



**Details of the call for proposals to the
Religion and Society Programme – Third
phase for**

Small Research Grants

December 2008

Version 1.3



Arts & Humanities
Research Council



Introduction

The Arts and Humanities Research Council and Economic and Social Research Council invites proposals for small research grants under the Religion and Society programme. These details give information about the eligibility criteria, assessment criteria, information on how to apply, eligible dates and terms and conditions of awards. You should ensure that you have read the Religion and Society – third phase *Programme Specification* document before submitting a proposal

(<http://www.ahrc.ac.uk/FundingOpportunities/Pages/ReligionandSociety.aspx>)

Number and Value

Funding is available for about 8 Small Research Grant projects (depending on the value), each at a full economic costing of between £20,000 and £100,000 and for a maximum duration of 1 year.

Background

The Religion and Society £12.3million trans-disciplinary programme was launched in October 2006 and will run for approximately 6 years from early 2007. This is the first UK research programme to foster collaborative endeavours across the arts, humanities and social sciences in order to understand the interrelationships between religion and society. Therefore, the primary aim is to maximise the participation of scholars from a wide range of arts, humanities and social sciences disciplines in researching, reflecting upon and discussing issues relating to religion and society. Under the third and final call several different schemes are being initiated to fund large and small scale research projects. Interdisciplinary engagement and collaborations with partners in the public sector, the cultural sector and the wider community are encouraged, as is the imaginative dissemination of the research. It is in this context that proposals for Small Research Grants are invited under the Religion and Society programme.

How to apply?

In order to apply for the Religion and Society Programme Small Research Grants scheme, you must submit your proposal electronically through the [Je-S system](#). To submit proposals using Je-S both individual investigators and the submitting Research Organisation (the one that will hold the award) must be registered for Je-S. **Please ensure that the correct contact address is showing on your Je-S record, as this address will be used to notify you of the outcome of your proposal.**

To prepare your proposal in Je-S choose 'Add New Document', then specify Council: AHRC, Document Type: Standard Proposal, Scheme: Small Research Grants – Religion and Society, and 'Create Document'. Je-S will then create a proposal, displaying appropriate section headings. Using 'Help' at any point accesses helptext within the Je-S system which provides context-specific guidance on how to complete the Je-S form.

Once complete, you should upload a Case for Support and other supporting information as attachments, and submit your proposal. Je-S will forward your proposal to your Research Organisation, who in turn will submit your proposal to AHRC. Please ensure you allow sufficient time prior to AHRC deadlines for your Research Organisation to be able to do this (note that some Research Organisations will have their own internal deadlines). **The published scheme deadline is for submission of the completed proposal to the AHRC by the Research Organisation. Late proposals will not be accepted.**

Proposals containing attachments exceeding the stated limits, or not adhering to the specified format, will not be considered.

If the AHRC requires you to make amendments to your proposal after its submission, the proposal will be made available to your Research Organisation in Je-S for editing, and you will be informed of the requested changes by e-mail. Your Research Organisation can either make the amendments or return the proposal to you to make the requested amendments. You will be allowed three working days in which to update your proposal and resubmit to AHRC. Please note that any unsolicited amendments will result in your proposal being made ineligible, so it is important that you restrict changes to those that have been requested. Failure to make the requested changes by the specified due date may result in your proposal being ineligible for further consideration.

Preparing a proposal

When preparing a proposal you should consider the following:

- Proposals are encouraged from less established as well as established senior scholars, and from those wishing to undertake small scale innovative or short projects of up to one year.

In addition to assessing the quality of the proposed research, the commissioning panel will consider the spread of proposals across research themes and the programme aims and objectives when making funding decisions.

Aims of the Religion and Society Programme Small Research Grants Scheme

The aims of the Religion and Society Programme Small Research Grants scheme follow:

- to support well-defined research projects of the highest quality and standards that will lead to significant advances in creativity, insights, knowledge and understanding, of interest and value both in the research community and in wider contexts where they can make a difference
- to enable arts and humanities and social science researchers to pursue, and to bring to completion in due time, collaborative research projects of the highest quality that demand the resources of more than a single scholar, and to enhance collaboration between researchers.
- to enable arts and humanities and social science researchers to establish or enhance effective working relationships with fellow researchers - both within and beyond the arts and humanities and social sciences and within and beyond the UK - practitioners and the wide range of individuals and organisations who may benefit from their research
- to provide opportunities for less experienced researchers to develop their expertise and their careers by working collaboratively with senior researchers on well-defined projects and by leading projects themselves

- to maximise the value of research outcomes by promoting their dissemination and, where appropriate, to facilitate the knowledge transfer of those outcomes, both to the research community and to other contexts where they will make a difference.
- to support projects that address the aims and themes of the Religion and Society Programme (see *Programme Specification* document, page 3-4 and the annex)

The AHRC/ESRC will make awards only where the proposed research meets the aims of the scheme and is considered to be of high quality. Small Research Grants awards are not intended to support individual scholarship.

Small Research Grants awards are intended to enable individual researchers to collaborate with, and bring benefits to, other individuals and organisations through the conduct of research. This collaboration may involve a Principal Investigator and Co-Investigator(s), a Principal Investigator and Research Assistant(s) or a Principal Investigator, Co-investigator(s) and Research Assistants(s) and may involve a single institution or a combination of institutions. The collaboration may also involve people from different research areas, both between disciplines within the arts and humanities and social sciences, or between arts and humanities / social sciences disciplines and another subject area. It may involve researchers collaborating with researchers overseas or with colleagues within other sectors.

The collaboration proposed should be appropriate and necessary to the specific needs of the research project.

Additional proposal criteria

- Your proposal should fulfil the criteria below, or it will be considered ineligible for support.

AHRC's Definition of research

- The AHRC's definition of research is primarily concerned with the definition of research processes, rather than outputs. This definition is built around three key features and your proposal must fully address all of these in order to be considered eligible for support:
- it must define a series of research questions, issues or problems that will be addressed in the course of the research. It must also define its aims and objectives in terms of seeking to enhance knowledge and understanding relating to the questions, issues or problems to be addressed
- it must specify a research context for the questions, issues or problems to be addressed. You must specify why it is important that these particular questions, issues or problems should be addressed; what other research is being or has been conducted in this area; and what particular contribution this project will make to the advancement of creativity, insights, knowledge and understanding in this area
- it must specify the research methods for addressing and answering the research questions, issues or problems. You must state how, in the course of the research project, you will seek to answer the questions, address the

issues or solve the problems. You should also explain the rationale for your chosen research methods and why you think they provide the most appropriate means by which to address the research questions, issues or problems.

- Creative output can be produced, or practice undertaken, as an integral part of a research process as defined above. The Councils would expect, however, this practice to be accompanied by some form of documentation of the research process, as well as some form of textual analysis or explanation to support its position and to demonstrate critical reflection. Equally, creativity or practice may involve no such process at all, in which case they would be ineligible for funding from the Councils. For guidance concerning research in the creative and performing arts where practice is integral to the research, please see the additional advice below.
- The AHRC's primary concern is to ensure that the research it funds addresses clearly-articulated research questions, issues or problems, set in a clear context of other research in that area, and using appropriate research methods and/or approaches.
- The precise nature of the research questions, issues or problems, approaches to the research and outputs of the work may vary considerably, embracing basic, strategic and applied research. The research questions, issues, problems, methods and/or approaches may range from intellectual questions that require critical, historical or theoretical investigation, to practical issues or problems that require other approaches such as testing, prototyping, experimental development and evaluation. The outputs of the research may include, for example, monographs, editions or articles; electronic data, including sound or images; performances, films or broadcasts; or exhibitions. Teaching materials may also be an appropriate outcome from a research project provided that it fulfils the definition above.
- The research should be conceived as broadly as possible and so consideration should also be given to the outcomes of, and audiences for, the research. The outcomes of the research may only benefit other researchers and influence future research, but consideration must be given to potential opportunities for the transfer of knowledge into new contexts where the research could have an impact.

