should reflect the expectation that an early career opportunity is expected** to be created by appointment as a replacement for a BA/Wolfson Research Professorships, and that the starting salary should therefore be at a level commensurate with a new lecturer appointment. The total salary requested should represent the upper limit on expected funding – the actual value of the award may be reduced once the real costs are known at a later stage, but the total value of the award, once agreed, cannot be supplemented. **Please do not use '£' signs in the amount box.**

PAGE 6: EQUAL OPPORTUNITIES

Equal opportunities	This section is optional; however, the Academy would greatly appreciate it if you can complete the details to assist us in our diversity monitoring. The British Academy is committed to its policy of Equal Opportunity in the provision of its grants and awards. Please help us to monitor the effectiveness of this policy by providing the following information concerning your age, gender, ethnic origin and disabilities (if any). **This information will be kept separately from the rest of your application and will not be seen by those involved in making decisions in the selection process, including referees etc.**

PAGE 7: NOMINATED REFEREE

Referee	**Applicants are required to nominate one referee and ensure that the supporting statement from their chosen referee is submitted on the British Academy Flexi-Grant Grants Management System in good time before the deadline. Please note that the reference <u>must be received before you can formally submit</u> the application for approval, and you are strongly advised to ensure that your referee submits the reference <u>well in advance</u> of the final deadline for this round of competition, which will be 5pm (GMT) on 8 December 2021. _Please note this deadline is the final approving deadline._** Your referee should be familiar with your project and able to comment on its significance and feasibility, and on your abilities, and be <u>as independent from you as possible</u>. The referee is not intended to be an advocate for the applicant – rather their role is expected to help provide a rounded assessment of the proposal indicating both strengths and weaknesses. The reference may be supplied by a scholar based outside the UK if you wish. **Your referee <u>MUST</u> be drawn from outside your own employing institution.** Before listing your referee on your application form, you should seek permission from them that they are happy to provide this <u>before</u> the deadline. **It is essential that you enter the correct email address for your referee _(especially if they are using more than one email address)_ otherwise your referee will not receive the automated messages delivered from the British Academy Grants Management System.** We strongly advise that you submit your application as early as possible to allow your referee enough time to provide their reference in the system before the deadline for submission. An application cannot be considered unless the reference has been submitted on time. **Please note that the reference <u>must</u> be provided through the British Academy Grants Management System, it cannot be provided as an email attachment nor sent by post in hard copy.**

THE ACADEMY WILL ONLY PROCESS APPLICATIONS THAT HAVE BEEN APPROVED AND SUBMITTED CORRECTLY

Submission of application

Once you have submitted your application for approval by your employing institution, an automatic email will be sent to the Organisation Approver for your

employing institution. The Organisation Approver will either: approve and submit your application, 'send back' your application for edits/corrections or decline your application. You must complete your application with enough time for your institution to review and approve it. **They must record their approval by 5pm (GMT), 8 December 2021.**

It is recommended that you allow at least five working days for this process. Please check with your employing institution as their internal timetables may require earlier submission. If your employing organisation approver requests modifications, they can return your application to you for editing. Once an application has been approved by the Organisation Approver, it cannot be returned. *Please note that if your application is returned to you for editing, then you must submit it again to your Organisation Approver.*

Please note that once the closing date has passed, approvers cannot approve applications and submit them to the British Academy. Unapproved applications are removed from consideration. **No late applications can be accepted.**

It is recommended that you check that your application is submitted in time. To see the details of the Organisation Approver and to check the status of your application, you should log into the British Academy Flexi-Grant GMS and click on the link to the Application Portal where a summary of your application will be displayed.

Assessment criteria: Assessors will evaluate the proposal on the basis of the quality of the research, taking into account its originality, its relationship to, and the volume of, research already done in the field, the scholarly importance of the research proposed, the suitability of the methodology, the feasibility of the research programme, the specificity of the scheme of research, its timeliness, and the impact of the intended outcomes. Assessors may take into account evidence of language competence where the understanding of material in a foreign language is crucial to the achievement of the research objective. Assessors will also evaluate the ability of the applicant to undertake the proposed research, taking into account their track record in terms of publication, their academic age and stage of career. Backlogs of publication (including any reasons given by applicants) may also be taken into account in assessing the current proposal.

