

**ANNUAL THEMATIC RESEARCH GRANTS 2024 – 2025
APPLICATION FORM**

Completed application forms and references should be submitted by email to grants@biea.ac.uk by **5pm EAT ON MONDAY 22ND APR 2024**. 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.

Applicants should use the subject heading 'Thematic Grants 24 25 {SURNAME HERE}'. Applicants should ask referees to use the subject heading: Thematic Grants 24 25 {SURNAME HERE} REFERENCE'.

Please note:

- Those awarded grants are required to keep BIEA informed of the progress of their research, and to send a comprehensive financial summary including scans of receipts **within two weeks of the completion of the research work**.
- Research work must be **completed by the end of January 2025** at the latest.
- Those awarded grants 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 research funded by BIEA. We encourage all successful applicants to consider publishing the results of their research 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, Ethics Approval and Data Management plan *by the applicant's own institution*. If this evidence is not received by BIEA by end of September 2024 the offer of an award will be withdrawn.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 research:**
8. **Short summary of project (100 words):**
9. **Details of previous awards from the BIEA:**

- 10. Applicant Statement.** This should make your case for a grant and explain the background to your project and provide information on any other funds applied for/awarded. Details of any research permits required and how you plan to obtain these should be included. You should also confirm that you are able to apply for your own institutional ethics review, risk assessment and data management plan, and that these approvals will be in place by the end of September 2024 at the latest so that the BIEA can release your grant by then (note that as soon as permits and approvals are in place the BIEA will release the funds; **maximum 1,000 words**):
- 11. Description of project.** This should set out the original research question(s); the research context, the literature to be engaged with and likely contribution to knowledge; how the research fits under, or links with, one or more of the BIEA's Research Themes; the methodology to be employed; planned outputs; how the results of the research will be disseminated to potential users; an ethics statement; a health and safety statement, which should specifically refer to COVID-19 and measures to be taken to protect researchers and participants; a research timetable; and details of any other personnel involved (**maximum 2,000 words**):
- 12. CV** (maximum 2 pages):
- 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. Names, position, and institution of 2 referees and their relationship to the applicant.** You will need to arrange for two references to be sent directly to BIEA at grants@biea.ac.uk by the closing date. In the case of postgraduate students, one of these referees should be the supervisor of the student. For other applicants, at least one referee should **not** be employed at the applicant's institution. **It is the applicant's responsibility to send a copy of his/her application to the nominated referees and to ensure that their references reach 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 research;
- (c) That I will conform with any additional conditions that may be attached to the grant notification.
- (d) That by completing and submitting this form and so entering into this correspondence, I give consent for BIEA to hold and process my personal data in line with the BIEA Data Management Policy. See www.biea.ac.uk/forms & policies for more details.

Signed:

Date: