

**BRINGING RESEARCH HOME 2023 – 2024
APPLICATION FORM**

Completed application forms and the required reference should be submitted electronically by email to grants@biea.ac.uk by **5pm EAT ON FRIDAY 31st MARCH 2023**. Please note that all information requested on the form (except the reference which can be sent to the BIEA directly by the referees), including a 2-page CV, should be cut and pasted into the form and should not be submitted as separate documents.

Please note:

- Those awarded grants are required to keep BIEA informed of the progress of their dissemination activities, and to send a comprehensive financial summary including scans of receipts **within two weeks of the completion of the work**.
- The dissemination work must be **completed by the end of December 2023** at the latest.
- Those awarded grantees are required to submit a 1,000-1,500 word summary at the end of the project with photos for inclusion in our Annual Review, and to provide BIEA with copies of all publications and other output arising from the work funded by BIEA. We encourage all successful applicants to consider publishing the results of their work in one of our society journals: *Azania: Archaeological Research in Africa*, or the *Journal of Eastern African Studies*.
- All BIEA grant recipients must be **paid-up members of BIEA**, minimally for the year the grant is awarded (joining instructions can be found here: <https://biea.ac.uk/members-portal/>).
- No award will be released before the BIEA receives evidence of formal approval of the applicant's Risk Assessment *by the applicant's own institution*. If this evidence is not received by BIEA by end of September 2023 the offer of an award will be withdrawn.
- Awards can only be made to individuals who have a formal affiliation with a recognized higher educational institution, or a national research/heritage organization. Evidence of that affiliation is required.

1. Name:

2. Present position and Institution / organisation:

3. Degree(s) with date(s) awarded:

4. Email address for correspondence:

5. Physical address of the applicant:

6. Telephone number including country code:

7. Title of proposed dissemination activity, including location:

8. Details of previous awards from the BIEA:

9. Copy of PhD certificate (paste a scan here):

10. Doctoral thesis abstract (maximum 500 words):

11. Applicant Statement. This should make your case for a grant and outline the proposed activities (including specific details concerning the methods for information dissemination),

and provide information on any other funds applied for/awarded. You should also confirm that you are able to apply for your own institutional risk assessment and that this will be in place by the end of September 2023 at the latest so that the BIEA can release your grant by then (note that as soon as we receive this BIEA will release the funds; **maximum 1,000 words**):

12. CV (maximum 2 pages, paste here):

13. Total itemised budget detailing how you will use the amount requested (please note this cannot include costs to cover the applicant's time or any lecturer / supervisor's time, or in most cases costs to buy books. We are not able to fund institutional overheads. Where equipment is included, a justification for this is required. Economy travel can be included where necessary. BIEA may ask applicants to revise budgets for further consideration):

14. Name, position, and institution of primary PhD supervisor. You will need to arrange for a statement of support from your supervisor to be sent directly to BIEA at grants@biea.ac.uk by the closing date. **It is the applicant's responsibility to send a copy of his/her application to the supervisor and to ensure that their statement of support reaches BIEA by the closing date.** N.B. BIEA reserves the right to consult additional referees of its own choice.

DECLARATION

In making this application, I confirm

- (a) That the details given are correct;
- (b) That, if awarded a grant, I will provide BIEA with copies of all publications resulting from the project;
- (c) That I will conform with any additional conditions that may be attached to the grant notification.

Signed:

Date:

*By completing and submitting this form and so entering into this correspondence, you give consent for BIEA to hold and process your personal data in line with the [BIEA Data Management Policy](#).