Applicant Eligibility and Commitment

Principal Investigators

- The Principal Investigator takes responsibility for the intellectual leadership of the research project and for the overall management of the research or other activities. S/he will be the person to whom we shall address all correspondence and must be based at the organisation at which the grant will be held.
- The Small Research Grants scheme is open to members of the academic and academic-related staff of Higher Education Institutions (HEI) directly funded by HEFCE, DEL, HEFCW and SFC, and AHRC/ESRC-recognised Independent Research Organisations (IROs) (see Annex E). Staff at Research Council Institutes may also be eligible to apply (see paragraphs below).

- Full-time and part-time members of staff on teaching and/or research contracts can apply. Staff already employed on research contracts that relate to specific projects and grants (e.g. Research Assistants) are **not** eligible to apply for funding. Additionally, it is not permissible for someone to be both a Principal Investigator or Co-Investigator and a research assistant on the same project.
- If you are a researcher at an eligible Research Organisation who is not salaried member of staff (for example honorary fellow or visiting fellow), you may also apply but **only** if you have a formal contractual arrangement with the Research Organisation at the point of making the proposal. **You must provide evidence of this contractual arrangement with the host Research Organisation, and the host Research Organisation must support and endorse your proposal.** The contractual arrangement must outline the nature of your relationship with the Research Organisation, state the contact that you are expected to maintain with its staff and students, and you must be able to demonstrate that your research proposal is consistent with its research culture and strategies.
- To apply for an award, you should be actively engaged in research and be of postdoctoral standing. This does not mean that you must have a doctorate, provided that you can demonstrate in your proposal that you have equivalent research experience and/or training. You should also be the person who will direct the work and be actively engaged in carrying it through. You will be asked to specify in the proposal exactly how you will be involved in and participate in the proposed work.
- Professors Emeriti are eligible to apply. If you are a holder of any other senior non-stipendiary post you may also be eligible to apply for funding, but should contact the AHRC if in any doubt.
- Your contractual arrangement with the host Research Organisation must be in place at the point of making the proposal and must cover both the period of the award and the monitoring period (three months after the end of the award). This contractual arrangement cannot be dependent on the success of the proposal. The AHRC will make an individual assessment of all eligibility cases.
- Recipients of Research Council Academic Fellowships, who are initially supported as postdoctoral research assistants (PDRAs) on Research Grants, are eligible to apply for new research grants in their own right. However, it is not possible to start any award until the PDRA duties on the original grant have been completed.

Co-Investigators

- A Co-Investigator assists the Principal Investigator in the management and leadership of the research project. The same eligibility criteria apply to Co-Investigators as Principal Investigators. The AHRC/ESRC assumes that there will normally be no more than two Co-Investigators in addition to the Principal.

Eligibility of Research Council Institute staff

- The Research Councils have agreed to a change in the eligibility status of Research Council Institutes for grant funding from non-parent councils. Up to

now, Councils have assessed the eligibility of institutes of other Councils on a case-by-case basis or, in some cases, through bilateral reciprocal arrangements. Now, in a move to create more consistency between Councils in the treatment of RC institutes and to help remove potential barriers to funding interdisciplinary research, the Councils have agreed that all RC institutes should be eligible for grant funding from all Councils from 1 April 2008. (see Annex E)

- Research Council Institute staff need to ensure that they meet the relevant criteria for this particular scheme in relation to their academic experience and to the nature of their contract.
- Institutes that are considering submitting a proposal to a Council to which they will be newly eligible are encouraged to discuss the proposal with the relevant Council staff in the first instance and to consult the Council's published funding guidance.

Research Assistants

- Research Assistants employed on Small Research Grant projects must be of postdoctoral standing. This means that they should possess either a PhD or have the equivalent research experience.
- The responsibilities of the post requested on the project should be commensurate with the level of experience and skills of the proposed Research Assistant (whether named or unnamed).
- Please note that the AHRC/ESRC do not fund the employment of researchers who are registered for higher degrees unless the researcher is already of postdoctoral standing and:
 - the work of the higher degree is not an integral part of, and does not arise directly from, or feed directly into, the work of the project
 - the salary costs sought are appropriate, and directly related to the actual time the postdoctoral researcher will spend working on the project.

PI and Co-I Commitment

- The AHRC/ESRC expects the Principal Investigator and any Co-Investigators to devote an average of at least 4 hours per week to the project. If it is considered necessary for a Principal or Co-Investigator to devote an intensive period of time to the project, then this should be included in the Small Research Grant proposal in the total number of hours to be devoted to the project and will therefore be reflected in the average number of hours devoted per week. Applicants are reminded, however, that the time contribution of Investigators on the project would need to be justified and would be considered as part of the peer review process.

Costs and other funding

- Proposals will be accepted under the Religion and Society Programme Small Research Grants scheme at a full economic costing of between £20,000 and £100,000, to which the AHRC/ESRC will make an 80% contribution if the proposal is successful.

- The proposal should demonstrate the full economic cost of the proposed project. Proposals should not be under-costed in order to meet a scheme limit. The scope of the project should be altered so that the project's fEC meets the scheme's limit.
- Within any particular scheme, there is no differentiation in the assessment procedures between shorter projects and those of longer duration, and thorough consideration is given to lower-value bids. You should be aware that value for money is an important criterion in the assessment of proposals and that, as the level of funding sought increases, so too does the challenge of meeting this criterion. Reviewers will particularly scrutinise the balance of staffing and the amount of time devoted by Investigators to the project.
- You can apply within the Small Research Grant Scheme for further funds for a related or continuation project at a later stage, provided that you have submitted (a) satisfactory monitoring report(s) in relation to the previous award. The AHRC/ESRC will not, however, provide further funding to enable you to complete work that you were unable to deliver in a previously funded project. You should bear in mind that all such proposals will be assessed in open competition, with no guarantee of funding, and the reviewers will give careful consideration to your ability to complete the project given your existing commitments.
- Any proposal must outline a specific programme of work that will be conducted with the funds requested from the AHRC/ESRC. The AHRC/ESRC will not provide duplicate funding for activities funded by other bodies. It will, however, provide funding which complements that provided by other sources. You must keep the AHRC informed of the progress of any such proposals. If you fail to do so, this could have an adverse effect on your proposal. If you are successful in securing funding from any other bodies, you may need to choose which source of funding you wish to pursue.

Cost Headings

- All costs should fall under one of the following cost headings.

Directly Incurred

These are costs that are explicitly identifiable as arising from the conduct of a project, are charged as the cash value actually spent and are supported by an audit record. They include:

- **Staff** - payroll costs requested for staff, full or part-time, who will work on the project and whose time can be supported by a full audit trail during the life of the project.
- **Travel and Subsistence** - funds for travel and subsistence for use by staff who work on the project where these are required by the nature of the work.
- **Equipment** - the cost of individual items of equipment dedicated to the project and costing more than £3,000 (including VAT). Where equipment or survey costs exceed £50,000 in total (including VAT), then the amount above this figure will be paid in full and will automatically be entered under the 'Exceptions' heading.

