



THE BRITISH INSTITUTE IN EASTERN AFRICA

RESEARCH POLICY

September 2019

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(word versions of all forms and appendices can be requested from the RO for ease of completion)



1. Introduction

The BIEA initiates, leads and participates in collaborative interdisciplinary, international world class research. We are committed to the advancement of high-quality research across the humanities and social sciences in Eastern Africa. For further details please refer to the BIEA's Research Strategy 2019 - 2022 which can be view on our website.

We support the research of our members in several ways including:

- Biannual competitive grant calls based on our current research themes;
- An affiliation programme to assist researchers in obtaining NACOSTI permits to work in Kenya;
- Logistical research support including vehicle and equipment hire, and accommodation for rent close to the BIEA;
- Events hosting and organisation;
- Research facilities at the BIEA including a well-stocked library, working spaces including a computer room and conference room, and event spaces including a large seminar room seating up to 70 people, as well as a large garden and marquee.

We also act as the in-country research hub and local academic collaborator for numerous small to large scale research projects, and our research active staff conduct their own world-class research projects and play a role in collaborative research. Via our peer-reviewed, high-impact publications including the journals *Azania: Archaeological Research in Africa*, and *The Journal of Eastern African Studies*, as well as our monograph series, we actively contribute to the dissemination of some of the most significant research being conducted across Africa today.

The BIEA's research strategy is overseen by the Research Committee (RC), chaired by Professor Gabrielle Lynch (University of Warwick). The RC, comprised of several of the BIEA's academic and non-academic trustees and the Director, meets approximately four times per year in London. Via consultation with researchers based in Eastern Africa, the RC defines and revises the BIEA's research themes. Final decisions regarding research and researchers rest with the BIEA's Director. A selection of RC members is chosen to review applications for, and award, competitive grants to researchers and to review any risk assessments and data protection applications the BIEA receives from academics not currently hosted by an alternative university or research institution (see below).

Our goal is to promote research excellence and academic freedom governed by the values of honesty, integrity, trust, inclusivity and accountability. The BIEA expects all researchers to abide by their discipline's professional codes of conduct and the relevant national legislation and policies governing research in the country / countries in which they undertake their research, and to operate a best practice model at all times. The BIEA is committed to ensuring that all research undertaken by our employees or any individual or institution associated with the BIEA maintains the dignity, rights and privacy of the participants, and ensures the health and safety of all those involved. The BIEA expects employees and researchers to maintain the highest standard of ethical working practice at all times.

The BIEA's Research Policy (RP) provides all guidelines and documents required for all BIEA-associated researchers regarding our research procedures, expectations and requirements. This policy should therefore be downloaded and read by all researchers and should be read by staff in conjunction with the BIEA's staff handbook. All researchers are expected to additionally abide by their own institutional and professional codes of conduct and research guidelines, as well as the National legislation of the country in with the research is taking place, and to only conduct research with relevant permits in place.

Initial communications regarding research at the BIEA should be sent to BIEA's Research Office (RO) at research@biea.ac.uk

NB it is the responsibility of the researcher to ensure all necessary permits, clearance and approvals are correct and in place before research commences.



2. Research Categories

Any researcher associated with the BIEA will fall into one of the following categories (A-H). Various requirements and expectations from each category of research are outlined below in section 3.

	Type of Researcher	Home institution	BIEA role
A	BIEA research-active employees	BIEA	Employer, funder, host research institution
B	BIEA (Senior) Honorary Research Fellow	BIEA and / or university or other research institution	Host / co-host research institution
C	Collaborative Researcher	University or other research institution and BIEA	Academic, administrative, logistic
D	BIEA Thematic Grant Holder	University or other research institution	Funder
E	BIEA Grant Holder (other)	University or other research institution	Funder
F	BIEA GAS researcher	BIEA	Funder and supervisor
G	BIEA Affiliated Researcher	University or other research institution	Affiliation body
H	Externally Funded Researcher	University or other research institution and / or BIEA	Administrative and logistic

In exceptional circumstances the BIEA will consider a research relationship with an individual who does not have a formal relationship with an alternative university or research institution. Entering into such a relationship is decided on a case-by-case basis.

Currently the BIEA is not accredited by NACOSTI (the National Commission for Science, Technology and Innovations, Kenya) to issue ethics approvals in Kenya, or to any other regional research board. Therefore, any researcher pursuing research that requires ethics clearance, such as (but not limited to) research involving living human participants (mindful that research involving children and / vulnerable adults will require additional police / security clearance), must be able to supply evidence of all necessary approvals before beginning any field research. The BIEA's RO can advise on local research institutions who may be able to offer this.

The BIEA's Research Projects Manager runs the RO and is responsible for maintaining records of all research documentation as outlined below for every researcher and project. Hard copies of all documentation are kept for the lifetime of the research and for 2 years after this before being destroyed; soft copies are kept for 7 years before being deleted. All information is stored securely at the BIEA or within our cloud-based storage (Dropbox for business), with access limited to certain staff members.

3. Research Requirements and Expectations

3.1 General Requirements and Expectations for *all BIEA associated researchers*

- Valid membership of the BIEA for, at minimum, the lifetime of the research project.
- Before field-based research commences, supply to the BIEA of the following documents:
 - Copy of the written approval / research permit from the relevant research body of the country within which the research will be conducted.
 - Copies of approved ethics, risk assessment and data protection forms from the host institution.



- In exceptional certain circumstances, by prior arrangement with the Director, researchers can make use of the BIEA's internal risk assessment and data protection processes (RP forms 1 and 2), but these researchers are still required to obtain ethics approval from an accredited body in the country of research where research involves living human participants.
- All researchers must ensure their research is covered by their own institutional insurance and must ensure full travel and health insurance is in place for all team members. Researchers in categories A, B and F are covered by the BIEA's own institutional insurance.
- BIEA support must be acknowledged in resulting output. We encourage BIEA associated researchers to consider our own journals and monograph series for publication output. Soft copies / links of output should be provided to the BIEA. The BIEA logo and relevant templates and any further information about the BIEA can be obtained from the media office: media@biea.ac.uk
- Within 6 weeks of the completion of research funded by the BIEA an academic report including timetable for outputs and a complete financial account using RP form 3 (including scanned copies of all numbered receipts), must be submitted to the RO.
- At least one research post for upload to our website blog page, newsletter and social media platforms should be supplied by researchers funded by the BIEA. BIEA researchers not directly funded by the BIEA but associated in some other way are also encouraged to supply such posts. The logos of the host university / institution should be provided so these can be included. All posts should be sent to media@biea.ac.uk
- Unless contractually stated the BIEA are not liable for submitting reports or financial accounts for any project other than where a BIEA staff member (category A) is named as PI.
- The BIEA can only be named as a research host institution for grant applications based on written approval from the Director. Should such a grant application be successful the PI will then be granted Honorary Research Fellow status at the BIEA for the duration of the award. Any discussions regarding such an application should begin well in advance of submission deadlines.
- All requests to hire equipment, vehicles, staff time, events space and accommodation must be made using the guidelines and following the policies outlined in Appendices 1-5.

NB The BIEA does not have Independent Research Organisation (IRO) status.