Only at the final stage of selection, with reference to applicants who are all felt to be of equally outstanding academic merit, will the subsequent considerations play a bigger role in the decision-making process:

- How pressing is the applicant's need for the research leave applied for?
- What is his/her entitlement to sabbatical leave, what are existing leave prospects and how do these affect the applicant's need for an award?
- Comparative judgements about value for money may be taken into account at the final stage of assessment. Any special case made for endangered or emerging fields may also be taken into account at the final stage of assessment.

Outcome of application
Once your completed application has been submitted, you will not be contacted again by the British Academy until the decisions have been made **(around late March 2022)**. You will not be required to do anything further in the Flexi-Grant GMS system. You can track the progress of your application by clicking on the link to the Application Portal where a summary of your application will be displayed. Please note that the eligibility stage is an internal British Academy process and you do not need to do anything for this. **Applicants will be notified of the outcome of their application in late March 2022 by email to the email contact address given on their application form.**

Applicants in any doubt about any aspect of their application are advised to contact the Research Funding Office at the British Academy.

The British Academy
Research Funding Office Email: grants@thebritishacademy.ac.uk
10-11 Carlton House Terrace
London SW1Y 5AH

Important Dates:

Deadline for applications: **Wednesday 8 December 2021 (5pm GMT)**
Please note: This deadline is the official deadline for employing institutions to submit applications to The British Academy. Applicants are advised to check with their Research Office (or relevant department) whether internal deadlines have been set by their own institution.

Results announced via email to address the applicant gave on the application:
By **31 March 2022.**

Terms & Conditions of Award

PART 1

1. INTRODUCTION

1.1 Part 1 of this Terms & Conditions of Award document sets out the standard terms and conditions for all British Academy awards. Additional terms and conditions specific to the BA/Wolfson Research Professorships are outlined in Part 2. The Academy's expectations of host institutions are set out in Appendix 1.

1.2 The Conditions of Award should be read in conjunction with the Award Letter, and the British Academy's Code of Practice, which together set out the terms and conditions of the award. The Code of Practice is available on the British Academy's website and may be updated periodically.

1.3 The Host Organisation must ensure that the Award Holder, others supported by the Award and collaborators are made aware of their responsibilities and comply with these Conditions of Award and the Award Letter. Failure to comply with these terms and conditions will lead to termination of the Award and the British Academy reserves the right to recover the grant monies in part or full. For further information, please see Section 12: Compliance.

2. DEFINITIONS

2.1 Award: the award of a British Academy/Wolfson Research Professorships as specified in the Award Letter.
2.2 Award Letter: the letter from the British Academy to the principal Award holder specifying the value and tenure of the grant that has been awarded.
2.3 Award Holder(s): the person or persons to whom the BA/Wolfson Research Professorships has been awarded and who has responsibility for the intellectual leadership and undertaking of the research.
2.4 Award Period: the period of the Award as set out in the Award Letter, commencing on the start date confirmed by the Host Organisation in the manner indicated by the British Academy.
2.5 Data: includes computational or curated data, and data that are produced by an experimental or observational procedure.
2.6 Financial Statement: a form that must be completed by the Host Organisation and submitted to the British Academy that sets out (i) the actual expenditure incurred by the Host Organisation during the Award period on the Award, (ii) the total amount awarded by the British Academy in respect of the Award, and (iii) any additional information that the British Academy requests from the Host Organisation.

2.7 Host Organisation: the University, institution, research council or other body at which some or all of the research funded by the award will be carried out or which employs the Award Holder(s), and which takes responsibility for the management of the research project and the accountability of funds provided. (This is the organisation which approved the submission of the application in the Flexigrant system)

2.8 Intellectual Property: includes all inventions, discoveries, materials, technologies, products, data, algorithms, software, patents, databases, copyright and general knowledge

2.9 Report: a form on which the Host Organisation reports on the activities undertaken during the award period that must be completed by the Award Holder and submitted to the British Academy.