- **Other costs** - costs of other items dedicated to the project, including consumables, books, survey fees, purchase/hire of vehicles, publication costs or recruitment and advertising costs for staff directly employed on the project. Items of equipment costing less than £3,000 should also be included under this heading.

Directly Allocated

These are the costs of resources used by a project that are shared by other activities. They are charged to projects on the basis of estimates rather than actual costs and do not represent actual costs on a project-by-project basis. They include:

- **Investigators** - proposals will need to show the costs of the Principal Investigator and any Co-Investigators if their time charged to the project is based on estimates rather than actual costs.
- **Estates** - these costs may include building and premises costs, basic services and utilities, and any clerical staff and equipment maintenance or operational costs not already included under other cost headings.
- **Other Directly Allocated** - These costs may include, for example, the costs of other research staff, technical, administrative and other support staff, or access to institutional research facilities such as equipment and IT systems.

Indirect Costs

These include non-specific costs charged across all projects based on estimates that are not otherwise included as Directly Allocated costs. They include the costs of the Research Organisation's administration, such as personnel, finance, library and some departmental services.

Exceptions

These are Directly Incurred costs that Research Councils will fund in full (i.e. at 100%), subject to actual expenditure incurred, or items that are outside fEC. This heading is only currently applicable to the cost of a Project Student.

Indexation

All costings should be at current prices, inclusive of VAT and other taxes where applicable, with no allowance for inflation. Any allowance for inflation that has been included in the full economic costing of the proposal by the Research Organisation must be excluded. The AHRC/ESRC will include an allowance for inflation if a grant is awarded.

Project Partners

If you are collaborating with another organisation which is providing a specific contribution (cash or in kind) to the research project you can identify them in the proposal as a 'Project Partner'. If a collaborating organisation's involvement is being charged to the project you should not include this within the project partner section.

Resources to be provided by project partners, whether cash or in-kind contributions, should be clearly identified in the proposal. These contributions are not considered to be part of the fEC of the project.

Please note that project partners can be based in the UK or abroad. A letter of support is required from each Project Partner. This letter is intended to outline both the level of commitment of proposed partner, the value and benefit of the work to the project partner, the nature of the contribution and the added value to the project of the involvement. Details of the information required regarding project partners is available within the relevant section of the JeS Helptext.

Ethical section

The AHRC/ESRC expects that full consideration is given to any ethical matters in the research they fund under the Religion and Society programme. Applicants are asked to complete two sections requesting information about the ethical issues that may be involved in the proposed research projects. If you don't consider there to be any ethical implications or issues arising from your proposed research you are asked to explain your view. Please refer to the guidance in the Je-S helptext for this section.

Justification of Resources

All **costs** associated with the research project **must be justified in the Justification for Resources attachment**, with the following exceptions:

- Estates costs
- Indirect costs
- Investigator salary costs
- Some other Directly Allocated – general technical services, shared lab equipment

Although Investigators' precise salary level need not be justified, the balance of staffing - between investigators and research assistants of different levels of experience and seniority - and the amount of time that Investigators will devote to the project, must be justified fully within the Case for Support.

If you wish to include costs associated with the dissemination and the knowledge transfer of your research within your proposal, you should ensure that the end-date for your project is timed to accommodate the proposed activities. Costs may only be claimed for such activities undertaken during the period of an AHRC/ESRC award. Any such costs must be directly related to the research findings rather than, for example, the creative output *per se*.

PhD Project Studentships

Project studentships are not offered under the Religion and Society Small Research Grants scheme.

Submitting more than one proposal to the same scheme

The AHRC/ESRC consider that applicants should be responsible for determining their own research priorities, and you should normally only submit one proposal in any one round. If you choose nevertheless to submit more than one proposal, then you must demonstrate that you will be able to carry out all of the projects that are successful. You should describe fully the scope and extent of your involvement in each of the projects, as our reviewers will evaluate the extent to which you, any Co-Investigator(s) and members of the research team (as appropriate), are able actively to conduct and manage the research set out in your proposals.

Joint Proposals

Proposals with Investigators from more than one Research Organisation should be submitted on one proposal form. If successful, payment of the grant will be made to the institution in which the Principal Investigator is based and which submitted the proposal.

Submitting a proposal

Confidentiality and use of the information supplied

By submitting a proposal you are giving your permission to the AHRC to process and disclose the data you provide, including processing of the personal data, as described in Annex D

Technical Appendix

If a significant product or by-product of your project is the creation of an electronic resource, you must complete the Technical Appendix section for your proposal. The information in this Technical Appendix will be used by the AHRC/ESRC to review the technical feasibility of the project. Please note that if a significant product of your project is the creation of an electronic resource, and you do not complete a technical appendix, your application may be regarded as incomplete and will be rejected.

You are strongly advised to obtain appropriate advice and guidance regarding the technical aspects of your project, before submitting an application. You should ensure that advice is sought in plenty of time before the final submission date.

The technical appendix, in conjunction with the Case for Support, should demonstrate that the project will be able to deliver the proposed outputs to the target audiences that have been identified within the application.

Technical reviewers will comment specifically on the technical feasibility of your proposal and the technical review will also be forwarded to the Principal Investigator together with the peer reviews as part of the PI response stage, to assist the panel in arriving at its grading decisions.

You should also note the AHRC's requirement, that it would be a condition of award that significant electronic resources and/or research undertaken by individuals which involves data creation or collection, should be offered for deposit with the ESDS in the first instance and if, after consultation with ESDS, it is agreed that this is not an appropriate place to store it, it must be made available in an accessible depository for at least three years after the end of the grant (it must be clear that this aspect has been considered in the proposal).

For more information about the Economic and Social Data Service (ESDS), visit ESRC's website for grant applicants at: <http://www.esds.ac.uk/aandp/create/faq.asp> or for more specific queries please contact the service directly by email: acquisitions@esds.ac.uk or telephone 01206 872572.

Please refer to the Research Councils' Terms and Conditions' of awards for further details (see Annex B).

Panels

You should note that you are not required to indicate subject panels under this scheme.

Research Themes

This section of the form should be used to indicate a maximum of two research themes that best describe your research area and the project's fit to the Religion and Society programme specification. The research themes are as follows, a detailed outline of these themes can be found in the Annex to the Programme Specification document

(<http://www.ahrc.ac.uk/FundingOpportunities/Pages/ReligionandSociety.aspx>):

1. Meaning, Defining and Being
2. Identity, Community, Welfare and Prosperity
3. Religion, Violence and Conflict Resolution
4. Religion, Media and the Arts
5. Texts, Spaces, Rituals and Objects
6. Education and Socialisation
7. Law, Politics and the State

Classification of Research / Disciplines

The AHRC/ESRC have two separate subject classifications and these have been retained under the Religion and Society Programme. The information that you provide concerning these will be used to assist in the selection of the most appropriate reviewers for your proposal if you are invited to the full proposal stage.

AHRC Classification

You must select at least one and may select up to three of the available options to describe the subject area of your research proposal. Subjects are grouped under subject headings. A full list of subject areas is available in (Annex C. Between 1 and 6 free-text Keywords may also be entered. Even if there is not an appropriate subject area for you to select, please check the box "Church History and History of Theology" under the Theology, Divinity and Religious Studies section and then "20th Century" under Time Periods, such applicants should also complete the ESRC Disciplines section.

ESRC Disciplines

You may also indicate what you consider to be the prime and up to 2 other disciplines contributing to your research from the Disciplines list.