A. BIEA research-active employees

Please refer to Staff Handbook Addendum 1 for further details regarding requirements and expectations.

B. Honorary Research Fellow / Honorary Senior Research Fellow

The BIEA will accept applications on an *ad hoc* basis for individuals to be appointed to the position of Honorary Research Fellow or where appropriate Honorary Senior Research Fellow, from researchers without a current host institution or university. Applications must be submitted using RP Form 4 and relevant guidelines. All applicants must be members of the BIEA and must have a research-based reason for their application that will contribute to the research agenda of the BIEA. Applications are considered by the RC at their quarterly meetings, and if approved by the RC, forwarded to Council for appointment. Such appointments are usually made for a period of 1-2 years and are non-salaried. An Honorary Research Fellow is expected to abide by all BIEA policies and procedures and in addition to privileges enjoyed by all BIEA members, may apply for research funding using the BIEA as the named host institution with written permission from the Director.



C. Collaborative Researcher

The BIEA can enter into collaborative research projects whereby a member of our research-active staff or a council member is named as co-investigator in a project led by an academic from another university or research institution. In this case, in addition to providing usual support and services, the BIEA plays an academic partnership role and the project is developed and conducted collaboratively between the BIEA research staff member and a researcher from another institution. Such applications must be approved in writing by the Director before submission.

Such projects are required to be developed with the RO to ensure appropriate costings. It is the responsibility of the relevant BIEA staff member to ensure their allocated time commitments do not exceed the time allocations listed above unless with prior approval from the RC.

The BIEA RO requires copies of the grant applications and award letters and all associated documents and require that the collaborative researchers work closely with our Research Projects Manager and the management team to ensure the successful completion of all projects.

D. Thematic Grant Holder

Successful applicants to our competitive thematic grants scheme, calls for which are usually announced twice per year, are required to supply the BIEA with proof of enrolment or formal association with a university or research institution in addition to abiding by the general requirements listed above. They are expected to commence the stated research within six months of receiving their grant, and to complete their research within 12 months from the date of the award letter.

E. Grant Holder (other)

The BIEA offers several other grants on an *ad hoc* basis. Such grants will be advertised on our website or may be privately discussed with the Chair of the Research Committee. Successful applicants are required to supply the BIEA with proof of enrolment or formal association with a university or research institution in addition to abiding by the general requirements listed above. They are expected to commence the stated research within six months of receiving their grant, and to complete their research within 12 months from the date of the award letter.

F. BIEA GAS Researcher

All Graduate Attachees are expected to apply to the BIEA for a small research grant to enable them to conduct research relevant to their future studies. To apply they are required to submit a research proposal, including aims and objectives, methods and expected outputs, and a proposed budget, to the Kenya Country Director for approval. They are required to go through the BIEA's risk assessment and data approvals processes. The research project must be exempt from requiring ethics approvals or form part of an existing BIEA research project that has already received accredited ethical clearance (see section 4 below), must take place within Eastern Africa and should take place during the second half of their GAS placement. GAS research should not include children or vulnerable adults. Formal research clearance for any research is required from the relevant national authority, although this can be avoided if GAS research is embedded within an existing BIEA or BIEA affiliated research project. It is recommended the GAS discuss their proposals with the Kenya Country Director before submitting and set a budget within 500 GBP. At the end of each GAS programme all attachees are expected to give a public seminar to present their research project and findings.



G. Affiliated researcher

Affiliation to a registered research institution is a mandatory requirement to apply for a research permit with the National Commission for Science, Technology and innovation (NACOSTI) or the relevant permit-issuing body of the country within which the research is taking place. BIEA associated researchers must not conduct research in any country until the appropriate permits are in place.

Researchers requiring affiliation with the BIEA are required to submit a letter of introduction/acknowledgement from the university / research institution and all documentation outlined above to the RO. Charges for affiliation are as follows:

- student researchers: 10,000 KeS
- postdoctoral researchers: 20,000 KeS

Those applying for affiliation in advance of NACOSTI application are advised that these processes can take several months and so applications should begin as early as possible to prevent delays, for which the BIEA cannot be held accountable.

H. Externally funded researcher

A researcher may approach the BIEA to provide administrative and or logistical support for an active research project or to provide costings for such services at the point of grant writing. The BIEA is well equipped to provide such support, which may include organising local events, providing equipment, vehicles, accommodation and office space, GIS technical services, and administering funds in country.

Costings for such services and associated staff time can be supplied by our RO. This relationship will require a contract between the BIEA and the host institution or university detailing the roles and responsibility of each organisation, as well as a timetable and schedule of payments. A contract up to the value of £5,000 will be approved by the Kenya Country Director; the Director will approve contracts over this value.

4. Ethical approval to conduct research

The BIEA operates under the strictest ethical principles. Research conducted ethically minimises the risk of harm to participants, researchers and third parties. The BIEA is currently not accredited to offer an internal ethics approval process which means that all researchers must provide evidence of an external ethic approval and any additional approval where necessary, such as the clearance checks required for research involving children or vulnerable adults, unless their research is exempt from requiring such approval.

Any research involving living human participants, or human remains, requires ethics approval.

Any research dealing with topics which could be perceived as sensitive by any audience, now or in the future, requires ethics approval.

NB the BIEA is a research institution supporting research across the Humanities and Social Sciences. We do not support medical or biological research, including any research on living animals.



5. Risk Assessment (RA)

All research carried out by researchers associated with the BIEA must be risk assessed by the host university / research institution. Only in certain cases (i.e. for staff, GAS and exceptionally in other circumstances) can BIEA approve RAs. In these cases, PR Form 1 must be completed and submitted to the RO for review.

RAs ensure that the health and safety of all researchers, participants and members of the public is protected by enabling a careful consideration of all possible risks and the implementation of sensible strategies to mitigate and so minimise these risks. The RA also provides for the definition of reasonable processes which must be followed in the event of an incident.

The RA requires the identification of hazards including who may be harmed and how, an evaluation of the risks, and decisions on precautions. Researchers in categories A, B and F undertaking research outside of the BIEA property on Laikipia Road but in association with the BIEA, must have a valid RA in place to cover the scope and length of the research project.

RAs submitted to the BIEA will be considered by the RA team, a selection of 4 Research Committee members and the Kenya Country Director who's in-country experience will guide the process.

All other researchers must send evidence of their risk assessment approval along with the other documentation outlined in section 3 above, before commencing with their research.

6. Data Protection (DP)

All research conducted in association with the BIEA must confirm to the General Data Protection Regulations (GDPR: <https://www.gov.uk/government/collections/data-protection-act-2018>). The GDPR exist to protect the data and privacy of individuals.

The GDPR requires that personal data is:

- “a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”



GDPR also relates to personal depictions (images) of individuals, for which informed consent must be obtained before such images are used in any form of research or popular output.

Additional GDPR relate to research involving children and / or vulnerable adults.

The BIEA require any researcher collecting personal details to submit a DP form from their host university or research institution. Only in exceptional circumstances as approved by the Director can the BIEA assess DP applications (PR Form 2).