2.10 Research Misconduct: includes the fabrication, falsification, or plagiarism in proposing, performing, or reviewing research or in reporting results, misrepresentation, mismanagement or inadequate preservation of data and/or primary materials, making up data or results and recording and reporting them, such that the research is not accurately represented in the public research record.

2.11 The British Academy: the British Academy (a charity registered in England with number 233176)

3.   **USE OF GRANT**

3.1 Unless otherwise stated, all awards must be held in a research active institution.

3.2 The Award Holder and Host Organisation must ensure that the Award is used only for the activities specified by the British Academy.

3.3 The Award is to support the research project and related activities described in the application and against which performance will be assessed. If it is proposed to vary the project or programme in any significant way, prior approval must be sought from the British Academy.

3.4 The Award may be used only for eligible items as outlined in the scheme notes, and in accordance with the activities originally requested in the application. If any exceptions have been approved, they will be specified in the Award Letter.

3.5 The Host Organisation must ensure that sufficient resources are provided to support the activities described in the Award Letter. This includes adequate office and laboratory space and access to essential equipment and facilities.

3.6 Expenditure cannot be vired between budget headings without prior written permission from the British Academy.

3.7 Applicants must inform the British Academy of the outcomes of any other applications relating to the project. In cases where simultaneous applications to the British Academy and to another funding agency covering the same elements of a project are both successful, the applicant should decide which of the two awards to accept. Only if there is no duplication of expenditure under any of the budget heads, and no unnecessary inflation of a project, will an applicant be permitted to retain both awards (subsequent requests to alter the plan of research simply to allow the applicant to retain both awards are unlikely to be considered favourably). There is no objection to the

applicant holding awards both from the British Academy and from another funding agency to cover separate elements of a project.

2.8 Any items of equipment that may have been exceptionally agreed, and any research resources purchased with the help of a British Academy grant, must be deposited on the expiry of the grant with an institution (usually the recipient's home institution, or otherwise as agreed with the British Academy). Such items do not become the personal property of the Award Holder.

4. ACCEPTING THE OFFER AND PAYMENT

4.1 The Host Organisation will be the financial administrator of the award.

4.2 Awards are paid to the Host Organisation by electronic transfer (BACS).

4.3 The timing of payment is at the British Academy's discretion but every effort will be made to ensure that funds are released in good time. Please note that it may take up to 28 days for payment transfer to be completed by the British Academy's Finance Office. The Award Holder must confirm acceptance of these conditions of award as part of the formal acceptance in the Flexigrant system before the grant is released.

4.4 Grants are cash-limited at the value stated in the Award Letter. There is no scope for increasing the level of grant awarded.

4.5 It is the responsibility of award holders to ensure that suitable arrangements have been agreed with the Host Organisation and any other partner institutions, whether in the UK or overseas, for the administration of the Award. This includes arrangements for the transfer of funds, if applicable, before the award begins. The British Academy expects the funds to be administered by institutions in accordance with their normal procedures for managing grant income. The Host Organisation is responsible for accounting to the British Academy for the use of the award.

5. REPORTING AND ACCOUNTS

5.1 The Award Holder must fulfil the financial and non-financial reporting requirements as set by the British Academy. Failure to submit a report that has been deemed as satisfactory by the British Academy can result in the Award being suspended or withdrawn.

5.2 The Host Organisation must ensure proper financial management of the Award and accountability for the use of public and charitable funds, and ensure that formal audit standards and procedures exist for maintaining appropriate anti-fraud and corruption controls in accordance with the Fraud Act (2006). Any fraud associated with the award must be notified to the British Academy immediately.

5.3 Recipients of awards are required to submit an itemised statement of expenditure, signed by the responsible officer in the Host Organisation. If there is an underspend on the grant, the unspent amount should be refunded to the British Academy. The report will be deemed incomplete until the grant has been fully accounted for and any financial reconciliation made.

5.4 Future applications for funding will not be considered unless a satisfactory report and statement of expenditure for the previous grant have been submitted.

