**APPLICATION FOR BIPS GRANTS**

**A. TYPE OF GRANT**

1. Please tick here which grant you are applying for. Details on each can be found on the [BIPS website grants page](https://www.bips.ac.uk/grants-how-to-apply/). See also condition no. 10 below.

|  |  |
| --- | --- |
| Research Grant (RG) & Research Assistant Grant (RAG) |  |
| Student Travel Grant (STG) |  |

**B. PROJECT HEADER**

2. Please provide the information below:

|  |  |
| --- | --- |
| **Title of project and acronym** |  |
| Amount requested (in UK Pound Sterling) |  |
| Keywords that describe the project (max. 6) |  |

**C. APPLICANT DETAILS**

3. Please attach a brief CV (max. 2 pages) to this proposal, **AND** provide the information below:

|  |  |
| --- | --- |
| Applicant name (FIRST NAME, SURNAME) |  |
| Title (Ms, Mr, Dr, Prof, …) |  |
| Host Institution(See note 2 under Conditions) |  |
| Email address(es) |  |
| Mailing address |  |
| Permanent address (if different) |  |
| Nationalities |  |
| Languages (Please indicate levels for each as “basic,” “working level,” or “fluent/mother tongue”) |  |
| Fieldwork experience (List only fieldwork that is relevant to your project) |  |
| Other qualifications (university level or similar) |  |
| Main Publications (if applicable, max. of six) |  |
| First referee (Name, address, email and phone number) |  |
| Second referee (Name, address, email and phone number) |  |

**D. PROJECT DETAILS**

4. Please summarise the **main aims and impact** of your proposed project in **100-150 words**. Please write in a way that is understandable to a non-specialist audience. We may post this to our website if your application is successful and funded.

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5. Please describe, in **max. 300 words, the relationship between your current proposal and your research activities, as a whole**. Are you applying for funding to facilitate specific aspects of an ongoing research project, to disseminate its findings, or to complete it? Or, is it seed funding for a new project you are planning, or something else?

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**6.** Timelines

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Duration in Months:** Insert no. of months | Start: | DD/MM/YEAR | End: | DD/MM/YEAR |

**E. PREVIOUS BIPS AWARDS**

7. Is this your first application for a BIPS’ award? YES / NO

If not, have you presented a report on your last award at a BIPS workshop? YES / NO

If yes, please give details, including details on publications outputs (with bibliographic references), conferences (with titles and dates), and pointing out how this work is linked to the current proposal:

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N.B. THIS APPLICATION WILL NOT BE CONSIDERED IF YOU HAVE NOT PRESENTED A REPORT ON YOUR LAST AWARD AT A BIPS WORKSHOP

**F. CASE FOR SUPPORT**

8. Please describe, clearly and specifically, your proposed research to be funded by this award under the headings: aims of the research; specific research question(s); research context and state of the field; research methods; and timescale/work plan. (max. 2,000 words)

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9. Please describe in detail the **proposed output(s)** from this project, and outline your specific plans for publication or other dissemination of the research for which you are seeking an award.

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10. Are **other** **researchers** involved in this project?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If yes, please list and describe their roles. What is your overall role in the project?

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11. Please supply any **additional information** which may support this bid (e.g., collaboration with other institution(s), impact and wider benefits beyond academia, other funders, matched funding). (max. 200 words)

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**G. JUSTIFICATION OF RESOURCES AND BUDGET**

12. Please list, clearly and specifically, the elements of this project for which you are requesting funding, and provide a breakdown of costs. Explain how each budget element relates to the proposed research, and their role in fulfilling your research aims, and in contributing to the dissemination of your findings. In the case of multiple funders, clearly indicate what BIPS is being asked to fund.

**Budget:**

|  |  |
| --- | --- |
| **Item** | **Cost** |
| Research support (for RA Grants only): *Please state period of employment and hourly/monthly rate. Please specify how total period has been calculated, and confirm that you have obtained approval from the host institution to manage the support, given that BIPS does not support overhead costs.* |  |
|  |  |
| Other costs (fees, travel, equipment, etc.) |  |
| Other sources of income, e.g. grants, in-kind support (please provide details) |  |
|  |  |
| **Total cost** | **£** | Funds requested from BIPS | £ |  |

**REFEREES**

13. Referees should send the references directly to the BIPS Secretary by email (bips@britac.ac.uk)**. It is the responsibility of the applicant to ensure that these references arrive by the deadline for the call.**

**First referee**

|  |  |
| --- | --- |
| Name: |  |
| University and affiliation |  |
| Email Address: |  |
| Phone number: |  |
| Postal Address: |  |

**Second referee**

|  |  |
| --- | --- |
| Name: |  |
| University and affiliation |  |
| Email Address: |  |
| Phone number: |  |
| Postal Address: |  |

**SIGNATURE**

**14. PLEASE MAKE SURE YOU HAVE READ THE CONDITIONS OF THE GRANT (ON THE NEXT PAGE) CAREFULLY. Your application will not be considered if you have not complied with them.**

**By signing this you confirm that you have read and understood the terms and conditions of this grant, and that you have answered all questions truthfully and to the best of your knowledge.**

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| --- | --- |
| Signed:  | DATE: |

Thank you for completing the form.

**CONDITIONS AND CLARIFICATIONS FOR GRANT APPLICATIONS**

Before making an application, please read these conditions carefully.

1. You must be a member of BIPS for your application for a BIPS grant to be considered. Please see our website, and click Join Us, to see about becoming a member if you are not onealready.
2. You MUST be affiliated with a UK-based university, institute of higher education or a UK museum that can at as “host institution” for your project, generally either as an enrolled student or employee. Independent scholars need to have an academic affiliation that gives them library loan privileges. Your application will not be considered without this affiliation. A letter of host institution support must be appended to your application.
3. You must have two referees who can support your application with a letter. The reference letters must arrive before the deadline and it is your responsibility to make sure they do. Unless prior permission is obtained from the Chair of BIPS Research Committee, late submissions of applications will not be accepted. If you are applying for a Research Grant, at least one of the two referees needs to come from outside the host institution. Furthermore, referees should not be involved in the project outlined in this application.
4. BIPS will not cover costs for publication of books or articles, photocopying or digital reproductions, postage, or the purchase of books or materials.
5. Travel grants for students (undergraduate and post-graduate, including doctoral candidates) may not exceed £1,200.
6. For projects that involve international travel, applicants must present a risk asssessment from the host institution with reference to relevant [Foreign, Commonwealth and Development Office (FCDO)](https://www.gov.uk/foreign-travel-advice/) travel advisories, before award funds can be transferred.
7. Upon completion of the project, a full list of all expenditures, with digital copies of receipts, must be supplied to BIPS, together with the final project report. All unspent funds must be returned to BIPS within six months of project completion.
8. Applicants can apply for project extensions for up to 6 months.
9. Reference letters must be sent by the referee directly and include date, signature, and letterhead.
10. BIPS will not fund travel to any country where the FCDO does not advise travel, on any grant.

**APPLICATION CHECKLIST:**

Before submitting your application, please check that you have provided all necessary documents and that your BIPS membership is active:

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| --- | --- |
| **Attachment 1: Application Form** – all 14 questions answered the best of your abilities | **√** |
| **Attachment 2**: **CV** (max. 2 pages without publications) | **√** |
| **Attachment 3**: **Host institution support letter** | **√** |
| **Pay BIPS membership if it has lapsed or you have not joined yet** | **√** |
| **Write grant type and project title in your email subject line** | **√** |