7. Financial accounting for fieldwork

The BIEA expects certain researchers, for example staff, GAS, those in receipt of a BIEA grant, to complete their financial accounts in a specific manner, as outlined in RP Form 3. Please note, all spending must be evidenced with receipts that should be numbered in relation to the spreadsheet, scanned and submitted as soft copy with RP Form 3. The project lead is responsible for all spending and accounting. At the end of the project, within 6 weeks, a full financial account must be submitted. The BIEA leaves to the discretion of project leads how research money is spent but certain items cannot be bought with BIEA funds:

- Alcohol
- Hotel rooms above a 3* rating
- Travel other than economy class

8. Safeguarding

The BIEA aims to provide all staff, members, visitors, researchers, participants and members of the public with a safe environment free from harassment, sexual misconduct or any form of abuse. Abuse is a violation of an individual's human and civil rights by another person or persons.

We are committed to ensuring our staff and anyone officially associated to the BIEA operates in an appropriate and ethical manner and to take responsibility for the safeguarding of all those related to the work of the BIEA.

BIEA associated researchers must ensure the wellbeing of themselves and of others. They must ensure correct, ethical and morally just behaviour of all team members at all times and act on any concerns by alerting one of the safeguarding officers listed below and taking an agreed course of action:

- Kenya Country Director, Freda Nkirote (freda.nkirote@biea.ac.uk)
- HR and Administration Manager, Janet Njoroge (janet.njoroge@biea.ac.uk)

The safeguarding officers can be contacted at any time to discuss any issues that arise.



9. Whistleblowing

The BIEA is committed to the highest possible standards of correctness, transparency and accountability. Anyone with serious concerns about any aspect of the BIEA's work is encouraged to voice such concerns rather than overlook a problem or blow the whistle outside the organisation.

It is recognised that certain cases will have to proceed on a confidential basis. Whistle-blowers can voice their concerns without fear of reprisals or victimisation resulting from their reporting a criminal offence, failure to comply with a legal obligation, miscarriage of justice, breach of health and safety rules, sexual harassment, damage to the environment, ethically dubious actions or the deliberate act of concealing any of the above.

Concerns may be reported to the Country Director (freda.nkirote@biea.ac.uk) or the Director (biea.director@britac.ac.uk). Concerns may also be reported to the treasurer (robertttench@hotmail.com), President (henrietta.moore@ucl.ac.uk), or the Chair of the Kenya Country Board (details to be confirmed).

Independently of the organisation, free confidential advice can be obtained from Public Concern at Work, an independent UK whistle blowing charity. Public Concern at Work can be contacted either by telephone on 0044 20 3117 2520, website www.pcaw.co.uk, or e-mail helpline@pcaw.co.uk.

10. Bullying and grievance

All BIEA associated researchers are entitled to a working environment which respects their personal dignity, and which is free from unacceptable behaviour and conduct. Harassment and bullying are considered to be disciplinary offences and incidents will be treated seriously under the disciplinary procedure.

Harassment and bullying include:

- Unwanted conduct, on the grounds of gender, disability, age, sexual orientation, race, nationality, ethnic origin, religious or philosophical belief, which has the purpose or effect of violating the dignity of the person at whom it is aimed or creating an intimidatory, hostile, degrading, humiliating or offensive environment for that person.
- Any form of verbal or non-verbal conduct which could be regarded as bullying or intimidatory behaviour including of a sexual nature which has the above effect.
- Bullying and harassment does not necessarily have to be face to face, it may occur through written communications, visual images, by email or by phone.

Any researcher who feels they are the subject of harassment or bullying at the BIEA should voice their concerns so that necessary action can be taken. Researchers should contact the Kenya Country Director, Director or where these options in appropriate, the Treasurer, to discuss such concerns.

**11. Code of conduct (to be signed by all BIEA associated researchers at the point at which the relationship between the BIEA and the research commences and send to the RO for record)**

As BIEA associated researcher I confirm I will:

- Comply with the law of the country within which the research is taking place.
- Protect the BIEA's compliance with the law, including exercising compliance with environmental, safety and fair dealing laws.
- Act ethically and responsibly at all times, including when dealing with the BIEA's finances, products, partnerships and public image.
- Respect my colleagues by never discriminating, harassing, bullying or victimising others.
- Protect BIEA property and facilities.
- Demonstrate professionalism at all times, including in my appearance, promptness, my dealing with colleagues and members of the public, and when representing the BIEA in any other way.
- Show integrity by not accepting gifts or bribes and avoiding any personal, financial or other interests that might hinder their capability or willingness to perform my duties.
- Ensure that standards of good behaviour extended to the online world, for example by not using social media in a way that breaches the Code of Conduct.
- Fulfil my work promptly and to the best of my abilities, in a friendly, transparent and collegiate manner.

I confirm I have read and understood the information in this document, and other information given to me by the BIEA. I have sought clarification on any points I was unclear about.

Should a problem arise, I will immediately seek guidance and work to resolve this with the BIEA.

I understand I am required to preserve the confidentiality of the affairs of the BIEA.

I have where necessary provided the BIEA with the following documentation:

Item	Provided? (Y / N)	Reason for not providing
Research grant application		
Research grant award letter		
Ethical clearance		
Approved Risk Assessment		
Approved Data Protection form		

Name:

Signature:

Date:

On behalf of the BIEA

Name:

Signature:

Date:



THE BRITISH INSTITUTE IN EASTERN AFRICA

RP FORMS

September 2019

**RP FORM 1 (RPF1): Risk Assessment**

Name of Applicant	
Date of application	
Title of Project	
Highest degree of applicant	
Other university / research institution association and details	
Location of research	
Duration of research	
Type of research (anthropological, archival, archaeological etc.)	
Team members and highest qualification (please list)	
Aims and objectives of research (250 words)	
Methodology (250 word)	



ENVIRONMENTAL CONSIDERATIONS		Please mark with an X where such risks may apply	Please detail mitigation strategies
WEATHER AND CLIMATE	sunburn		
	dehydration		
	heatstroke		
	hypothermia		
	other (please provide details)		
ANIMALS	domestic animals		
	wild animals		
	biting / stinging animals		
	other (please provide details)		
TERRAIN	farmed land		
	villages / towns		
	mountains and hills		
	Coastal / riverine		
	other (please provide details)		



SOCIAL CONSIDERATIONS	Please mark with an X where such risks may apply	Please detail the risk and the mitigation strategies
TERRORISM		
WAR / MILITARY ACTION		
LOCALISED SOCIAL UNREST		
CRIME		
RISK OF CAUSING OFFENCE		
OTHER		

If your research takes place in an area of high risk of terrorism, war, military action or local social unrest (please refer to Foreign Office website and any other available information), please detail your evacuation plan below.