Proposal deadlines

There is one deadline only by which proposals may be submitted to the Religion and Society Programme Small Research Grants scheme.

The earliest permissible start date for all successful projects will be 1 October 2009. The latest permissible start date for successful projects of the maximum one year duration is 1 April 2010.

Please note awards cannot be made for work that has already been done. Your proposed start date should allow enough time to make the necessary preparations and to recruit staff (if applicable) once you have been notified of the award.

Proposals for this call must be submitted to the AHRC electronically by the Research Organisation via the Je-S system by **4pm on 30 April 2009**. Proposals submitted after the above deadline will not be accepted.

(See **Award Announcements** below for outcome dates.)

Assessment Criteria

Proposals will be reviewed according to the aims of the Small Research Grants scheme (see above). The following will be taken into account by the peer reviewers:

- the extent to which the proposal demonstrates a fit to the aims and themes of the Religion and Society programme.
- the extent to which the proposal meets the specific aims of the scheme to which you are applying
- the quality of the proposed research
- the significance and importance of the project, and of the contribution it will make, if successful, to enhancing or developing creativity, insights, knowledge or understanding of the area to be studied in a national or international context
- the appropriateness, effectiveness and feasibility of the proposed research methods and/or approach
- whether a realistic timetable, incorporating milestones, is presented which will achieve the project's aims and objectives within the proposed timescale
- your ability to bring the project to completion as demonstrated in the proposal
- the appropriateness of the level and balance (in terms of time and seniority) of the proposed staffing on the project, and the extent to which opportunities will be made available for less experienced researchers
- the extent to which the likely outcome of the research will represent value for money, and in particular the relationship between the funds that are sought and the significance and quality of the projected outcomes of the research
- the appropriateness and effectiveness of the proposed dissemination methods
- the extent to which the research process is documented or recorded in a way to enable dissemination of research outcomes to the widest possible audience
- the likelihood that the outputs and outcomes of the project will be highly valued and widely exploited, both in the research community and in wider contexts where they can make a difference.
- whether the plans to increase impact are appropriate and justified, given the nature of the proposed research

- whether sufficient attention has been given to who the beneficiaries of the research might be and appropriate ways to engage with them throughout the project.

Dissemination

You are encouraged to disseminate your research and its outcomes to as wide an audience as possible, and where appropriate to engage in communication, dissemination and exploitation activities throughout the period of the project. You should therefore specify the audiences to whom your research could be of interest, and how you propose to engage with those audiences about your research. If you wish to include costs associated with the communication, dissemination and exploitation of your research within your proposal, you should ensure that the end-date for your project is timed to accommodate the proposed activities. Costs may only be claimed for communication, dissemination and exploitation activities undertaken during the period of the award.

There is not a general rule that debars an AHRC/ESRC-supported project from aiming to charge for access to its results whether in electronic or other format. Peer reviewers, however, are encouraged to scrutinise dissemination and access strategies and to consider the extent to which the outputs that are produced by AHRC/ESRC-funded projects will be utilised by the arts, humanities and social sciences research communities and other interested parties.

Review Process

The review process for the Small Research Grants competition will be as follows:

All proposals will be considered where possible, by a minimum of two peer reviewers, who will provide the AHRC/ESRC with graded reviews. Reviews may be sought from specialists within the UK or abroad.

Technical Review

Where the proposal requires completion of the Technical Appendix section (see page 11) then this Appendix will be forwarded to a Technical Reviewer on the AHRC's Peer Review College to assess the technical feasibility of the proposal. This technical review will be included in the PI Response process detailed below. Technical Reviews will also be forwarded to the commissioning panel, to assist them in making their grading decisions. Please note that Technical Reviews do not count towards the AHRC's quality threshold for assessing proposals.

Principal Investigator Response (Right of Reply)

The applicant will be given the right of reply to the peer reviews received. The PI Response allows applicants to correct any factual errors or conceptual misunderstandings, or to respond to any queries highlighted in the comments from the peer reviewers. It is not intended to be an opportunity to change or re-constitute a proposal in the light of the reviewers' comments. You are not obliged to submit a response, but it is recommended that you do so as responses from

applicants are forwarded to the commissioning panel, and are taken into account in the grading and prioritisation of proposals.

The principal investigator response (right of reply) week will be the week commencing 29 June 2009. You should ensure that you are available during that week to undertake the right of reply process.

Religion and Society Commissioning Panel

The proposal, peer reviews, technical review (where applicable) and the PI's response to these reviews will be considered individually by members of the Religion and Society Commissioning Panel, and then discussed at the panel meeting. The commissioning panel will determine a grade for each application and will rank proposals in order of priority for funding. Final funding decisions will be made by the Commissioning Panel.

The Commissioning Panel will be made up of peers from a range of subject areas and organisations relevant to the Religion and Society programme, so you are advised to address your proposal to as broad an audience as possible.

The Commissioning Panel will consider the overall range of applications and coherence of the programme when making decisions about funding.

Grading Scale

Grade	Descriptor (Research schemes)
6	An outstanding proposal meeting world-class standards of scholarship, originality, quality and significance. It fully meets all the assessment criteria for the scheme and provides full and consistent evidence and justification for the proposal. It should be funded as a matter of the very highest priority.
5	An excellent proposal meeting world-class standards of scholarship, originality, quality and significance. It fully meets all the assessment criteria for the scheme and provides full and consistent evidence and justification for the proposal. It should be funded as a matter of priority, but does not merit the very highest priority rating.
4	A good proposal of a high standard of scholarship, originality, quality and significance. It meets all the assessment criteria for the scheme, and provides good evidence and justification for the proposal. It is suitable for funding.
3	A satisfactory proposal in terms of the overall standard of scholarship, originality, quality and significance, which meets the assessment criteria for the scheme and provides reasonable evidence and justification for the proposal but which in a competitive context is not a priority. It is not recommended for funding.
2	A proposal of inconsistent quality which has some strengths, but also contains a number of major weaknesses or flaws in its conceptualisation, design, methodology and/or management. It does not meet all the assessment criteria for the scheme. It is not suitable for funding.
1	A proposal of an unsatisfactory level of originality, quality and significance, which does not meet the assessment criteria for the scheme and does not provide satisfactory evidence and justification for the proposal.

It is not suitable for funding.

Increased Sifting of Proposals

From 2009 the AHRC will introduce a procedure whereby an increased number of proposals will be sifted before going on to the moderating panel. This will streamline the assessment and award process, as well as bringing us in line with the other Research Councils.

Proposals will be sifted on the following principles:

- The AHRC executive will reject a proposal upon submission where the proposal does not meet the published eligibility criteria; either relating to documentation requirements or where it does not meet the aims or criteria of the scheme to which it has been submitted.
- The AHRC executive will sift proposals against quality criteria, solely on the basis of information supplied by an AHRC peer review process.
- The AHRC executive will not sift on the basis of the information supplied by a non-AHRC peer review process.
- The AHRC executive will not sift an application based solely on a technical review.
- The AHRC executive will not sift outline proposals submitted to its strategic programmes as this process is conducted by a Commissioning Panel.
- The AHRC will not sift a proposal where the final funding decision does not fall wholly within a Research Council peer review process.

