



The British Institute of Persian Studies

مؤسسه ایرانشناسی بریتانیا

10 Carlton House Terrace, London SW1Y 5AH

Tel. 020 7969 5203; Fax. 020 7969 5401; e-mail bips@thebritishacademy.ac.uk

Terms and Conditions of the Award for Research and Student Travel Grants

Before you apply

1. You must be a member of BIPS to claim your award; you are encouraged to be a member when you apply for the grant. Please see our website, and click Join Us, to see about becoming a member if you are not one already.
2. You **MUST** be affiliated (not necessarily employed) to a UK-based university, institute of higher education or a UK museum. Your application **WILL NOT** be considered without this affiliation.
3. You must have two referees for your application. The references **MUST** arrive before the deadline, and it is your responsibility to make sure they do. Applications without both references will not be considered. If you are applying for a research grant, you need to have at least one referee from outside your own institution. Referees should **NOT** be involved in the project outlined in this application.
4. BIPS **DOES NOT** give grants for: 1) publication of books or articles; 2) photocopying or digital reproductions; 3) postage; 4) the purchase of books or materials, 5) or subsistence.
5. Students (undergraduate and postgraduate, including doctoral candidates) should apply for travel grants, which are limited to £1,200.00. **DO NOT** make applications for more than this amount.
6. All applicants must obtain a safeguarding risk assessment for the project applied for, from their university/institution and provide this to BIPS before the transfer of funds. In the event of travel overseas, applicants should be mindful of [Foreign, Commonwealth & Development Office \(FCDO\) advisory](#). BIPS will not be able to fund any project that involves visiting regions to which FCDO advised against travelling.
7. **Applications submitted to BIPS must be as detailed as possible and must include comprehensive budget information.** BIPS may choose to award the full sum requested by the applicant **OR** to fund selected items from within the proposal, as per the quality of the application and BIPS priorities.
8. BIPS **MUST** be informed of any grants received from other bodies for the supported project. This can be outlined in the application form if the grant has already been received, or it should be communicated to BIPS as soon as possible after receiving the grant.

Use of the Award

9. **The award is to support the research project described in the application.** If it is proposed to vary the project or programme in any significant way, prior approval must be sought from



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BIPS by contacting the General Manager (bips@thebritishacademy.ac.uk).

10. Awards are normally paid to and administered by the employing institution. Recipients are advised to ensure that satisfactory arrangements for the administration of their awards have been made before the project begins. Payment of the sums awarded will normally be made at the request of the recipient when expenditure is about to be incurred; an electronic transfer of funds will then be made to the institution or to the recipient as determined by BIPS.
11. Expenditure should be made in accordance with the items originally set out in the application. Expenditure may be varied between budget heads, within reason. Small adjustments may be made without recourse to BIPS, but if any significant adjustment to the proposed expenditure is envisaged, prior permission should be sought from BIPS.
12. Items of equipment or other resources purchased with the help of a BIPS grant must be deposited on the expiry of the grant with an institute (usually the recipient's own, or otherwise as agreed with BIPS). Such items do not become the personal property of the award holder.
13. **Grants should be used for the agreed purpose within 1 year of reception.** If the sponsored project is not undertaken after two years, grantees will be required to return funds to BIPS and to re-submit an application.

Research Ethics

14. BIPS attaches considerable importance to the maintenance of high ethical standards in the development, conduct and reporting of the research it supports. It further aims to ensure that it is conducted in a professional manner and will not give rise to distress or annoyance to individuals. Grant holders are required to carry out the sponsored project with due regard for BIPS' 'Ethical Practice Policy' [which can be read in full on page 4.](#)
15. The award-holder MUST ensure that research is conducted ethically and according to best practice in the field. Ethical issues should be interpreted broadly and may encompass, among other things, relevant codes of practice, the involvement of human participants, tissue or data in research, research that may result in damage to the environment and the use of sensitive economic, social or personal data. All use of personal data must comply with the [General Data Protection Regulation](#) (GDPR).
16. BIPS has a zero-tolerance policy towards bribery and corruption and is committed to acting fairly and with integrity in all of its business dealings and relationships and to implementing and enforcing effective systems to counter bribery. Grant award-holders are required to comply with BIPS' Anti-Bribery Policy, [copied in full on the pages 4-6.](#)

Health and Safety, Safeguarding

17. BIPS accepts no responsibility for the personnel of sponsored projects while conducting



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fieldwork.