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TRAFFIC AND TRAVEL CONSIDERATIONS		Please mark with an X where such risks may apply	Please detail the risk and the mitigation strategies
TRAFFIC	road traffic accident		
	pedestrian accident		
	(motor)bike accident		
	train accident		
	boat accident		
	plane accident		
	other (please provide details)		
TRAVEL	getting lost		
	loading and unloading heavy luggage		
	carrying luggage and equipment		
	crime		
	causing offence		
	other (please provide details)		



PERSONAL HEALTH AND SAFETY		Please mark with an X where such risks may apply	Please detail the risks and the mitigation strategies
HEALTH	injury		
	illness		
	pre-existing health conditions		
	Dental problems		
	exhaustion		
	allergic reaction / anaphylactic shock		
	Lone working		
	equipment failure		
	lack of training		
	working on or near water		
	working close to a road		
	other (please provide details)		



Based on the information provided in the preceding pages, please rate the risk your research presents to your researchers as low, medium or high:

Please provide details about the following procedures:

Personal Protective Equipment provided	
Training provided for team members	
Equipment safety checks	
First aid provisions	
Hospitals and clinics	
Communication methods between team members and in the event of an emergency	

Please note that as researcher / lead researcher it is your responsibility to ensure you have considered, identified and mitigated risks to protect yourself, your researcher and your participants, as well as members of the public.

It is your responsibility to update your risk assessment and send it to the BIEA should any circumstances change.

It is your responsibility to ensure your team members are familiar with the risk assessment, what to do if they believe risks have increased and that they are aware of emergency procedures.

BIEA does not take responsibility for injury, illness or death, or for loss or damage to equipment.

BIEA recommends that if you have a team of researchers working for you, you ask all members to provide you with copies of insurance details and details of their designated emergency contacts.

BIEA will communicate their assessment of your risk assessment within two weeks of submission.

Please send completed forms to the Director: biea.director@britac.ac.uk

**RP FORM 2 (RPF2): Data Protection**

NB data must only be collected following the presentation and discussion of a clear information sheet and the signing of an informed consent form, and only where an ethics approval and risk assessment have been passed.

Name of Applicant	
Date of application	
Title of Project	
Highest degree of applicant	
Other university / research institution association and details	
Location of research	
Duration of research	
Type of research (anthropological, archival, archaeological etc.)	
Team members and highest qualification (please list)	
Aims and objectives of research (250 words)	
Methodology (250 word)	



DATA COLLECTORS	
Name	
Position	
University	
Email	
Name	
Position	
University	
Email	
Name	
Position	
University	
Email	



Please provide information below regarding the nature of the personal details being collected (including images). You must attach your Participant Information sheet and Informed Consent form in English and translated into any other required language.

--

PARTICIPANT DETAILS		
How many individuals are involved in the research in the specified age categories?	18-30	
	31 – 50	
	51 – 65	
	65+	
Does the research involve children or vulnerable adults? Provide details.		
	Total number of participants	
Are you collecting	Anonymous data (no identifiers)	
	Coded data with some personal identifiers	
	Fully identifiable personal details	

FURTHER DETAILS	Please mark with an X where the answer to these questions is ‘yes’	Please detail the purpose, fairness and transparency of the data collection if relevant
Will personal data be shared with other organisations or individuals?		
Will the data collected result in participants being treated differently, or will the use of the data have an impact on their or their lives?		
Are you collecting particularly private data such as health records?		



DATA STORAGE	
What type of data will be stored?	
Where / how will the data be stored?	
Who will the data be shared with?	
How will the data be shared?	
When will the data be destroyed?	

I confirm I have familiarised myself with GDPR (<https://www.gov.uk/government/collections/data-protection-act-2018>) and understand my responsibilities as the lead researcher to protect data and privacy.

I confirm that if my research relates to the collection of personal data, images, or involves children or vulnerable adults, I am aware of GDPR requirements and will abide by these.

Signed: _____

Signed for the BIEA:

Please send completed forms to the Director: biea.director@britac.ac.uk

RP FORM 3 (RPF3): Financial accounts


Name	
Title of Project	
Budget submission (1: half-way point; 2: complete)	
Date of accounts submission	
Total funding awarded by BIEA including currency	
Total money accounted for including currency	


[illegible]

Please continue in the same format in a new document if there is insufficient space above.



The following template can be printed and used only where receipts are not provided.

	RECEIPT NO. _____	
	BRITISH INSTITUTE IN EASTERN AFRICA: FIELDWORK RECEIPT	
	RESEARCHER	_____
	DATE OF SPEND	_____
	ITEM	_____ _____
TOTAL (INC. CURRENCY)	_____	
SIGNATURES		
RESEARCHER:	SELLER: WITNESS:	

	RECEIPT NO. _____	
	BRITISH INSTITUTE IN EASTERN AFRICA: FIELDWORK RECEIPT	
	RESEARCHER	_____
	DATE OF SPEND	_____
	ITEM	_____ _____
TOTAL (INC. CURRENCY)	_____	
SIGNATURES		
RESEARCHER:	SELLER: WITNESS:	

Please remember to submit RPF3 and associated receipts as hard and soft copy to the BIEA Finance Manager at finance@biea.ac.uk

**RP FORM 4 (RPF4): Honorary Research Fellow / Honorary Senior Research Fellow****Eligibility**

Applicants must have completed a PhD and be members of the BIEA for the duration of their position.

Applicants must demonstrate a research-based reason for their application that will contribute to the research agenda of the BIEA. They must either be in possession of a research grant or in the process of applying for a research grant at the time of their application.

Applicants should be affiliated with another university or research institution but will be considered for an Honorary Research position at BIEA in certain circumstances.

Applicants cannot be on BIEA payroll.

Terms & Conditions

Honorary status will be granted for the duration of a funded research project. The exact duration will be specified in the appointment contract. Extensions will require approval by Research Committee.

Those appointed are expected to abide by all BIEA procedures and policies.

Those appointed are expected to acknowledge the BIEA in all output and use the appropriate BIEA logo and templates in all communications.

No remuneration is provided by the BIEA.

Honorary Research Fellows will receive a BIEA email address for the duration of their appointment and are expected to provide a photo and short bio for the website.

No additional services are provided by the BIEA and standard charges apply for hire of space, equipment, accommodation etc.

Successful applicants may apply for external research funding using the BIEA as the named host institution with advanced written permission from the Director.

Process

Applications are accepted at any time and should be sent to the Director at: biea.director@britac.ac.uk

Complete applications will be considered by the Research Committee at their quarterly meetings.

Applications approved by the Research Committee are forwarded to Council for appointment.

A contract outlining the nature of the appointment must be signed by both parties.

Please complete the details below and forward this form, in addition to a detailed CV, research proposal and two letters of recommendation to the Director at biea.director@britac.ac.uk



Name:

Title:

Institutional affiliation (where available):

Requested Honorary Title (Honorary Research Fellow / Honorary Senior Research Fellow):

Period of Honorary status requested (from, to):

Research title:

Funding in place (please provide details):

Grant application plans (if necessary):

For office use:

Research Committee assessment:

Council assessment:



Appendix 1: Equipment hire

All equipment-related matters are handled by our GIS Technician John Kanyingi at john.kanyingi@biea.ac.uk

BIEA has a variety of field equipment that can be hired by any category of BIEA associated researchers, as outlined below. To hire this equipment researchers must complete the request column of the form and send this to the BIEA with at least 3 weeks' notice. BIEA cannot guarantee the equipment requested will be available. Any damage to equipment will be charged to the hirer with a 10% administration charge.