The sifting process will occur in two stages:

Sift Stage 1

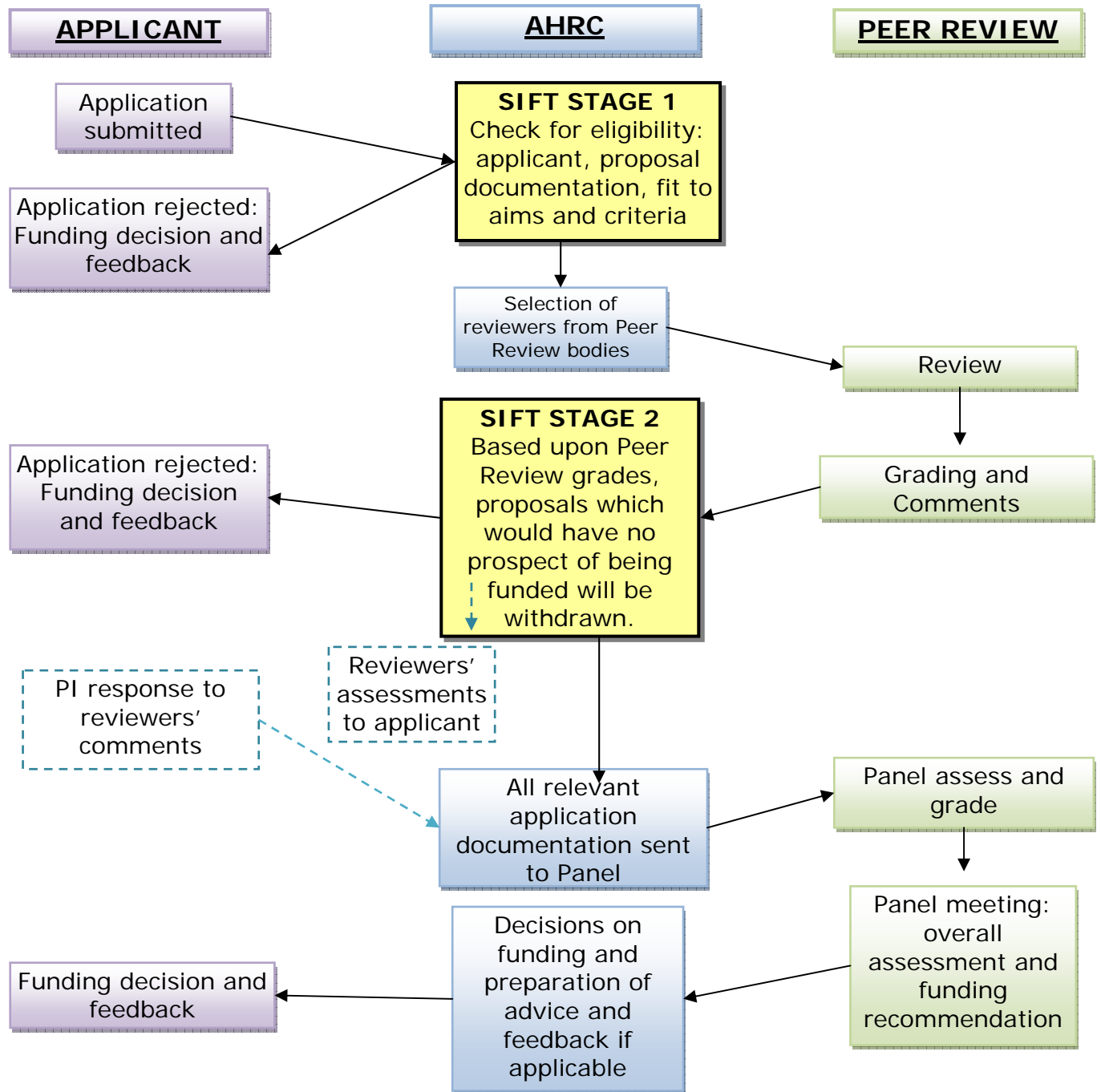
Each proposal will be assessed on the criteria, in reference to eligibility and assessment requirements given above:


- All application documents must be eligible under the scheme requirements
- All applicants and named staff must be eligible under the scheme requirements
- The proposal must meet the aims and criteria of the scheme to which it has been submitted.


Sift Stage 2

A sifting decision will be made based on the overall confidence levels and grades given by the peer review process. A proposal will be rejected if it receives **two or more reviews that give the proposal an un-fundable grade**. A grade is considered 'un-fundable' where it is described as either **Not Recommended for Funding** or **Not Suitable for Funding** (grades 1 – 3).

Assessment flow diagram including new sifting stages



 — Denotes stages at which new sifting process occurs

 — Denotes stages which do not always occur

Award Announcements

Applicants will be notified of the outcome of their proposal in September 2009. The AHRC/ESRC will not be providing specific feedback to unsuccessful applicants.

Resubmission

Due to the nature of the call for proposals to the Religion and Society Programme, there will not be an opportunity for applicants to resubmit proposals.

AHRC Complaints and Appeals Procedures

For details on the complaints procedure or appeal process, please refer to the document **Complaints and Appeals Procedure for Applications and Awards** which can be found on our website at

<http://www.ahrc.ac.uk/About/Policy/Documents/Appeals.pdf>

Attachments

Case for Support

Your proposal must be accompanied by a **Case for Support**. It is extremely important that this includes the information described below and that you format the document as requested.

If your Case for Support exceeds the word limit of **3000 words** your proposal will be deemed ineligible for support. The Case for Support should be in a font no smaller than size 12, and each page should be numbered. You must provide a word count, which should be clearly indicated at the end of the document. If you choose to include footnotes or a bibliography (you are not required to do so) these must be included within the word limit.

Within this word limit you should aim to make the Case for Support as concise, specific and clear as possible. The work to be undertaken should nonetheless be fully explained, as failure to provide adequate detail on any aspects may seriously prejudice your proposal. In short, you are advised to focus your proposal and to provide sufficient evidence to enable the peer reviewers and members of the Commissioning Panel to reach a considered judgement as to the quality of your proposal, its significance, its feasibility and value for money. If you are invited to proceed to full proposal stage then you will be given the opportunity to provide further details.

You should describe your proposed project/programme of research using the headings below. The guidance below details what information should be included under each heading.

Headings to be used:

Fit to Religion and Society Programme

You should ensure that it is clear to the reader how your proposed research fits with the **aims and themes** of the Religion and Society Programme (see pages 3-4 and the annex of the Programme Specification).

Research Questions or Problems

You should describe the **research questions, issues or problems** that you intend to address through the project. What are the issues that you will be exploring in the course of your research?

Research Context

You should describe the **research context** for your project/programme of work. Why is it important that these questions or issues are explored? What other research is being or has been conducted in this area? What contribution will your project make to improving, enhancing, or developing creativity, insights, knowledge or understanding in your chosen area of study? To whom will the outcomes of your research be of particular interest?

Research Methods

What **research methods** will you be using to address the questions or issues that you have set yourself, or solve the problems you have identified, or to explore the matters you intend to investigate? Why have you chosen these methods? Why are they the best way to answer the research questions or problems you have identified? What will be your role? If there are other people involved, what will their roles be and why are they the appropriate people to be involved?

In describing your research methods it is not sufficient to state, for example, that you intend to visit a particular archive, or an exhibition abroad. You must provide adequate details of sources to be consulted, and you should state briefly what kinds of material you will be consulting, why they are relevant to your programme of research, and how you will interrogate them. Depending on the approach you are using throughout your research, you may also need to explain clearly the creative and/or performative aspects of the work, explain how you will develop a new process, product or tool, or provide details on who you have consulted or will be involved in the process of research.

Project Management

How will the project be managed? What will be the roles of the members of staff involved (including you and, if applicable, any Co-Investigator(s), any research assistants? What is the timetable for the project? Does it include appropriate milestones and is it realistic? When will the outputs of the project be completed? How will you ensure that they meet the needs of your audience? Can the costs be justified? How will you ensure good value for money?