5.5 At the end of all awards, Award Holders are required to submit a final report on the work carried out with the aid of the British Academy grant. The final report must be submitted within two months of the end of the Award on the prescribed report form via the Flexi-Grant system.

5.6 For all awards lasting two or more years, Award Holders are required to submit an interim report for each year on the work carried out with the aid of the British Academy grant, with the exception of the final year. This interim report must be submitted on the prescribed report form and will be reviewed by the British Academy; only after it has been deemed satisfactory will funds for any subsequent years be issued. For the final year, the final report must be submitted as described in 5.5.

5.7 The Host Organisation must complete and return a reconciliation statement within 3 months of the end date of the Award period. The completed final reconciliation statement received by the British Academy represents the final statement of expenditure for the Award. The British Academy is not obliged to make any further payments in respect of the Award once it has received the final statement. The British Academy will reconcile the expenditure incurred against payments made to ensure that any under spend on the Award is returned. Funding cannot be vired between budget headings to cover the cost of an over spend, any overspend must be met by the Host Organisation.

5.8 In the case of independent scholars, who have administered the award personally, receipts for single items over £100 must be provided. If there is an underspend on the grant, the unspent amount should be refunded to the Academy. The report will be deemed incomplete until the grant has been fully accounted for and any financial reconciliation made.

5.9 The British Academy reserves the right to require the Host Organisation to complete and submit a statement of expenditure for a financial year at any time during the course of the Award, or to provide supplementary information in support of an interim or final statement of expenditure.

5.10 In the event that the requested interim or final reports, or statements of expenditure are not submitted, the Host Organisation's staff or affiliated / visiting researchers will not be able to apply or to be considered for British Academy funding until such reports or statement have been received, and are deemed satisfactory, with any underspend returned.

5.11 If there are exceptional reasons that will prevent submission of the final report within the period allowed, a written request may be made, before the due date passes, for the submission period to be extended.

5.12 All payments may be recovered if the statement is not received within 6 months of the end of the Award.

6.   **VARIATION AND TERMINATION**

6.1 The British Academy reserves the right to amend these Conditions of Award, its Code of Practice, and any terms and conditions in the Award Letter. Any changes to the Conditions of Award or Award Letter will be notified to the Award Holder in writing, and any changes to the Code of Practice will be notified on the British Academy's website.

6.2 Work must commence on the start date as specified in the application and confirmed with the offer of award. Formal approval will be required if it is proposed to defer the start date which must still be within the start period stated in the Scheme Notes. The British Academy should be notified of any delay.

6.3 Under exceptional circumstances, no-cost extensions may be requested. Extensions must be requested before the due end date of the Award, giving sufficient reason for the request. Requests for no-cost extensions received after the due end date of the Award will not be considered. If an extension is approved, the final report should be submitted as soon as the British Academy-funded phase of research is completed, within the agreed timescale.

6.4 The Award Holder or the Host Organisation must inform the British Academy without delay of any change to the status of the Award Holder, Co-applicant, or the Host Organisation that might affect their ability to comply with these Conditions of Award. This includes contracts of employment which must continue at least for the duration of the Award or any cessation and event or circumstance that is likely to affect the overall delivery of the Award.

6.5 The Award Holder must inform the British Academy as soon as practicable of any significant divergence from the original aims and directions of the research project that is being funded by the Award, or any cessation and event or circumstance that is likely to affect the overall delivery of the project.

6.6 The British Academy reserves the right to terminate or suspend the Award at any time, subject to reasonable notice (normally 3 months). In the event that the British Academy's public funding is reduced or withdrawn by UK Government or if the British Academy should enter into administration, the British Academy reserves the right to terminate any awards with no liability for any further Fellowship or Award payments. The Host Organisation will fully indemnify the British Academy in respect of any claims brought against the British Academy in this regard.

7. **PUBLICATIONS**

7.1 Due acknowledgement of support received from the British Academy should be made in any publication resulting from the research, whether an article, a book, or any other form of output. One copy of any book should be sent to the British Academy, where it will be catalogued, and placed in the British Academy's Library. The Award Holder is required to provide the British Academy with full bibliographical information on any other published outputs resulting from the award.