Half of the total cost of hire must be paid before the hire period commences and the remaining half will be charged on return of the items.

Equipment form

Name:

Date equipment requested:

Date equipment was hired:

Date equipment is due to be returned:

I confirm I have checked the hired equipment with _____ (for the BIEA) and am satisfied with the condition and working order of all items.

I confirm that the equipment is my responsibility during the period of hire and any loss or breakage (beyond reasonable wear and tear) will be charged, with a 10% administration fee to replace losses.

Signed:

Signed (for the BIEA):



Camping	Cost per item per day (KeS)	Quantity requested	Quantity hired	Cost charged	Quantity returned	Cost incurred during hire
1 & 2 person tent	150					
3 – 6 person tent	200					
Canvas Tsavo tents (3-4 persons)	250					
Canvas mess tent, seats up to 10 people	350					
Tarpaulin	50					
Safari bed	100					
Sleeping matt	50					
Mattress	100					
Sleeping bag	150					
Blankets	100					
Mosquito Net	50					
Jerrycan shower	100					
Small folding table	50					
Medium folding table	100					
Large folding table	150					
Metal stool	50					
Wooden stool	50					
Metal folding chair	100					
Wooden folding chair	100					
Metal trunk	50					
Plastic jerrycan	50					
Metal jerrycan	150					
plastic basin	50					
metal bucket	100					
plastic bucket	50					
Hurricane lamp	100					
Solar panel & accessories	200					
Solar batteries	200					
Generator	2000					
Camping gas cylinder	50					
Total gas cylinder	300					
Camping gas double burner	100					
Total gas burner	300					
gas lamp fixture	100					
Paraffin funnel	50					
Total KeS						



Kitchen	Cost per item per day (KeS)	Quantity requested	Quantity hired	Cost charged	Quantity returned	Cost incurred during hire
Cool box	100					
Plastic water jug	20					
Dishwashing plastic basin	50					
Metal plate	10					
Plastic plate	5					
Metal bowl	10					
Plastic bowl	5					
Metal mug	10					
Plastic mug	5					
Sharp knife	50					
Table knife	10					
Bread knife	50					
Fork	10					
Tablespoon	10					
Teaspoon	10					
Metal serving spoon	30					
Wooden serving spoon	30					
Metal cooking spoon	30					
Wooden cooking spoon	30					
Metal serving dish	50					
Plastic serving dish	50					
Tin opener	50					
Bottle opener	50					
Peeler	50					
Sieve	100					
Tea strainer	30					
Grater	100					
chopping board	50					
Frying pan	100					
Sufuria (saucepan)	100					
Sufuria lid	20					
Plastic storage can (sugar/salt etc.)	30					
Dish rack	30					
Kettle	100					
Chapatti roller	20					



Kitchen (continued)	Cost per item per day (KeS)	Quantity requested	Quantity hired	Cost charged	Quantity returned	Cost incurred during hire
Chapatti board	20					
Saltshaker	20					
Meat roasting grill	30					
Thermos flask	30					
Beer crate	50					
Soda crate	50					
Total KeS						

Excavation	Cost per item per day (KeS)	Quantity requested	Quantity hired	Cost charged	Quantity returned	Cost incurred during hire
Munsell chart	150					
50m tape	20					
30m tape	10					
20m tape	10					
10m tape	10					
7.5m hand tape	10					
5m hand tape	10					
3m hand tape	10					
Line level	30					
Plumb bob	30					
Archaeological trowel	20					
Photographic scales	20					
North arrow	20					
Gardening trowels	10					
File	10					
Pipe wrench	10					
Spring weight balance (500 mg)	50					
Digital scale	50					
Salter basin weighing balance	50					
Tool kit	150					
Shovel	30					
Jembe	30					
Small jembe	30					
Foldable spade	30					
Large pick	30					
Small pick	30					
Axe	30					
Screen 5mm	50					
Screen 2 mm	50					



Excavation	Cost per item per day (KeS)	Quantity requested	Quantity hired	Cost charged	Quantity returned	Cost incurred during hire
Environmental sieve (set of 3)	150					
Panga	30					
Slasher	30					
Root cutters	30					
Metal Hand Shovel/ dust pans	20					
Small section shovel	20					
Hand gloves	20					
Geological hammer	30					
Auger (for coring)	100					
Crowbar	20					
Ammunition box	50					
Hard hats	50					
Chisels	20					
Planning frame	50					
Hand brushes	20					
Paint brushes	20					
Sledgehammer	30					
Planning boards	30					
Clipboards	30					
Drawing Kit	50					
Metal troughs	30					
Rip saw	50					
Total KeS						

Technical equipment	Cost per item per day (KeS)	Quantity requested	Quantity hired	Cost charged	Quantity returned	Cost incurred during hire
Abney level	300					
Aneroid surveying barometer	300					
Surveying compass	100					
Dumpy level (orange – 487710)	300					
Dumpy level (green – 125640)	300					



Technical equipment	Cost per item per day (KeS)	Quantity requested	Quantity hired	Cost charged	Quantity returned	Cost incurred during hire
Theodolite (VO32219)	300					
Tripod for dumpy/Theodolite	100					
4 m detail pole for dumpy	200					
Leica Total Station TCRA 1105	1200					
External battery for TC (GEB70)	200					
RCS 1100 for Leica TCRA	500					
Tripod for TCRA 1105	100					
2.15 m detail pole	300					
Leica total prism reflectors (1)	300					
Ranging pole	150					
Plane table and Tripod	150					
Camera tripod	150					
Motorola Walkie-talkies	300					
Trimble Geo-explorer GPS and charger	500					
Garmin Map60C GPS	500					
Thuraya Satellite phone	500					
Canon D450 SLR camera and charger	500					
Canon zoom lens	400					
Canon 50 mm lens	400					
Canon wide angle lens	400					
Sony digital 20.1 megapixel	500					
Leica SR20 GPS	500					
Dictaphone	350					
Total KeS						



Appendix 2: Vehicle Hire Policy

The BIEA owns two Land Rovers that are available to all categories of BIEA associated researchers for hire. The vehicles can be hired with a BIEA driver. (NB staff should read this in conjunction with the general vehicle policy dated March 2019).

General regulations:

1. BIEA vehicles can only be used for official, research-related duties.
2. BIEA vehicles can only be driven by those holding a driving license valid in Kenya and a valid license to drive in their home country if this is not Kenya. Copies of both licenses must be provided to the BIEA. Where a vehicle will be driven in other countries, proof of a driving license valid for that country must also be provided.
3. It is the responsibility of the hirer to ensure only those with the relevant licenses drive the vehicles. The hirer must list the team members who will be driving the vehicles and supply copies of the relevant driving licenses to the BIEA. All named drivers should have experience of driving 4x4 vehicles and of driving in Eastern Africa. Where no team members have such experience, the vehicles must be hired with a BIEA driver.
4. The hirer must name a vehicle officer who will take responsibility for the vehicle during the hire. This may be the hirer, a BIEA driver, or another team member. It is the responsibility of the hirer to ensure the vehicle officer receives a copy of this policy and has read and understood it and has agreed to take responsibility for the vehicle as outlined below.
5. The hirer and vehicle officer if different should book some time with the BIEA's driver / mechanic to learn about the vehicle and how it should be driven.
6. BIEA reserves the right to deny hire of any of its vehicle in regions deemed too dangerous. BIEA will not be held responsible for any consequences arising from such trips made by researchers or hirer.
7. BIEA vehicles remain the property of BIEA at all times.
8. It is the responsibility of the driver/officer to ensure the vehicle is operating within all normal parameters, particularly with regards to temperature and oil pressure. Should these parameters exceed normal limits the driver/officer is expected to stop, diagnose the cause and implement a solution. If the driver continues and the vehicle is damaged the cost of repairs will be charged to the hirer.

