

# BABAO RESEARCH PROJECT GRANTS

## GUIDANCE NOTES

*Guidance Notes Last Updated 20/12/2021*

### **1. Background**

In October 2004 the BABAO committee (now the Board of Trustees) approved funding for a series of project grants that are available, by competition, to all members of the association. A copy of the application forms (academic and commercial) can be found on the association's website (<http://www.babao.org.uk/about/awards-and-prizes/>).

Two grant application forms are available. One is for research by members working in the contract/commercial archaeology sector, employed and self-employed: up to £1000 for research costs, and an additional amount (the equivalent of up to 6 days of work or up to £1500, whichever is less) to cover salary costs. The other grant is for the academic sector (up to £1,000). It should be noted that the higher sum available for the commercial sector includes the cost of buying out time for the researcher from his/her company to allow for sufficient time to conduct the research. Applications for more than these sums will not be considered. The two types of applications are ranked separately, but using the same procedure. Note that for all projects involving destructive analysis an additional 'Destructive Analysis Supplementary Form' must also be completed and submitted at the time of application for the project to be considered for funding. This is available on the webpage alongside the other application forms.

In 2021, a new grant supporting the decolonisation of our research, learning and teaching, and diversification of our profession was introduced into the BABAO research grant scheme. The **Decolonising and Diversifying Osteology and Biological Anthropology (DDOBA) grant** operates alongside the BABAO research grant scheme. The application process, eligibility criteria and deadlines are the same. To indicate that they wish to be considered under this scheme, applicants should complete section 8 of the application form. See 'Specific Guidance Notes' in this document for further information.

***BABAO may fund one or more grants per year in each grant category (academic and commercial), depending on the association's finances and subject to the submission of applications of sufficient quality. In the event that the Board identifies no submission of appropriate quality within a given category, it reserves the right to reallocate the grant to another category or not award it at all. The Board's decision is final.***

These grants may be used to support research in biological anthropology (defined as research relating to humans and non-human primates, extinct and extant) and osteoarchaeology (human and non-human), both to undertake the research directly and to commission specialist services required for the research project. Specialist equipment required to undertake a project is unlikely to be funded unless it is highly specific to the research project and, if this is the case, the applicant must also

demonstrate that the funds could not reasonably be obtained from other sources (such as the developer or the individual's institution).

***N.B. The grant is meant for a discrete piece of research or distinct component of a wider research project, and not just a contribution towards general living expenses or tuition fees during a PhD, for example, or for funding conference attendance.***

If the proposed research includes access to "material" from a different institution, the application should be accompanied with a letter of permission from the appropriate museum/holding institution. It is the applicant's responsibility to request access and supporting letters in a timely manner. It is also the applicant's responsibility to gain ethical and health and safety (risk assessment) approval from their own institution.

## **2. Funding for the same project from other organisations**

**Please note:**

a) While it is appreciated that an applicant may apply to other funding bodies to fund the same topic as their BABA O grant application, it is imperative that an applicant informs the Board immediately if he/she receives sufficient funding from another source before the BABA O grant awards are decided.

***It is unethical and unjust to accept a grant for a research project that has already been fully funded from other sources.***

b) If students apply, they should specifically state how this grant application relates to other sources of funding for their course or research. If their PhD is unfunded, applying for a grant to support discrete, freestanding components of their PhD is reasonable. However, if their PhD is funded, they must specifically state why extra money in the form of this grant is required. If the proposal is not clear on this point it is likely to count against the application.

c) If commercial members apply they should specifically state why the research will not be, or was not, funded by the developer.

## **3. Submission of applications and their evaluation**

***The closing date for receipt of applications for the current year is 1st of May 2023 (11:59 pm UK time).***

***Please note that all applications must be typed and submitted in pdf format, and all sections should be completed.***

Applications, complete with a two-page summary CV of the applicant, a letter of support where required (i.e. for access to external material and destructive analysis, where relevant), and the 'Destructive Analysis Supplementary Form' where relevant, must be sent electronically to the Grants Secretary (grants@babao.org.uk). All documents must be submitted as **pdfs**; other file types will not

be accepted. Please note that all permissions for access to external material and for (destructive) analyses must have been obtained by the deadline.