18. Award-holders must consult FCDO Travel Advice before travel.
19. The award-holder is responsible for ensuring a safe working environment is provided for all individuals associated with a research project. Its approach and policy on health and safety matters must meet all regulatory and legislative requirements in the United Kingdom or the country in which the research is conducted.
20. As noted in Paragraph 6 above, a safeguarding risk assessment must be obtained from the relevant university/Institution.

Reporting

21. Award-holders must provide a full statement of the ways in which the money provided has been spent with corresponding receipts and invoices for all expenditure. Any money which remains unspent must be refunded to BIPS. Failure to provide receipts may result in a request for funds to be returned. However, BIPS will take exceptional circumstances into account.
22. **Three months after the project or travel has been undertaken, the award holder must submit a 1,000 word project report including a full list of all expenditure with digital copies of receipts (where possible).** This report should be submitted using the Reporting Form provided with the award documentation and should be written in a language appropriate for inclusion in BIPS' Annual Report and/or website. In addition, we require award-holders to supply images that may be used for exhibition and publicity purposes by BIPS from time to time. The images should be supplied as high-resolution (no less than 300 dpi) in JPG/PNG/TIFF format. Award-holders will supply appropriate image copyright information and credits. The submission of a report would not preclude the submission of a fuller report for possible publication in the journal *IRAN*, if applicable. All unspent funds must be returned to BIPS within six months of completion of the project.
23. **Payments to suppliers or third parties not included in this agreement:** Payment to suppliers or third parties made by the University/Institution does not need preapproval by BIPS. If payment is to be made by the grantee to a supplier or third party, the names of suppliers or third parties, if any, including their addresses **must be** provided to the General Manager, **before** any transaction is undertaken. The General Manager will carry out sanction checks and notify the grantee whether the transaction can go ahead.
24. **Any article resulting from the research sponsored by BIPS should firstly be submitted for BIPS consideration of whether it should be included in the Institute's journal *IRAN*.** The decision to include articles in the journal *IRAN* is at the discretion of the editor of the journal.
25. Recipients of grants are expected to present the results of their research in the form of a short presentation at a BIPS Grant Holders' Workshop and should attend the workshop, if required by BIPS. Failure to present their research at the BIPS Grant Holders' Workshop will



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prevent the recipient of the award from applying for another BIPS grant.

Publications and Publicity Materials

26. BIPS expects award-holders to be open with Research Committee and fully report the publication and archive plans for the work which is being supported by BIPS.
27. Due acknowledgement of support received from BIPS should be made in any publication resulting from the research, whether an article, a book, or any other form of output, including web pages. BIPS must be informed in advance of the way in which acknowledgement will be made and the award-holders should seek BIPS approval before the publication is finalised. In addition, BIPS request that a copy of any publication resulting from the grant is submitted to Institute. Digital copies are preferred.
28. For projects involving significant electronic products or by-products, such as repositories and online collections, data created as a result of the research, together with documentation, **must be** deposited at the [Archaeology Data Service](#), within a reasonable time after the completion of the project.

ACKNOWLEDGEMENT

I have read the conditions of the awards of BIPS grants and undertake to comply with them.

Name:	
Date:	
Signature:	

Ethical Practice Policy

The British Institute for Persian Studies (BIPS) is governed by the following principles:

- We are an apolitical, multi-ethnic, religiously neutral organisation, committed to non-discriminatory treatment of others in all aspects of our work. We operate in accordance with the [Equality Act](#);
- We respect and celebrate diversity;
- We encourage academics and educators to conduct their work with an awareness of ethical issues;
- We foster dialogue and decision-making through consensus;



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- We support and collaborate with individuals and organisations who strive to contribute to research and public education about Iran; and
- We believe in working to enable Iranian to reclaim their histories, cultures and identities.
- We expect compliance with BIPS' anti-bribery policy.

The ethical standards which apply to BIPS activities (including research, teaching, consultancy, outreach, and fundraising work) arise from the basic principle that such activities should neither include practices which directly impose a risk of serious harm nor be indirectly dependent upon such practices. Serious harm includes, for example, failure to respect the interests of human beings and damage to items of cultural value or the natural environment. Ethical practice also requires that the use of individuals' personal data is fully justified and that statutory controls and codes of practice are observed at all times.