Safety regulations:

1. Drivers are expected to take the upmost care when driving the vehicles.
2. BIEA expects those hiring the vehicles to avoid driving after dark.
3. BIEA vehicles must not be driven under the influence of drugs or alcohol, which is illegal under Kenyan law.
4. The driver of any BIEA vehicle is responsible for ensuring all passengers wear seatbelts at all times.
5. The driver of any BIEA vehicle is responsible for ensuring that all loads are reasonable and well-loaded.
6. The vehicles should only be parked in legal, secure parking areas and should be kept locked when not in use.
7. Drivers should not drive over pavements, or over-load the vehicles. These are illegal and classified as serious traffic offenses.
8. Speeding is a serious traffic offence. The speed limits in Kenya are: 30km/h in town; 50km/h on a main road entering town; 70km/h on a main road passing through a game park; 100km/h for a personal vehicle and 80km/h for a commercial vehicle. Any other limit or exemption will be indicated.
9. Drivers should be aware of the consequences associated with negligence. Should any driver cause an accident that results in fatality, the penalty is life imprisonment without the option of a fine.
10. When a vehicle will be travelling to an area with limited mobile phone signal it will be supplied with a BIEA satellite phone for use in emergency situations. The credit on this phone is provided by BIEA and must not be used under any circumstances other than in a genuine emergency. The vehicle officer must ensure the satellite



phone is removed from the vehicle at night and charged, and that it remains with the vehicle when the vehicle is in use. The director of the project should ensure driver has a working mobile phone for use in emergencies.

11. Picking up unknown passengers along the roads is highly discouraged. This may turn out to be dangerous. Insurance companies do not pay for lives lost or damages caused by any vehicle with unidentified persons in them.

In case of accidents:

1. The hirer is responsible for reporting any accidents of damage immediately to the BIEA.
2. Any accident must be reported to the police immediately and a police report completed. A copy of the police report must be sent via email to the BIEA as soon as possible. Traffic police cases require sworn affidavits and the owner's details before a claim can be entered in the insurance company's list of payments. The driver therefore must demand of the opposing driver, copies of the driving licenses, insurance, national ID card, registration number of the vehicle, address, phone number, along with the letter admitting liability and offering to repair the vehicle to our satisfaction. Such cases also require a vehicle inspection, and this will be organized in discussion with the BIEA.
3. The driver must complete a detailed account of the accident and immediate aftermath as soon as possible and send a copy of this via email to the BIEA.
4. BIEA vehicles are provided with East African Insurance cover. The driver must always have the yellow insurance card in their possession. In the event of an accident occurring out of BIEA office hours, the hirer must report the accident to the insurance company immediately. Where an accident occurs within working hours, the hirer will report this immediately to the BIEA who will immediately report this to this insurance company.

Responsibilities of the vehicle officer:

1. The hirer will inspect the vehicle and vehicle equipment with a member of the BIEA and will complete the vehicle sign out form provided below.
5. When the vehicle is returned to the BIEA this inspection will be repeated and at this time the hirer must state any problems which they noticed with the vehicles.
6. The vehicles are provided with a full tank of fuel. If the tank is not full when the vehicle is returned the BIEA will charge the hirer for the fuel and an administration charge of 10%.
7. The vehicle officer must complete the daily vehicle checklist provided below (this should be photocopied to ensure enough copies for the duration of the hire).
8. The vehicle officer must complete the mileage log at the end of every day.

To be completed by the hirer (copies to be kept by the BIEA and the hirer):

Name of project director (the person hiring the vehicle, taking responsibility for the vehicle)	
Institution	
Date of hire (from – to); number of days	
Total Charges	
Location of project	
Vehicle hired	
Mileage on collection	
Copy of Kenyan driving license provided?	



Copy of home country driving license provided?	
Named vehicle officer (if different from hirer)	
Copy of Kenyan driving license provided?	
Copy of home country driving license provided?	
Named driver 1	
Copy of Kenyan driving license provided?	
Copy of home country driving license provided?	
Named driver 2	
Copy of Kenyan driving license provided?	
Copy of home country driving license provided?	
Named driver 3	
Copy of Kenyan driving license provided?	
Copy of home country driving license provided?	
BIEA driver attending with vehicle (in which case, responsible for vehicle)?	

SIGN OUT CHECK LIST	Tick	Notes
Yellow card and copy		
Registration details and copy		
Emergency contact details (FN, JN, D / M)		
Copies of all licenses?		
Copies of daily check list		
Copy of log record		
Full fuel tank		
Satellite phone with credit		
Charging cables		
Spare wheel, jack and spanners		
Red triangle		
First aid kit		
Fire extinguisher		
Scratches / dents?		
Window cracks / chips?		
Number Plates		
Doors lock?		
Tyre pressure and tread; mud flaps		
Fluid levels: oil, radiator, steering, braking		
Lights: head, indicators, reverse, low / high beam, dashboard		
Mirrors: wing; rearview		

**Hirer declaration:**

I, _____ have read and understood the BIEA's vehicle hire policy for researchers and agree that I and my team will adhere to this.

I take full responsibility for the vehicle(s) for the duration of my hire.

I understand that the BIEA is not liable for any costs incurred resulting from damage to the vehicle or injury / loss of life caused by reckless driving by any of my named drivers and are not responsible for paying for any traffic offenses caused by my team.

I confirm the daily check list and mileage log will be completed at the end of every day.

I confirm I will contact the BIEA immediately should any problems with the vehicles arise.

I have completed the Vehicle Sign Out checklist in the company of _____ (for the BIEA).

Signed:

Date:

Mileage log

MILEAGE	DATE	KM
Day 1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		

MILEAGE	DATE	KM
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		



DAILY CHECK	Da y 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Sat. phone, credit, charger																							
Spare wheel; equipment																							
Triangle																							
First aid kit																							
Fire Extinguisher																							
Body & glass																							
No. plates																							
Doors lock																							
Tyre pressure, tread; mud flaps																							
Fluid levels: oil, radiator, steering, brake																							
Lights: head, indicators, reverse, low / high beam, dashboard																							
Mirrors																							



DAILY CHECK	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46
Sat. phone, credit, charger																							
Spare wheel; equipment																							
Triangle																							
First aid kit																							
Fire Extinguisher																							
Body & glass																							
No. plates																							
Doors lock																							
Tyre pressure, tread; mud flaps																							
Fluid levels: oil, radiator, steering, brake																							
Lights: head, indicators, reverse, low / high beam, dashboard																							
Mirrors																							



SIGN IN CHECK LIST	Tick	Notes
Yellow card and copy		
Completed daily checklist		
Completed mileage log		
Full tank of fuel?		
Key		
Satellite phone with credit		
Charging cables		
Spare wheel, jack and spanners		
Red triangle		
First aid kit		
Fire extinguisher		
Scratches / dents?		
Window cracks / chips?		
Number Plates		
Doors lock?		
Tyre pressure and tread; mud flaps		
Fluid levels: oil, radiator, steering, braking		
Lights: head, indicators, reverse, beams, dashboard		
Mirrors: wing; rearview		

Hirer declaration on return of vehicles:

I, _____ have returned the BIEA's vehicle(s)
on _____ (date).