Please save the files under your surname (e.g. JonesApplication.pdf and JonesCV.pdf) and **not** as BABAOapplication.pdf. Please insert electronic signatures, or scan signed paper copies to a single pdf. A maximum of four files (application form, CV, letter(s) of support if required, and Destructive Analysis Form if required) should be submitted for each application. *Please do not include the guidance notes in your submitted application.*

Grant proposals will be reviewed by the Board of Trustees. Notification will be given to the applicants at the latest by the end of August, and the outcome publicised via the BABAO email list and the BABAO webpage. Successful grants will also be announced at the AGM held in September and will be included in the Annual Review.

***Applicants must be paid-up members of BABAO by 31<sup>st</sup> January of the application year. It is the applicant's responsibility to ensure that they have paid their subscription, and applications from lapsed members will not be considered.***

#### **4. Expectations of grant winners**

Grant winners are:

- a) required to provide a breakdown of spending within one year of the receipt of the award, and
- b) expected to present their research at the BABAO conference within two years of the receipt of the award (so 2023 grant winners are expected to give either a paper at the 2024 or 2025 conference), and,
- c) required to complete a feedback form in the year that they are presenting at the BABAO conference (so either 2024 or 2025), giving:
  - a clear summary report of what was achieved
  - a summary of how the research has been disseminated, including publications

This form should be submitted to the Board by the latest at the time of the BABAO annual meeting two years after the award (2025 for 2023 awardees). ***BABAO should be acknowledged in all outputs.***

***If the research is not completed within the expected timeframe without due cause, applicants may be required to return the grant money.***

#### **5. Specific Guidance Notes**

Please note the maximum word counts where specified. The boxes on the form can be expanded as necessary. The application will be anonymised so please limit the amount of references to specific individuals or institutions.

Section 1: To be completed by the applicant. Please give your complete postal address and, where applicable, your affiliation (commercial company/university/museum, etc.). You must include your BABAO membership number to show that you are a member in good standing. Your membership number was included in the letter/ email sent to you when you joined BABAO. If you cannot find your number, please contact the membership secretary ([membership@babao.org.uk](mailto:membership@babao.org.uk)) up to three weeks before the deadline.

Section 2: Please give brief details of your current status (e.g. postgraduate student, lecturer, contract osteologist, freelance osteologist, etc.). If you are a student, please provide details of the degree for which you are registered, name of your supervisor (who does not need to be an association member), and the name of your institution.

Section 3 (maximum 15 words): The brief title of the project will be placed on the BABAO website if the application is successful.

Section 4 (maximum 100 words): Please provide a brief outline of the research project, which should be suitable for a non-expert audience. The outline will also be placed on the BABAO website and published in the annual review if the application is successful.

Section 5 (see word counts for each box): This section requires detailed description and information about the proposed research project. Please do not exceed the word limit for each box.

In the first section you are expected to include information on the aims, objectives, research questions, rationale, and importance of your project:

*Aims* – aims are statements of intent, and are usually written in broad terms. They set out what you hope to achieve at the end of the project

*Objectives* – while aims address what you want to do, objectives address how you are going to do it. They involve specific statements that define measurable outcomes, e.g. what steps will be taken to achieve the desired outcome.

*Research questions* – what specific questions does your research set out to answer?

*Rationale* – what is the reason for needing to conduct this research? Include background research that has already been done on the topic, indicating why further research is required.

*Importance* – what does the research contribute, relating to both ancient and modern-day understanding.

We also require you to briefly outline your involvement in the proposed project. For example, what aspect(s) of the work outlined will you be completing yourself, or which aspects will be completed by other project participants.

The timetable for research is particularly important as the Board requires the projects being funded to be completed within a maximum timeframe of two years (including a presentation at the BABAO annual meeting, and submission of the final report to the Board).

A maximum of three images may be included as part of the proposal if necessary, inserted within the appropriate box in this section.

For commercial grants, specifically state why the research will not be, or was not, funded by the developer.

Please note that section 5 weighs heavily in the assessment of the application. The first two boxes in this section will represent 60% of the final score, while the rest of the section, alongside sections 6 and 7, will count towards the remaining 40% of the final score.