7.2 The Award Holder is expected to follow acknowledged good practice when publishing the results of their research as detailed in guidelines issued by, for example, the Committee on Publication Ethics, the Council of Science Editors and the ARRIVE guidelines.

8.   **OTHER DISSEMINATION**

8.1 For projects whose primary purpose, or significant product, is the creation of a digital resource, data created as a result of the research, together with documentation, should be offered for deposit in an appropriately accessible repository within a reasonable time after the completion of the project.

8.2 In cases where the principal output from the project is the creation of a digital resource, applicants should be aware that details of the project, and contact details of the principal applicant, may be passed to the relevant national Data Services providers for evaluation or contact purposes.

8.3 The Award Holder is required to notify the British Academy of any impact resulting from their research. Impact can mean making a significant contribution to an academic field and/or to policy and practice decision-making. This could be an impact in economic terms, affecting the profits of firms or the revenue of government, or in terms of having an impact on less quantifiable areas such as the environment, public health or quality of life.

8.4 The Award Holder must make all reasonable efforts, if so invited, to respond to requests for information or to attend events or activities organised by the British Academy concerning the research undertaken. Such events may be held after a grant has ended.

8.5 The Host Organisation must ensure that it obtains the prior approval of the British Academy on any press statements associated with the Award.

8.6 Due acknowledgement of support received from the British Academy should be made in any form of media communication, including media appearances, press releases and conferences. The contents of any press releases or announcements associated with the Award should be agreed by the British Academy first to ensure they comply with any current publicity requirements (including any branding guidelines).

9.   **RESEARCH ETHICS, POLICIES, AND LEGAL**

9.1 The British Academy will not become an employer of the Award Holder or any other third party as a result of the provision of this Award. In all cases where support is provided by the Award for the employment of staff, the Host Organisation must issue a contract of employment which is in compliance with relevant laws and regulations.

9.2 The Award Holder and Host Organisation must ensure that the Award is managed in a way which is compliant with the terms of the (UK) Equality Act 2010.

9.3 The British Academy requires the research it funds to be conducted in an ethical and legal manner. The Host Organisation is responsible for ensuring that ethical issues relating to the research project are identified and brought to the attention of the relevant approval or regulatory body. Ethical approval to undertake the research must be granted by the relevant authority before any work requiring approval begins. Research undertaken outside the UK must have both UK and respective country ethical approvals.

The Host Organisation must ensure that all legal requirements related to the research are met.

9.4 The Host Organisation should meet the requirements of the Concordat to Support Research Integrity (2012) and subsequent amendments, and must have in place formal procedures for governing good research practice and for handling and reporting allegations of fraud or research misconduct.

9.5 The Host Organisation is expected to adopt the principles, standards and good practice for the management of research staff set out in the Concordat to Support the Career Development of Researchers (2008) and subsequent amendments. Research staff should be appointed on terms that are no less favourable than those of comparable posts in the Host Organisation.

9.6 The Host Organisation is responsible for ensuring that a safe working environment is provided for all individuals associated with a research project, and must meet all regulatory and legislative requirements as recommended by the Health and Safety Executive, and will include appropriate care where researchers are working off-site.

9.7 It is the responsibility of the Host Organisation and Award Holder to ensure that appropriate insurance is obtained for any individual employed on the Award, including students, who intend to undertake Overseas Travel, Fieldwork, Secondments or Sabbaticals during the Award period.

9.8 The Award Holder is expected to comply with the Host Organisation guidelines on overseas travel and safety in fieldwork, particularly for high risk countries. The British Academy will not be held liable for the health, safety and security of award holders or individuals employed on an award.

9.9 The Host Organisation and the Award Holder must ensure that research involving the use of animals falls within the regulations laid down in the UK Animals (Scientific Procedures) Act 1986 and subsequent amendments. Any element of research funded by the Award that is conducted outside the UK must, as a minimum standard, be conducted in accordance with the principles of UK legislation.