I confirm no incidents or accidents too place (YES / NO)

If YES, for details of the incident / accident please refer to emails send to _____
on _____ (dates).

If YES, any issues were resolved (YES / NO)

Please refer to email communications with _____ on _____
_____ (dates) for details.

I provide the completed daily checklist and the completed mileage.

I have returned the car with a full tank of fuel / I would like the BIEA to fuel the car and will pay for this fuel and a 10% admin charge.

No issues or problems have arisen with the vehicle while it has been hired (CORRECT / INCORRECT)



If INCORRECT, details can be found in emails sent to _____ on _____.

I have completed the Vehicle Sign In checklist in the company of _____ (for the BIEA).

Signed:

Date:

For the BIEA:

I have completed the Sign In Checklist and collected all relevant paperwork.

Signed:

Date:

Signed (for the BIEA):

All vehicle-related issues are currently handled by the BIEA's office assistant Fabian Ongaya at fabian.ongaya@biea.ac.uk

**Appendix 3: Staff time**

Several BIEA staff with specific technical skills can be hired by BIEA members to become part of a team of researchers for a specific period. These include John Kanyingi our Survey and GIS Technician, and our trained BIEA drivers.

The minimum cost per day of a staff member is 12,000 KeS per day in the field. The team is expected to provide accommodation, food and drinks, and ensure that the BIEA staff member is not required to work over the usual BIEA working hours. Should this be necessary an additional overtime charge will be invoiced to the project leader.

Staff time bookings must be coordinated with the Research Project Manager at research@biea.ac.uk who will coordinate with relevant staff at the BIEA. Requests must be submitted well in advance and the BIEA cannot guarantee staff availability.



Appendix 4: Events at the BIEA

The BIEA has several events spaces that can be hired by BIEA members to hold relevant to the BIEA's research agenda. These include:

Space	Rates (valid April 2019 – March 2020) KeS
Conference Rooms	
Seminar Room, seating 50-70 people	
Full day hire (9am – 5pm)	27,560.00
Half-day hire (9am – 1pm or 1pm – 5pm)	13,780.00
Smaller Meeting rooms seating 10-15 people (Video Conferencing room & Kiswahili Room)	
Full day hire	16,540.00
Half-day hire	8,270.00
Grounds/Marquee	
Full day hire	22,050.00
Full day hire with evening event	28,000
Evening event (5.30pm – 10pm)	15,500

Included in this price are tables and chairs set up as requested, and the use of the BIEA's audio-visual technician and equipment where required, and the pack-up following the event.

The BIEA's Research Projects Manager must be contacted on research@biea.ac.uk to organise space bookings.

Bookings are operated on a first come – first served basis and the BIEA cannot guarantee availability.

The BIEA can organise catering for an event. Enquiries should be made in advance to the Research Projects Manager.

Events terms & conditions (a copy to be kept by the BIEA and the individual hiring the space):

1. If an event requires an additional GS4 security presences this will be organised by the BIEA and invoiced to the individual hiring the space. The BIEA will inform the individual hiring the space in advance.
2. An event of a politically sensitive nature or involving particularly large numbers of people (60 and above), requires police approval in advance. A template letter can be provided by the BIEA, who must be copied to all correspondence. It is the responsibility individual hiring the space to ensure the approval is obtained in advance.
3. Parking spaces are limited at the BIEA and cars must not be parked on the road outside the BIEA. Once the BIEA carpark is full cars will have to be parked at the Kisuku centre. We recommend people share cars or attend in a taxi.
4. Alcohol must not be served on BIEA premises beyond 10pm. All event attendees must have left the property by 11pm.
5. BIEA equipment may only be used and operated by a BIEA member of staff.

**Event contract**

Name:

Date(s) of event:

Spaces hired:

Space	Quantity	Cost (KeS)
Seminar room full day		
Seminar room half day		
Video conference room full day		
Video conference room half day		
Grounds / marquee full day		
Grounds / marquee full day plus evening		
Grounds / marquee evening		

By signing this agreement, I accept all terms & conditions set out in Appendix 4 of the BIEA's events policy, 'Events at the BIEA'.

As the individual hiring the events space, I understand my roles and responsibilities and agree to confirm to all conditions.

Name:

Signed:

Date:

Name:

Signed (for the BIEA):

Date:



Appendix 5: BIEA accommodation

All BIEA accommodation matters are handled by the HR and Administration Manager at guesthouse@biea.ac.uk.

The BIEA has one serviced self-catered guest apartment with three ensuite double bedrooms, kitchen, and living space on Mandera road, approximately a 15-minute walk to the BIEA: NHC Apartment Block4 House Number 55C.

BIEA members can hire individual rooms at the Mandera guest apartment.

The NHC is situated within a secure compound with a security service posted at the gate controlling access of people and cars.

Cooking appliances provided in the kitchen include a four-burner gas cooker and one electrical burner with oven, coffee maker, toaster, kettle and rice cooker. A washing machine, drying area, iron and ironing board are also provided.

Costs of the BIEA accommodation and associated services are outlined below:

Item	Cost (KeS)
Guest apartment bedroom	3,500 per night
Mandatory key deposit (refundable against final cost of stay)	5,000
Airport transport, reasonable hours (9am – 9pm)	2,500
Airport transport, out of hours	3,000
Care package on arrival (a small quantity of tea, coffee, milk, sugar, bread, butter and fruit; 5 litres drinking water)	2,000

We strive to provide our guests with an exceptionally clean, safe, and friendly guest apartment experience.

Terms & conditions

Guests must be BIEA members and over the age of 18 years.

The guest apartment is non-smoking, including on the small balcony. E-cigarettes are also prohibited.

The guest apartment rooms are available for any member to hire on a first-come, first serve basis.

Guests may depart and arrive at any time and this may cause some noise and disruption.

The apartment is situated on the third floor and no elevator access is available.

The apartment has one dedicated parking space within the secure compound. This space can be used by individuals hiring the BIEA rooms on prior arrangement.

Each room is supplied with clean towels and bedding and these are changed approximately once per week by the BIEA's guest apartment housekeeper.

The use of fireworks, charcoal, flames and open fires is not allowed on the premises.

The water supply is provided by the Nairobi Country Council and there is borehole as backup. Guests should not drink the water and are responsible for purchasing their own drinking water.

Hot water is provided in the bathrooms.

Occasionally water cuts and power cuts may occur which are beyond the control of the BIEA. Guests are recommended to have a good supply of drinking water and a torch.