If a postdoctoral researcher is to be employed, you should state clearly the nature of the work they will be undertaking, and describe clearly the working relationships that are envisaged between all the members of the research team. You should describe fully the arrangements for supervising and managing the research assistant. You should also provide a curriculum vitae of the proposed researcher if one is named, otherwise you should state the skills and qualifications sought.

Similarly, if the project involves a visit to or a secondment from a member of staff from another organisation, you must state clearly what work they will pursue and describe the working relationships envisaged with other members of the team. Please note that any research assistant employed on the project must have a PhD or be of post-doctoral standing.

Dissemination and Knowledge Transfer

How do you propose to maximise the value of the proposed research outputs? What are your plans for public outputs? You should give an indication of the intended audiences for your research, how you envisage engaging and communicating with those audiences and, if applicable, how the research outputs will be exploited. Please provide details of any engagement or communication activities you plan to undertake and/or examples of the focus and kinds of outputs you propose to produce, during the programme of research.

OTHER ATTACHMENTS

Summary curricula vitae

A summary curriculum vitae should be attached as separate documents for each Principal Investigator and any Co-Investigators or named postdoctoral researchers. These should be no more than two sides of A4 paper and in a font no smaller than size 10. CVs should include basic information about education, employment history, and academic responsibilities.

Publications lists

A summary list of publications/research output list should be attached as separate document for each Principal Investigator and any Co-Investigators or named postdoctoral researchers. These should cover major publications/outputs in the last five years and should be no more than one side of A4 paper and in a font no smaller than size 10. Brief articles, conference papers, etc. need not be included. You should asterisk those of particular relevance to your current research proposal.

Justification of Resources

AHRC/ESRC require a **single side of A4** attachment to the proposal entitled 'Justification for Resources'. You should use Ariel font **no smaller than size 10**. This statement should be used to justify the resources required to undertake the research project and is a **mandatory** addition for the Small Research Grants scheme. Applicants should:

- explain why the indicated resources are needed, taking account of the nature and complexity of the research proposed. Note that it is not sufficient merely to list what is required
- have regard for the breakdown of resources into the summary fund headings Directly Incurred, Directly Allocated and (where appropriate) Exceptions
- in some cases, such as investigator time, use of internal facilities and shared staff costs (all likely to be Directly Allocated costs), the basis of the costing need not be justified, but the need for the resources does need justification
- try to be explicit about the need for the level of investigator time sought, bearing in mind the complexity of the research, the need to manage the project and supervise staff and any wider considerations such as collaboration, research communication or facilities usage
- estates and indirect costs do not need to be justified

The document should be attached as type 'Justification for Resources'.

Visual Evidence

Proposals may include no more than two sides of A4 of non-textual, visual evidence in support of the proposal to illustrate the proposed aims and objectives and/or research methods. It is not permitted to include this material to supplement or replace your curriculum vitae or publications list or to illustrate previous work in any way nor should it be used to circumvent the word limit for the case for support.

Technical Appendix

Please see page 10 for information about this section.

Impact Plan

Please see Annex H.

Contacting Us

Enquiries about the scholarly content of the Religion and Society Programme, its aims and themes, should be directed to Linda Woodhead at the contact address below:

Religion and Society Programme Director

Professor Linda Woodhead Email: l.woodhead@lancaster.ac.uk

Tel: 01524 592416

Enquiries about the proposal procedures, competitions and timetables, proposal forms and process should be directed to one of the AHRC/ESRC officers as detailed below:

Research Awards Officers

Laura Milne Day e-mail: l.milne-day@ahrc.ac.uk Tel: 0117 987 6685

Roz Bonnet e-mail: r.bonnet@ahrc.ac.uk Tel: 0117 987 6606

Katie Baldock e-mail: k.baldock@ahrc.ac.uk Tel: 0117 987 6603

Senior Awards Officer

Louise Matter e-mail: l.matter@ahrc.ac.uk Tel: 0117 987 6605

Programme Manager

Katherine Barkwith e-mail: k.barkwith@ahrc.ac.uk Tel: 0117 987 6608

ESRC Senior Science Manager

Dr Ian Farnden e-mail: ian.farnden@esrc.ac.uk Tel: 01793 413017

Annex A

Details of key dates for the Religion and Society Programme Small Research Grants Scheme

Thursday 30 April 2009	Closing date for receipt of proposals
w/c 29 June 2009	PI response week
September 2009	Notification of outcome of proposals
1 October 2009 Grants	Earliest start date for Small Research Grants
1 April 2010 Grants	Latest start date for Small Research Grants

Annex B: Terms and Conditions of AHRC awards

Below are the common terms and conditions for grants made by the Research Councils. These should be read in conjunction with the relevant scheme-specific annex (also below).

TERMS AND CONDITIONS OF RESEARCH COUNCIL FEC GRANTS

These terms and conditions relate to grants, comprising Research Grants and Fellowships, costed and funded on the basis of full economic costs (fEC), calculated in accordance with the TRAC methodology (universities and other higher education bodies) or by an equivalent methodology by other Research Organisations.

Grants awarded by the Research Councils are made to Research Organisations on the basis of this single set of core terms and conditions. The Research Councils are:

Arts and Humanities Research Council (AHRC)
Biotechnology and Biological Sciences Research Council (BBSRC)
Economic and Social Research Council (ESRC)
Engineering and Physical Sciences Research Council (EPSRC)
Medical Research Council (MRC)
Natural Environment Research Council (NERC)
Science and Technology Facilities Council (STFC)

Individual Councils may add additional conditions to the grant to reflect the particular circumstances and requirements of their organisation, or the nature of a particular grant. Acceptance of a grant constitutes acceptance of both the core conditions and any additional conditions.

The Research Councils reserve the right to vary these terms and conditions.

Definitions

Research Council: any of the bodies listed above.

Grant: support for a proportion of the full economic costs of a project. A Grant may be either a Research Grant or a Fellowship.

- **Research Grant:** a contribution to the costs of a stated research project which has been assessed as suitable for funding through the procedures established by the relevant Research Council.
- **Fellowship Grant:** an award made through a fellowship competition providing a contribution to the support of a named individual. It covers the cost of the time dedicated by the fellow to their personal research programme, and may or may not include research support costs.

Grant Holder: the person to whom the grant is assigned and who has responsibility for the intellectual leadership of the project and for the overall management of the research. The Grant Holder is either the Principal Investigator (in the case of a Research Grant) or a Research Fellow (in the case of a Fellowship Grant)

Co-Investigator: a person who assists the Grant Holder in the management and leadership of a project.

Research Organisation: the organisation to which the grant is awarded and which takes responsibility for the management of the research project and the accountability of funds provided.

Full Economic Costs (fEC): a cost which, if recovered across an organisation's full programme, would recover the total cost (direct, indirect and total overhead) including an adequate recurring investment in the organisation's infrastructure.

Directly Incurred Costs: costs that are explicitly identifiable as arising from the conduct of a project, are charged as the cash value actually spent and are supported by an audit record.

Directly Allocated Costs: the costs of resources used by a project that are shared by other activities. They are charged to projects on the basis of estimates rather than actual costs and do not represent actual costs on a project-by-project basis.

Indirect Costs: non-specific costs charged across all projects based on estimates that are not otherwise included as Directly Allocated Costs. They include the costs of the Research Organisation's administration such as personnel, finance, library and some departmental services.