9.10 In the case of research involving the use of animals, the Award Holder must inform the British Academy that animals will be used in the research and provide the following details, the number of animals, the species and procedures involving animals. The Award Holder must also inform the British Academy as soon as possible of any significant increase to the number of animals used or a change in the species from that which was originally supported by the Award.

9.11 The British Academy endorses the principle of the NC3Rs (replace, refine and reduce) which means that every effort must be made to replace the use of live animals with non-animal alternatives; to reduce the number of animals used in research; and refine procedures so that the degree of suffering for animals is kept to an absolute minimum.

9.12 The British Academy accepts no responsibility for costs or liabilities arising from the research funded by the Award, other than those set out in these Conditions of Award, or otherwise agreed in writing.

9.13 The Host Organisation, any Award Holder or any other person working on the Award (including but not limited to employees, students, visiting fellows and subcontractors) will indemnify the British Academy against any claims for compensation or against any other claims (whether under any statute or regulation or at common law) for which the Host Organisation may be liable as an employer or otherwise or for which any other person working on the Award may be liable.

9.14 These Conditions of Award will be governed by the laws of England and Wales. All matters relating to the terms and conditions will be subject to the exclusive jurisdiction of the courts of England and Wales.

9.15 If any provision of these terms and conditions is found by a court or other legitimate body to be illegal, invalid or unreasonable, it will not affect the remaining terms and conditions which will continue in force.

10.   INTELLECTUAL PROPERTY

10.1 Unless stated otherwise, the ownership of British Academy-funded intellectual property (IP), and responsibility for its identification, protection, management and exploitation, rests with the Host Organisation.

10.2 It is the responsibility of the Host Organisation, and all engaged in the research, to make every effort to ensure that any potentially valuable results obtained in the course of the research are exploited, whether protected by IP rights or not, and used to the benefit of society and the economy.

10.3 Where the Award is associated with more than one research organisation and/or project partner, a formal collaborative agreement must be established, which sets out the contributions and ownership rights of the organisations and individuals involved with regards to intellectual property and exploitation. It is the responsibility of the Host Organisation to put such an agreement in place before the Award commences. The terms of the collaborative agreement must not conflict with the British Academy's Conditions of Award.

10.4 The collaborative agreement must set out that the Host Organisation(s) is not restricted in its future research capability, that all applications of the intellectual property are developed in a timely manner and that the substantive results of the research are published within an agreed and reasonable period.

11.   DATA PROTECTION

11.1 The British Academy is compliant with the GDPR and adheres to the principles of the Data Protection Act 2018.

11.2 The British Academy is committed to protecting and storing securely any personal and sensitive data held. Applicants should be aware that the information they provide on the application form and, if successful, in subsequent reports will be used by the British Academy for processing the application, making any consequential award, for the payment, monitoring and review of the award, and for general British Academy business. This information may be shared with relevant funding partners, including but

not limited to the Department for Business, Innovation and Skills, the Foreign and Commonwealth Office, and the Department for International Development.

11.3 Information will also be shared with relevant officers in the Host Organisation for the application and award procedures to be followed.

11.4 Details of award holders (including name, institution, project details and amount of award) will be used to compile published lists of award holders which will be made available on the Internet, and to produce statistical and historical information on British Academy awards.

11.5 Queries submitted under the terms of the GDPR about the processing of personal data should be addressed to the British Academy's Data Protection Officer at DPO@thebritishacademy.ac.uk Submitting the online application form constitutes the applicant's agreement to all terms, conditions, and notices contained in the Scheme Notes.

11.6 You also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, at any time. The ICO's contact details are as follows:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113 (local rate) or 01625 545745

11.7 Application forms will be retained for ten years in the case of successful applications, and five years in the case of unsuccessful applications, and may be consulted by the British Academy in the event of future applications being submitted.

12.   COMPLIANCE

12.1 The British Academy reserves the right upon reasonable notice to inspect the award at any time and to require further information to be supplied as seen fit. Such further information may include but is not limited to financial records and financial procedures associated with the Award, or to appoint any other body or individual for the purpose of such inspection.