Anti-Bribery Policy

The British Institute for Persian Studies (BIPS) is committed to promoting and maintaining the highest level of ethical standards in relation to all of its business and charitable activities.

BIPS has a zero-tolerance policy towards bribery and corruption and is committed to acting fairly and with integrity in all of its business dealings and relationships and implementing and enforcing effective systems to counter bribery.

Purpose and scope of Policy

This Policy sets out the BIPS's position on any form of bribery and corruption and provides guidelines aimed at:

- ensuring compliance with anti-bribery laws, rules and regulations, not just within the UK but in any other country within which BIPS may carry out its business or in relation to which its business may be connected;
- enabling employees and persons associated with BIPS to understand the risks associated with bribery and to encourage them to be vigilant and effectively recognise, prevent and report any wrongdoing, whether by themselves or others;
- providing suitable and secure reporting and communication channels and ensuring that any information that is reported is properly and effectively dealt with;
- creating and maintaining a rigorous and effective framework for dealing with any suspected instances of bribery or corruption.

This Policy applies to all permanent and temporary officers or employees of BIPS (including any of its associated persons, which includes the grantees). All associated persons are expected to adhere to the principles set out in this Policy.

Legal obligations



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The UK legislation on which this Policy is based is the Bribery Act 2010 and it applies to the BIPS's conduct both in the UK and abroad.

A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage.

It is an offence in the UK to:

- offer, promise or give a financial or other advantage to another person (i.e. bribe a person), whether within the UK or abroad, with the intention of inducing or rewarding improper conduct;
- request, agree to receive or accept a financial or other advantage (i.e. receive a bribe) for or in relation to improper conduct;
- bribe a foreign public official.

You can be held personally liable for any such offence.

It is also an offence in the UK for an employee or an associated person to bribe another person in the course of doing business intending either to obtain or retain business, or to obtain or retain an advantage in the conduct of business, for the BIPS. BIPS can be liable for this offence where it has failed to prevent such bribery by associated persons. As well as an unlimited fine, it could suffer substantial reputational damage.

Policy statement

All employees and associated persons are required to:

- comply with any anti-bribery and anti-corruption legislation that applies in any jurisdiction in any part of the world in which they might be expected to conduct business;
- act honestly, responsibly and with integrity;
- safeguard and uphold the BIPS's core values by operating in an ethical, professional and lawful manner at all times.

Bribery of any kind is strictly prohibited. Under no circumstances should any provision be made, money set aside, or accounts created for the purposes of facilitating the payment or receipt of a bribe.

BIPS recognises that industry practices may vary from country to country or from culture to culture. What is considered unacceptable in one place may be normal or usual practice in another. Nevertheless, a strict adherence to the guidelines set out in this Policy is expected of all employees and associated persons, including grantees at all times.

Under BIPS Policy it is unacceptable to:

- give, promise to give, or offer a payment, gift or hospitality with the expectation or hope that a business advantage will be received, or to reward a business advantage already given;



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- give, promise to give, or offer a payment, gift or hospitality to a government official, agent or representative to 'facilitate' or expedite a routine procedure;
- accept payment from a third party that you know or suspect is offered with the expectation that it will obtain a business advantage for them;
- accept a gift or hospitality from a third party if you know or suspect that it is offered or provided with an expectation that a business advantage will be provided by us in return;
- retaliate against or threaten a person who has refused to commit a bribery offence or who has raised concerns under this policy;
- engage in activity in breach of this policy.

If in doubt as to what might amount to bribery or what might constitute a breach of this Policy, refer the matter to the General Manager.

In summary, it is not acceptable to give, promise to give, or offer, a payment, gift or hospitality with the expectation or hope that a business advantage will be received, or to reward a business advantage already given, or to accept a payment, gift or hospitality from a third party that you know or suspect is offered or provided with the expectation that it will obtain a business advantage for them.

Record keeping

All accounts, receipts, invoices and other documents and records relating to dealings with third parties must be prepared and maintained with strict accuracy and completeness. No dealings must be kept "off the record" to facilitate or conceal improper payments.

Sanctions for breach

A breach of any of the provisions of this Policy may result in a criminal offences under the Bribery Act 2010.

As far as associated persons are concerned, a breach of this Policy could lead to the termination of the grant agreement.