Exceptions: Directly Incurred Costs that Research Councils fund at 100% of fEC, subject to actual expenditure incurred, or items that are outside fEC.

Transparent Approach to Costing (TRAC): an agreed methodology used by universities and other higher education bodies for calculating full economic costs.

Funding Assurance Programme: a programme of visits and office-based tests to seek assurance that grant funds are used for the purpose for which they are given and that grants are managed in accordance with the terms and conditions under which they are awarded.

Data Protection Regulations

The Research Councils will use information provided on the grant proposal for processing the proposal, the award of any consequential grant, and for the payment, maintenance and review of the grant. This may include:

- Registration of proposals;
- Operation of grants processing and management information systems;
- Preparation of material for use by referees and peer review panels;
- Administration, investigation and review of grant proposals;
- Sharing proposal information on a strictly confidential basis with other funding organisations to seek contributions to the funding of proposals;
- Statistical analysis in relation to the evaluation of research and the study of trends;
- Policy and strategy studies.

To meet the Research Councils' obligations for public accountability and the dissemination of information, details of grants may also be made available on the Research Councils' web sites and other publicly available databases, and in reports, documents and mailing lists.

After completion of the grant, the Research Council may contact the Grant Holder concerning funding opportunities or events, or for the purposes of evaluation. In some instances, the Research Council may wish to authorise an affiliate organisation to contact the Grant Holder on its behalf. It is assumed that, by agreeing to these terms and conditions, the Research Organisation consents to this on behalf of the Grant Holder, but if the Grant Holder prefers not to be contacted in this way, he or she should state this to the Research Council. Grant Holders may choose to opt out at any point, provided they comply with all other terms and conditions associated with the grant.

Freedom of Information Act and Environmental Information Regulations

Attention is drawn to the provisions of the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations (EIRs). Research Councils have issued Publication Schemes which set out the types of information publicly available on their websites or published as documents. In addition, Research Councils have an obligation to respond to specific requests and may be required to disclose information about or provided by Research Organisations. In some cases the Research Council may consult the Research Organisation before disclosure, but it is under no obligation to do so. If a Research Organisation considers that any information it provides to a Research Council would be subject to an exemption under FOIA or the EIRs it should clearly mark the information as such and provide an explanation of why it considers the exemption applies and for how long. The Research Council will consider this explanation before disclosure, but it is not obliged to accept it as binding.

Where a Research Council determines that a Research Organisation is holding information on its behalf that it requires in order to comply with its obligations under FOIA or EIRs, the Research Organisation undertakes to provide access to such information as soon as reasonably practicable on request of the Research Council and in any event within 5 working days.

In some cases Research Organisations may be directly responsible for complying with FOIA and the EIRs; in such cases the Research Councils accept no responsibility for any failure to comply by the Research Organisations.

GC 1 Responsibilities of the Research Organisation

- The Research Organisation must ensure that any part of the Full Economic Cost of the project not funded by the Research Council grant is committed to the project before it starts.
- The Research Organisation must ensure that the Grant Holder and Co-Investigators are made aware of their responsibilities and that they observe the terms and conditions of grants.
- The Research Organisation must ensure that the research supported by the grant complies with all relevant legislation and Government regulation, including that introduced while work is in progress. This requirement includes approval or licence from any regulatory body that may be required before the research can commence.

- The Research Organisation is expected to adopt the principles, standards and good practice for the management of research staff set out in the 2008 Concordat to Support the Career Development of Researchers, and subsequent amendments www.researchconcordat.ac.uk. It must ensure that reliable systems and processes are in place so that the principles of the Concordat are embedded into practice within the Research Organisation. It must ensure compliance with all relevant legislation and Government regulation, including any subsequent amendments introduced while work is in progress..
- The Research Organisation must appoint a Research Fellow as an employee for the full duration of the award.
- The Research Organisation must integrate the Research Fellow within the research activities of the host department, whilst ensuring that he or she is able to maintain independence and focus on their personal research programme.
- The Research Organisation must notify the Research Council of any change in its status, or that of the Grant Holder, that might affect the eligibility to hold a grant.
- The Research Organisation must ensure that the requirements of the Employing Organisation under the Department of Health's Research Governance Framework for Health and Social Care (or equivalent) are met for research involving NHS patients, their organs, tissues or data, and that the necessary arrangements are in place with partner organisations. Where it also accepts the responsibilities of a Sponsor (as defined in the Governance Framework), it must also ensure that the requirements for Sponsors are met.
- The Research Organisation must ensure proper financial management of grants and accountability for the use of public funds.

GC 2 Research Governance

It is the responsibility of the Research Organisation to ensure that the research is organised and undertaken within a framework of best practice that recognises the various factors that may influence or impact on a research project. Particular requirements are to ensure that all necessary permissions are obtained before the research begins, and that there is clarity of role and responsibility among the research team and with any collaborators. The Research Councils expect research to be conducted in accordance with the highest standards of scientific integrity and research methodology.

Research Ethics

The Research Organisation is responsible for ensuring that ethical issues relating to the research project are identified and brought to the attention of the relevant approval or regulatory body. Approval to undertake the research must be granted before any work requiring approval begins. Ethical issues should be interpreted broadly and may encompass, among other things, relevant codes of practice, the involvement of human participants, tissue or data in research, the use of animals, research that may result in damage to the environment and the use of sensitive economic, social or personal data.

Use of Animals in Research

Wherever possible, researchers must adopt procedures and techniques that avoid the use of animals. Where this is not possible, the research should be designed so that:

- The least sentient species with the appropriate physiology is used;
- The number of animals used is the minimum sufficient to provide adequate statistical power to answer the question posed;
- The severity of procedures performed on animals is kept to a minimum. Experiments should be kept as short as possible. Appropriate anaesthesia, analgesia and humane end points should be used to minimise any pain and suffering.

The provisions of the Animals (Scientific Procedures) Act 1986, and any amendments, must be observed and all necessary licences must have been received before any work requiring approval takes place.

Medical and Health Research

The Research Organisation is responsible for managing and monitoring the conduct of medical and health research in a manner consistent with the Department of Health's Research Governance Framework for Health and Social Care (or equivalent). There must be effective and verifiable systems in place for managing research quality, progress and the safety and well-being of patients and other research participants. These systems must promote and maintain the relevant codes of practice and all relevant statutory review, authorisation and reporting requirements.

Research involving human participants or data within the social sciences that falls outside the Department of Health's Research Governance Framework must meet the provisions and guidelines of the ESRC's Research Ethics Framework. While this research may involve patients, NHS staff or organisations, it is defined as research that poses no clinical risk or harm to those who are the subjects of research. Research Organisations must ensure that appropriate arrangements are in place for independent ethics review of social science research that meets local research ethics committee standards.

Significant developments must be assessed as the research proceeds, especially those that affect safety and well-being, which should be reported to the appropriate authorities and to the Research Council. The Research Organisation must take appropriate and timely action when significant problems are identified. This may include temporarily suspending or terminating the research.

The Research Organisation is responsible for managing and monitoring statutory requirements for which it accepts responsibility, for example, in relation to legislation on clinical trials, use of human organs, tissues and data.

Guidance by the MRC on the conduct of medical research, and by ESRC on the conduct of social science research, provided on behalf of all Research Councils, must be observed.

Health and Safety

The Research Organisation is responsible for ensuring that a safe working environment is provided for all individuals associated with a research project. Its approach and policy on health and safety matters must meet all regulatory and legislative requirements and be consistent with best practice recommended by the Health & Safety Executive. Appropriate care must be taken where researchers are working off-site. The Research Organisation must satisfy itself

that all reasonable health and safety factors are addressed. The Research Councils reserve the right to require the Research Organisation to undertake a safety risk assessment in individual cases where health and safety is an issue, and to monitor and audit the actual arrangements made.