12.2 Persistent failure to comply with the conditions of award will result in the British Academy writing to the Vice-Chancellor or equivalent senior official of the Host Organisation and lead to the possibility of sanctions.

12.3 The sanction for non-compliance with the conditions of award is penalty-listing: that is, to disbar, sine die, the scholar concerned from applying to the British Academy under any of its grant-giving schemes; and to disbar, for a period of two years, all members of that institution from applying to the British Academy under any of its grant-giving schemes.

PART 2

SCHEME-SPECIFIC CONDITIONS

BRITISH ACADEMY/WOLFSON RESEARCH PROFESSORSHIPS

1. **INTRODUCTION**

1.1 The Academy will confer upon the successful applicants the title of *British Academy/Wolfson Research Professor.*

1.2 The award of a Professorships may be held for a period of three year from a starting date, to be agreed between the Academy, the award-holder and the employing institution, **not earlier than 1 September in the year of the competition and not later than 1 January following**. No award is renewable.

1.3 Applicants are required to give an undertaking that, if appointed, they will devote themselves full-time to the research for which they have been given the award, without responsibility for regular teaching, examining or administrative duties, save for those duties declared in the application form and approved by the British Academy. These will normally be expected only to include strictly limited postgraduate teaching and supervision.

2. **USE OF AWARD**

2.1 At the time when an application is submitted, an appropriately authorised approver on behalf of the applicant's employing institution shall approve the application on behalf of the employing institution undertaking:

  a.   to release the Professor from teaching, examining and administrative duties, except as declared on the form and agreed by the Academy, during the period of the award;

  b.   to continue to pay the award-holder's ordinary emoluments (including any increments and cost-of-living increases which may become due), superannuation and national insurance contributions;

  c.   to continue, without cost to the British Academy or the Wolfson Foundation, to provide the award-holder with working accommodation, access to libraries and collections, and normal social facilities, and generally to continue to treat the award-holder as a full member of the institution's academic staff;

  d.   to preserve fully the rights of employment of the award-holder, and, in particular, any rights he or she may have to sabbatical leave; but noting that there is no commitment for the employing institution(s) to regrade the post upon expiry of the period during which the award is held; and

e.   to make arrangements, in agreement with the British Academy, for the performance of all those duties of which the award-holder is to be relieved.

3.   **ACCEPTING THE OFFER AND PAYMENT**

3.1 After the replacement lecturer has been appointed, the name of the replacement, their curriculum vitae and confirmed salary must be supplied to the Academy. The British Academy will pay to the institution(s) concerned the agreed costs of substitute teaching, normally by quarterly reimbursements, up to the maximum stated in the funding call. The salary rate for the replacement should be at the equivalent of the minimum starting point for a newly appointed Lecturer. The Academy will also cover the costs of superannuation and national insurance contributions (and, where appropriate, London Allowance). While it is hoped that the person substituting for the award-holder will be treated as a full member of the academic staff of the institution concerned and will be offered access to its normal facilities, including a room for working, and social facilities, the Academy will not meet the costs of these. It is expected that a full-time appointment will be made, thus giving an opportunity to a younger scholar and avoiding the need to ask the award-holder to fill any gap in the teaching arrangements.

4.   **REPORTING AND ACCOUNTS**

4.1 Reports Award holders are required to submit an interim report each year on the anniversary of the start date on all research and activity carried out in relation to the award during the year. Further payments will not be released if an interim report is overdue. A final report will also be required within three months of the end date of the award which should provide an account of the full range of outcomes, actual and planned, from the award, including plans for future collaboration.

4.2 Accounts An itemised statement of expenditure should be provided by the award-holder's employing institution at the same time as the interim report. Unspent funds at the end of each interim year may be rolled over to the following year provided a reasonable justification for this is provided. A final statement of expenditure must be submitted as part of the final report form. The report will be deemed incomplete until the grant has been fully accounted for and any financial reconciliation made. Any remaining unspent funds at the end of the award must be returned to the British Academy.