



## ROYAL ARCHAEOLOGICAL INSTITUTE

RAI Research Fund, Tony Clark Memorial Fund for Archaeological Science and the Bunnell Lewis Research Fund

### NOTES FOR APPLICANTS

One of the main aims of the Royal Archaeological Institute (RAI) is to encourage research. Each winter, the RAI Research Committee meets to consider applications for assistance towards suitable projects. It must be emphasised that funds are limited and it is very rare for the Institute to meet the total cost of a project, except where these are small.

#### **The grants**

Applications for grants are invited for:

- The RAI Research Fund. Awards from small three-figure sums up to around £5,000 are available each year;
- The Tony Clark Memorial Fund. Up to £500 is available each year for scientific elements of archaeological projects;
- The Bunnell Lewis Research Fund. Up to £750 is available each year for projects which preferably involve the excavation and exploration of Roman sites.

It is possible to apply for a grant from more than one of these funds.

#### **Eligibility**

Applications will be considered for archaeological fieldwork, survey, aspects of excavation and post-excavation research, architectural recording and analysis and artefact and art-historical research. Documentary research *per se* will not be eligible, but can be considered as an element of the other categories.

The RAI is keen to encourage small projects and the involvement of part-time and amateur archaeologists, architectural historians and historians, though such people are strongly advised to seek professional advice and provide at least one academic reference. Preference will normally be given to projects within the British Isles which have significant part-time/amateur involvement. Applications for overseas work with some relevance to the British Isles will also be considered.

Grants will not be made for funding undergraduate or post-graduate work, nor for the cost of food.

Grant applications for projects also in receipt of English Heritage, Historic Scotland or Cadw funding will not normally be considered.

Applicants may apply for themselves or on behalf of local groups.

Applicants may submit only one application within the year they are applying.

#### **Conditions of grant**

Any one project may attract a maximum of three grants from the Institute. Where a project involves excavation or other fieldwork, one of the three possible grants will normally be reserved for post-excavation or post-fieldwork activities directed towards final publication.

Grants will only be made towards salaries, consultancy fees or publication costs where these elements form a relatively small proportion of the total cost of the project. This restriction does not include specialist costs.

Recipients of grants are expected to acknowledge the contribution of the RAI to their project in publicity material and reports on the results. Where it is a major contributor to a project, the RAI expects to be offered the results of such projects for consideration for the winter lecture programme and/or for publication in *The Archaeological Journal*.

All successful applicants must supply a short interim report on their results for publication in the Newsletter and a full set of accounts for the year of application (see below) by the 10 December 2017.

### **The application process**

Application forms can be obtained from the website at [www.royalarchinst.org](http://www.royalarchinst.org) or email at [admin@royalarchinst.org](mailto:admin@royalarchinst.org). Applications should be sent in digital form by **11 December 2017**. Referees should send their references directly to [admin@royalarchinst.org](mailto:admin@royalarchinst.org) and these, too, must be received by **11 December 2017**. Applications and references received after this time will not be considered.

Successful applicants will be informed after the Council meeting in March.

### **The criteria for grant awards**

When judging applications for grants, the RAI Research Committee will consider the following criteria:

- The eligibility of the application and its relevance to the RAI's interests
- the intrinsic interest and value of the research
- the general interest of the project
- the clarity of the application
- the rigour of the methodology and the extent to which it seems likely to meet the project aims
- the likelihood of completion and publication
- the extent of part-time/amateur participation and/or public access to the project and project information
- the support of appropriate referees

### **The conditions for applicants**

It is most important that applicants note the following:

1. Applicants must state clearly their programme of work and the elements of that programme for which they are seeking financial assistance. They are asked to state whether they believe that their application is eligible for the Tony Clark Memorial Fund or the Bunnell Lewis Research Fund.
2. The Institute requires two external referees who are not directly involved with the project (one of whom must be external to the institution of the applicant) to comment on the academic value of the project, the suitability of those undertaking it, and whether the grant is likely to be used to best advantage. The referee's affiliation to the applicant should be stated. References should be requested by the applicant (the RAI will not do this) and must be sent directly to [admin@royalarchinst.org](mailto:admin@royalarchinst.org). There is no form for references.
3. A brief report of not more than 350 words must be submitted in digital form (on CD to the Institute's address or by email to [admin@royalarchinst.org](mailto:admin@royalarchinst.org)) by **10 December 2018** for inclusion in the Institute's Newsletter. Consideration will be given to printing an accompanying illustration.
4. A condition of the grant is that a statement of accounts must be submitted to [admin@royalarchinst.org](mailto:admin@royalarchinst.org) by the **10 December 2018**. Failure to supply an appropriate statement of accounts and an interim or final report will bar an applicant from further grants from the Institute. The Institute reserves the right to request copies of invoices or other appropriate documentation.

5. The grant must be spent on the project as defined on the application form and at the time stated. If changing circumstances make this impossible, the prior written permission of the Honorary Secretary must be obtained. Failure to obtain such permission will lead to the applicant being asked to return the grant.
6. Where a grant is awarded for specialist work the Institute reserves the right to request sight of copies of reports funded, or partially funded, but the grant.
7. When a grant offer is made, the applicant should confirm the programme of the project and indicate when the grant will be required. Grants will be forfeited if they have not been taken up within nine months of the offer.

Queries can be made by email at [admin@royalarchinst.org](mailto:admin@royalarchinst.org).

Dr Pete Wilson  
Honorary Secretary  
Revised August 2017



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### APPLICATION FORM

Please return this form to [admin@royalarchinst.org](mailto:admin@royalarchinst.org). The closing date for applications and references is on **11 December 2017**.

#### 1. Name and address of applicant

Role in project:

#### 2. Title, brief summary and duration of proposed research

#### 3. Grant requested from Royal Archaeological Institute

Please state the total amount you are requesting.

Is any part of the grant to be used toward paying salaries? YES/NO  
If yes, how much?

Is any part of the grant to be used toward paying for specialist work? YES/NO  
If yes, how much?

What is the total cost of the project for the year of application?

Have you previously received a grant(s) from the Royal Archaeological Institute for this project? If so, in which year(s)?

#### Please indicate which grant(s) you are applying for.

- RAI Research Fund
- Tony Clark Memorial Fund
- Bunnell Lewis Research Fund

#### 4. Other grants

Have you applied for other grants for this project? YES/NO  
If yes, please name the source(s) and give details of the amounts.

Have you already received grant(s) from other sources? YES/NO  
If yes, please name the source(s) and give details of the amounts.

#### 5. Details of any research undertaken where publication is still outstanding.

6. **Referees** (Referees must send their references via email by **11 December 2017**.)

Names and addresses of two referees

7. **Please indicate the extent of part-time/amateur involvement in the project.**

8. **Full description of project**

This must include:

- Background and results to date that are relevant to this application
- Significance of project
- Objectives
- Methods
- Programme
- Costs showing how RAI funding would be spent
- Why the RAI should fund this project (c 50 words)

Please submit a maximum of two pages of A4 with font size no smaller than 11 pt.

Please entitle the page: Royal Archaeological Institute Research Fund

Project Name

Full Description of Project

**Signature of applicant**.....

**Date**.....

**For Institute use:**

Grant awarded YES/NO

Amount £

Accounts and interim report received YES/NO

Date

First/second/third award

Dr Pete Wilson  
Honorary Secretary  
Revised August 2017