Section 6: It is the applicant's responsibility to gain ethical and health and safety (risk assessment) approval, where required, from their own institution. Please note that BABAO considers any research using human remains as having ethical implications. Check the association's website for guidance on ethics and practice (<http://www.babao.org.uk/publications/>).

Section 7: Please provide a breakdown of the budget required from the association. **Travel should use the cheapest possible mode (e.g. 2<sup>nd</sup> class train fares)**. Accommodation may also be requested, where appropriate. All costs should be included in the application.

For subsistence and accommodation, please use the HMRC benchmark rates which can be found at the two addresses listed below.

- UK
  - **Meals capped at £25 per day for all three meals:** <https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim30240>. Please note this link only provides information on ongoing rates for meals.
  - **Accommodation capped at £60 per day.** There are no government guidelines for accommodation costs in the UK (see link above). The Board has decided to cap this at £60 as this seems to be the ongoing rate for several UK Institutions/organisations.
  - If you wish to request higher rates than those listed above please justify this by providing evidence from your institution's/organisation's accommodation and subsistence rates.
- Worldwide
  - Please use the following link to estimate the subsistence and accommodation rates necessary for a research trip abroad.  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/359797/2014\\_Worldwide\\_subsistence\\_rates.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/359797/2014_Worldwide_subsistence_rates.pdf)
  - For travel costs, please provide a quote from a travel website including a screenshot

The grants will also cover the cost of analyses undertaken by specialists or consumables needed for the analyses.

Specialist equipment required to undertake a project is unlikely to be funded unless it is highly specific to the research project. If this is the case, the applicant must demonstrate that the funds could not reasonably be obtained from other sources (such as the developer, or the individual's institution). Tuition fees (partial or complete) and general living expenses will not be covered.

Following a series of votes by the Trustees in 2021, care costs (e.g. childcare costs) can now be factored into research grant applications where the research could not feasibly be conducted otherwise. Please contact the Grants Secretary if you have any questions or need any clarification.

For commercial grants, please quote the day rate and overheads if requesting funds to buy out time.

Section 8: Only applicants who wish to be considered for the **Decolonising and Diversifying Osteology and Biological Anthropology Grant (DDOBA)** must complete this section to indicate their eligibility. They should indicate which of the criteria outlined (see below for a summary for each) in this section applies to their proposed project and briefly outline how their work fits the DDOBA eligibility criteria.

They only need to select one to be considered eligible, and applications will not be weighted based on how many are selected.

### **Eligibility criteria**

1. The researcher/s

Applications will be proposed and led by Black, Asian, Indigenous or other minority ethnic scholar/s or, if a collaborative project, include one or more scholars from these backgrounds in the research team. Projects that actively engage students from these backgrounds will also be eligible.

2. The topic

Applications could cover a topic that includes global regions outside Europe and North America (especially the global south). It may cover a theme which is relevant to diversifying the reach of our research (for example the archaeology of the African diaspora, enslavement or international migrations). Alternatively, the research may aim to interrogate colonialism and racism in our field and/or identify ways to address extant structural biases.

3. Engagement

Applications will engage Indigenous, minority or other underrepresented communities in its research process or explore/develop strategies for doing so in equitable and respectful ways.

4. Explicitly address the decolonisation of biological anthropology through another means.

Section 9: **All** applicants must obtain a signature from their course director/supervisor/line manager. Applications without a supporting signature cannot be accepted. If you are unable to insert an image of a scanned signature, scan the signed hard copy of the form and submit it via email. For commercial grants, employed applicants need their employer's signature.

If you do not have someone to sign off on your application for you for one of the following reasons – you are self-employed, retired, an independent researcher, or a director of a company – you can identify a referee (e.g. a commercial unit you work on behalf of, a previous employer, a collaborator on the project, or a previous supervisor) to sign it for you. They must also provide a short reference stating how they know you. This must be a professional reference, and not a personal one.

References: Up to one side of A4, appended to the end of the form, may be used for bibliographic references. Each should relate directly to a citation made in the proposal.

CV: **A two-page CV of the applicant** named in Section 1 should be submitted as a separate document.