



10 Carlton House Terrace, London SW1Y 5AH  
Tel. 020 7969 5203; Fax. 020 7969 5401; e-mail [bips@thebritishacademy.ac.uk](mailto:bips@thebritishacademy.ac.uk)

## BIPS Outreach Committee Terms of Reference

Outreach is the part of BIPS activities that seeks to spread awareness of Persianate culture both within and beyond the scholarly community, to undergraduates and pre-doctoral students of that culture and to the wider public, particularly in the United Kingdom. This includes fostering a wider awareness of BIPS and its scholarly activities. The principal activities of the Outreach Committee include the organisation of monthly webinars open to the public, the maintenance and updating of the BIPS website with programmes and important information related to BIPS and Iranian Studies, as well as the making of grants to projects that will further these aims.

### A. Committee Composition

- 1) The Outreach Committee (OC) considers all applications for BIPS funding received under calls for the Outreach Project Grants. The OC membership is discussed and agreed by BIPS Council.
- 2) The OC comprises a Chair, who also sits on BIPS Management Committee, and at least four other members. At least, at least two of these must be trustees and members of BIPS Council.
- 3) External, non-trustee members, from comparable institutions, may be co-opted to the OC, especially where requisite expertise is lacking amongst committee members in order to increase and diversify expert feedback on funding decisions.
- 4) The OC Chair should have served as a member of the OC prior to appointment.
- 5) OC members serve a three-year term and may not serve two consecutive terms unless they are invited to serve as OC chair. The time limits are designed to ensure equity and diversity of workload, develop experience among Council members, and ensure broad oversight of research priorities.
- 6) The OC Chair serves a three-year term and may serve two consecutive terms, and a maximum of three terms in total.

### B. Call Planning

- 7) BIPS usually has one or two funding calls for Outreach Project Grants per financial year.
- 8) Outreach Project Grants are advertised for at least 6 weeks in advance of their closing date. This is done by utilising the BIPS website, and other methods such as mailings to membership and distribution via relevant subject listservs and social media.
- 9) The terms and conditions of Outreach Project Grants are available on the BIPS website and are also included in the offer letter to successful applicants.
- 10) The OC aims to meet within a month after the deadline for the submission of each round of



10 Carlton House Terrace, London SW1Y 5AH  
Tel. 020 7969 5203; Fax. 020 7969 5401; e-mail [bips@thebritishacademy.ac.uk](mailto:bips@thebritishacademy.ac.uk)

funding applications.

- 11) Personal details will be used only for the purpose of reviewing applications by the OC and BIPS Council, and by the Secretary to contact applicants.

## C. Committee Processes

- 12) Members of the OC will be informed about, and asked to apply, any evaluation criteria applicable to individual grant applications. Such evaluation criteria, including additional guidance for specific strategic priorities, will be developed in consultation with OC members and submitted to BIPS Council by the Chair. Changes to evaluation criteria will be submitted to BIPS Council for approval before they are implemented. The evaluation criteria are available on request from the BIPS administrator.
- 13) The OC will liaise with the honorary treasurer to address the following issues: 1) the proposed amount to be granted for each application; and 2) ensuring that the amounts allocated to all grants have been fully spent before the end of the financial year as required by the British Academy.
- 14) The OC is responsible for confirming that the terms set out in the annual agreement with the British Academy have been complied with.
- 15) The OC consider applications for grants and submit their recommendations, including the rationale for awarding, to the BIPS Council in a document at least five working days in advance of the relevant Council meeting. Completed application forms will also be made available for scrutiny.
- 16) The BIPS Council scrutinises and ratifies all outreach funding recommendations.
- 17) After approval by BIPS Council, successful applicants will be notified in writing within 1 week. Unsuccessful applicants will be notified after successful applicants agree to the terms of their funding offer.
- 18) Grants approved by BIPS Council will be accrued in the accounting record and following the checking of evidence provided by the applicants confirming compliance with the terms of award, payment will be made by the bank authorised signatories to the grantee's institution based on the amounts stated in the Council minutes.

## D. Committee Standards

- 19) Any information considered by the OC and BIPS Council in the course of evaluating applications is treated confidentially and not shared with anyone internal or external to BIPS.
- 20) Applicants' intellectual property rights, as well as all relevant copyright to materials submitted or discussed as part of potential or actual grant applications are fully respected.
- 21) Any potential conflict of interest or a circumstance with the potential to be perceived as a



10 Carlton House Terrace, London SW1Y 5AH

Tel. 020 7969 5203; Fax. 020 7969 5401; e-mail [bips@thebritishacademy.ac.uk](mailto:bips@thebritishacademy.ac.uk)

conflict of interest within the OC or BIPS Council must be declared at the earliest opportunity and addressed at the beginning of every OC meeting. Conflict of interest will be stated clearly on all agenda and reflected in the minutes in compliance with BIPS Conflict of Interest Policy. As stated in BIPS Policy, such conflict of interest includes relationship, loyalty, and financial conflicts that involve a benefit to the OC member. The individuals with a potential conflict of Interest must not participate in the discussion or decision making, including ranking or ratification of such awards. If this leaves the OC short of committee members, the OC will co-opt temporary OC members for the deliberation of applications. The OC aims to have a quorum of three out of five people when assessing grant applications.

- 22) Members of the OC and of BIPS Council are not eligible to apply for BIPS Outreach Project Grants.

## E. Applicant Standards

- 23) No individual can hold more than one BIPS Outreach Project grant at one time.
- 24) All awardees must have completed all reporting obligations arising from previous BIPS awards received. They would normally be expected to present their project at a BIPS webinar.
- 25) Applicants must be affiliated to (not necessarily employed by) a UK-based university, institute of higher education, a UK museum or a registered charity. Applications WILL NOT be considered without an affiliation. A letter of affiliated institution support must be appended to the Applicant's application. The letter needs to state the availability of the institution to receive and manage the grant and that the project complies with the ethical policies of the institution.
- 26) Awardees will sign an agreement with specific terms and conditions for their funding scheme and follow those terms and conditions.
- 27) The OC will review and summarise for the BIPS Council the output of awardees in compliance with the relevant reporting obligations of each award.