

## WRITING CONSULTANCIES: APPLICATION FORM

Completed application forms and references should be submitted by email to [biea.director@thebritishacademy.ac.uk](mailto:biea.director@thebritishacademy.ac.uk) by **5pm GMT ON FRIDAY 28<sup>th</sup> APRIL 2023**. Please note that all information requested on the form (except the references 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.

When submitting via email, applicants should use the subject heading 'WRITING CONSULTANCY 23 {SURNAME HERE}'. Applicants should ask their referees to use the subject heading: WRITING CONSULTANCY 23 {SURNAME OF APPLICANT HERE} REFERENCE'.

Questions about the consultancies or application process can be send to [biea.director@thebritishacademy.ac.uk](mailto:biea.director@thebritishacademy.ac.uk)

**We will endeavour to inform successful applicants by mid-May.**

1. **Name:**
2. **Current employment (including hours per week):**
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. **Details of previous awards from the BIEA:**
8. **Nationality (for tax calculation purposes):**
9. **Doctoral thesis abstract (maximum 2 pages):**
10. **Copy of award certificate:**
11. **CV (maximum 2 pages):**
12. **A publication abstract and contents outline (maximum 2 pages):**
13. **Name, position, and institution of doctoral supervisor.** You will need to arrange for a letter of support from this person to be sent directly to [biea.director@thebritishacademy.ac.uk](mailto:biea.director@thebritishacademy.ac.uk) by the closing date. **It is the applicant's responsibility to send a copy of his/her application to the nominated referee and to ensure that their reference 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 successful, I will abide by all BIEA policies and procedures and the terms laid out in the consultancy agreement;
- (c) That if successful, I will undertake no more than 15 hours paid work per week for the period of the consultancy.
- (d) 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. See [www.biea.ac.uk/forms](http://www.biea.ac.uk/forms) & policies for more details.