Reservations should be made at the earliest time possible to avoid disappointment. Should the BIEA guest apartment be fully booked the BIEA can provide a list of guesthouses in the area.

The guest apartment is managed by the HR and Administration Manager, and bookings should be made via guesthouse@biea.ac.uk

Payment can be made as cash in the office or through bank transfer. We do not accept credit cards or cheques in the office.

Reservations should be cancelled 5 days prior to arrival to avoid charge.

The BIEA is not responsible for personal emergencies or schedule changes.

Guests are free to check in any time. If the BIEA is providing an airport collection the driver will provide the keys and show you up to the apartment. If residents are making their own way to the apartment the keys can be left with the security guard at NHC or can be collected during usual working hours from the BIEA Office. Details can be finalised with the HR and Administration Manager at the time of booking.

Half of the payment for the duration of the booking must be paid in advance of the booking, and the remainder at the end of the booking.

The BIEA office is open on weekdays from 8.00am to 4.30 pm during which time any problems with the apartment can be reported to the HR and Administration Manager who will endeavour to fix the issue as soon as possible, and who will update residents on progress. During weekends and public holidays, in case of electrical or plumbing concerns Alfred can be contacted on 0729-630483. In case of internet outage, 'Country Wide Business Linkages' can be contacted on 0722-204884 or 0733-515262.

The BIEA guest apartment housekeeper attends approximately once per week to change bedding and towels and to clean. She will knock before entering. Please alert the HR and Administration Manager if you are a "Day Sleeper" or you are staying in the room due to illness, or hang the "Do Not Disturb" sign on your door if you do not wish your room to be serviced.

The BIEA reserves the right to enter a room in the event of an emergency, suspected illegal activity, disturbing other guests, or damage being done to property.

In the event of suspected illegal activity, management reserves the right to summon law enforcement to aid in eviction. The right to privacy ends when the Guest apartment policy is broken.

The BIEA assumes no liability for lost, misplaced, stolen, or damaged valuables or belongings. Please contact the HR and Administration Manager to report such issues or if you discover that you have left behind something of value to you.

In case of emergency or fire the contact details that are displayed in the kitchen should be used. There is a fire extinguisher, a fire blanket and a first aid kit in the kitchen / hallway.

Access to WiFi is free for guests and the access code is displayed in the Guesthouse. WiFi signals are subject to change without notice and may be stronger / weaker in some areas of the apartment.

A charge will be incurred for lost keys / damage to the property beyond reasonable wear and tear.

The door to the guest apartment must be kept locked at all times, including when guests are at home.

**Guest apartment contract**

Name:

Date(s) of check in:

Date of departure:

Booking details:

Item	Cost (KeS)	Quantity
Guest apartment bedroom (per night)	3,500	
Mandatory key deposit (refundable against final cost of stay)	5,000	
Airport transport, reasonable hours (9am – 9pm)	2,500	
Airport transport, out of hours	3,000	
Care package on arrival (a small quantity of tea, coffee, milk, sugar, bread, butter and fruit; 5 litres drinking water)	2,000	
Total		

By signing this agreement, I accept all terms & conditions set out in Appendix 5 of the BIEA's Research Policy, 'BIEA accommodation'.

I understand my roles and responsibilities and agree to confirm to all conditions

Where no airport collection is booked, I will collect my keys from the BIEA office (during office hours) / from the NCP NHC security guard house (please delete as appropriate).

Where no airport drop-off is booked, I will deposit my keys in the BIEA office (during office hours) / at the NCP security guard house (please delete as appropriate).

I will ensure my balance is paid before I leave Nairobi (unless otherwise agreed with the HR and Administration Manager).

Name:

Signed:

Date:

Name:

Signed (for the BIEA):

Date:



Appendix 6: BIEA blog guidelines

Our aim for the blog:

The overall aim for the BIEA blog is to provide a forum to showcase the activity of the institute, its members and associated researchers. Through this medium, we aim to interact with a wider audience within both the academic and non-academic communities. This also provides the opportunities for our community to promote their own projects, fostering engagement and interaction with their work.

Submission

Please send your submission to media@britac.ac.uk

- Submit your blog as an attached **Word Document**.
- **Length: 500-1000 words**
- **Title** – short and catchy!
- Please include an **author's bio** (max 70 words) and a **colour photo headshot**
 - may include author's social media links if desired
- **Referencing**
 - The blog should be a **standalone** piece, reflecting your '**on the ground experience**.' If references are required, please use hyperlinks to online sources whenever possible or in-text citation if source is not available online.

By sending your post to us, we understand that you give us permission to post it after editorial assessment. This will include such forums as our website, social media, and newsletters.

Format and Text

With the blogs, we are looking to attract readers from a wide audience, both academic and non-academic. The style should be **direct and informal, with shorter sentences/paragraphs and concise language**. Do not assume your audience is from your field of research. Explain any jargon/terms/acronyms/etc.

- Try to use 1st person whenever possible
- **Lead with the best**
 - When writing, imagine an inverted pyramid. Start with the conclusion and work backwards.
- Each **paragraph should contain only one main point** and be a maximum of 4-5 sentences.

Below are suggestions for formatting, but please get creative!

- Introduce your research with the intent on hooking in your audience. Share something unique or provide an anecdote. Even pose a question that you will later answer. Explain what makes your research/project/publication unique.
 - Include/introduce the articles keywords.
- Explain the main points of your research/project/publication. Include any interesting/surprising information discovered along the way. This can be related to the actual work or something that happened during the process.
- Describe your methodology (if relevant). Be informative without becoming too technical or wordy.
- State how BIEA is involved (grant, publication, affiliation, partner, etc.)
- Close with a call to the future. Where can it go next? What did this open for you? Did the project help you in applying for something else? Did you find that a field needs more developing? Leave your reader thinking forward.

Illustrations

Images are key in grabbing the reader's attention and for guiding them through the blog. Generally, they are the first thing the reader registers, so descriptive and eye-catching images/illustrations are best.

- **At least one image is required**, additional images/illustrations are strongly encouraged.
- Images should be submitted as **separate .jpeg files** and not embedded into your document.
- Include **caption** and annotate its **placement** within your post
- If not your own image, please label with image credit

**Editing process**

Blog posts will be reviewed by our editorial team, who may edit the piece to enhance readability to the blog's wider audience. These edits will include:

- Shortening of text if the post is above our stated 1,000 word limit
- Removal of specialist jargon or overly academic language that might confuse the lay reader
- The addition of a narrative-style to sum up the post's main findings
- The addition of short introductory paragraph outlining the post's author, their main arguments and findings, and any relevant background information for readers.
- Re-ordering of content
- Re-titling of your post

If a blog is deemed not to meet the editorial requirements, we will advise authors on how best to rewrite or edit posts so that we are able to publish them.

Please note -

Our editorial team reserves the right to take all regular editorial decisions: acceptance / rejection of posts and photos, publication timing, and editing, as well as to remove posts. We do always undertake to keep you informed and are happy to discuss and receive constructive criticism but, ultimately, our decisions are final.

The author has the right to ask for content to be removed, which we will endeavour to do within 7 days of receipt of the request. We will ask you why.