Misconduct and Conflicts of Interest

The Research Organisation is required to have in place procedures for governing good research practice that meet the requirements of the Research Councils' guidance on good practice. The Research Organisation must ensure that there are reliable systems and processes in place for the prevention of research misconduct e.g. plagiarism, falsification of data, together with well-defined and clearly-publicised arrangements for investigating and resolving allegations of misconduct. Where an allegation of misconduct arises in respect of a researcher supported by a research grant, the Research Council must be informed immediately and notified of the outcome of any investigation.

The Research Organisation must ensure that potential conflicts of interest in research are declared and subsequently managed.

GC 3 Use of Funds

Subject to the following conditions, grant funds may be used, without reference to the Research Council, in such a manner as to best carry out the research. Grant funds are cash limited and the grant is made on the understanding that its value will not be increased, except as stated in these terms and conditions. Grant funds are provided for a specific research project. Under no circumstances may Directly Incurred and Exceptions funds be used to meet costs on any other grant or activity.

Any proposal to purchase an item of equipment in the last 6 months of the grant is subject to prior written approval by the Research Council. The Research Council will wish to be assured that the item of equipment is essential to the research.

GC 4 Starting Procedures

The start date shown on the starting certificate will be regarded as the start date of the grant. Submission of the starting certificate will also constitute acceptance of the grant, if no other acceptance procedure exists. The start of research may be delayed by up to 6 months (AHRC and ESRC 3 months) from the start date shown in the award letter, the duration of the grant remaining unchanged. The grant may lapse if it is not started within this period. Submission of the starting certificate is required not more than 42 days after the start date.

Where there are staff funded by the grant who were intended to be appointed from the start date, payments will take effect from the date when the first such staff start work. Otherwise, payments will take effect from the start date given on the starting certificate.

Expenditure may be incurred prior to the start of research and subsequently charged to the grant, provided that it does not precede the date of the award letter.

GC 5 Changes in Research Project

The Research Council must be consulted in the event of any major change in the proposed research, including failure to gain access to research facilities and services, or to gain ethical committee approval for the research, particularly those which make it unlikely that the objectives of the research can be achieved. If appropriate, revised proposals may be required. The Research Council reserves the right to make a new grant in place of the existing grant, or to revise, retain or terminate the existing grant.

GC 6 Transfers of Funds between Fund Headings

Transfers of funds between fund headings are permitted only within and between Directly Incurred costs and Exceptions. Transfers will be at the rate applicable for the heading, as set out in the award letter.

GC 7 Extensions

Research Grants: After a research grant has started, the duration may be extended by a total of up to 6 months, subject to prior written approval. Extensions may cover breaks or delays in the appointment of staff, periods of maternity leave, paternity leave, adoption leave, parental leave or paid sick leave exceeding 3 months (or possibly shorter periods of sick leave if the member of staff is disabled for the purposes of the Disability Discrimination Act 1995 (as amended)), or other exceptional circumstances with the agreement of the Research Council).

Fellowship Grants: After a fellowship grant has started, the duration may be extended to cover maternity leave, paternity leave, adoption leave, parental leave or paid sick leave for a Research Fellow in line with the terms and conditions of the fellow's employment. For staff other than the fellow extensions may cover breaks or delays in the appointment of staff, periods of maternity leave, paternity leave, adoption leave, parental leave or paid sick leave exceeding 3 months (or possibly shorter periods of sick leave if the member of staff is disabled for the purposes of the Disability Discrimination Act 1995 (as amended)), or other exceptional circumstances with the agreement of the Research Council).

A written request for an extension should be made as soon as the requirement is identified and subject to prior written approval confirmed when the period required is known. All requests for extensions must be made before the grant ends.

GC 8 Staff

The Research Organisation must assume full responsibility for staff funded from the grant and, in consequence, accept all duties owed to and responsibilities for these staff, including, without limitation, their terms and conditions of employment and their training and supervision, arising from the employer/employee relationship.

The Research Organisation must provide research staff with a statement, at the outset of their employment, setting out the provisions for career management and development, including personal skills training, and ensure that they have access to appropriate training opportunities.

Provided it is related to the research project on which they are currently working, Research staff and Research Fellows may, during normal working hours, undertake teaching and demonstrating work, including associated training, preparatory, marking and examination duties, for up to an average of 6 hours a

week (pro rata for part-time staff) **calculated over the period** that they are supported on the grant.

GC 9 Maternity, Paternity and Adoption Pay and Leave

Grant funds may be used for maternity, paternity and adoption pay for staff within the Directly Incurred and Exceptions fund headings (excluding the Principal and Co-Investigators, unless they are also Research Fellows or Research Assistants funded by the grant), if staff fulfill the qualifying conditions of the Research Organisation.

Maternity, paternity and adoption pay is not payable by the Research Council for staff acting as Principal and Co-Investigators (unless they are also Research Fellows or Research Assistants funded by the grant), nor to other staff not dedicated to the project nor paid from Directly Incurred or Exceptions funds.

The Research Organisation will be compensated at the end of the grant to cover the additional costs of either a substitute appointment or an extension of the grant from maternity, paternity or adoption leave. The salary of any substitute appointment must not exceed that of the individual on leave. The duration of a grant will be extended only if the period can be accommodated within the maximum period allowed for extensions. Directly Allocated and Indirect funds will not be increased as a result of such extensions.

Research Grants: Research Grant funds may be used to provide paid maternity, paternity and adoption leave only to the extent that it is taken during the original period of the grant. The Research Organisation will be responsible for any liability for maternity, paternity and adoption leave pay for staff supported by the grant outside the original period of the grant. If, for example, a grant ends while a member of research staff is part-way through her maternity leave, the Research Organisation will be responsible for that part of the maternity leave which is taken after the research grant has ended.

Fellowship Grants: Fellows are entitled to take maternity, paternity, adoption or parental leave in accordance with the terms and conditions of the fellow's employment. If requested, consideration will be given to allowing a fellowship grant to be placed in abeyance during the absence of the Research Fellow for maternity, paternity, adoption or parental leave, and the period of the fellowship extended by the period of leave. Consideration will be given to requests to continue the fellowship on a flexible or part-time basis to allow the Research Fellow to meet caring responsibilities.

GC 10 Sick Leave

Grant funds may be used for paid sick leave for staff within the Directly Incurred and Exceptions fund headings (excluding the Principal and Co-Investigators, unless they are also Research Fellows or Research Assistants funded by the grant) who fulfill the qualifying conditions of the Research Organisation.

Sick pay is not payable by the Research Council for staff acting as Principal and Co-Investigators (unless they are also Research Fellows or Research Assistants funded by the grant), nor to other staff not dedicated to the project nor paid from Directly Incurred or Exceptions funds.

The Research Organisation will be compensated at the end of the grant for any additional costs or time resulting from sick leave, falling within the original period of the grant. The duration of a grant will be extended only if the period can be

accommodated within the maximum period allowed for extensions. Directly Allocated and Indirect funds will not be increased as a result of such extensions.

Research Grants: Where there is a continuous period of sick leave in excess of 3 months, the Research Organisation may apply to the Research Council to discuss the possibility of a substitute appointment to safeguard progress on the project. Where a Research Assistant has been on sick leave in excess of 3 months the Research Organisation must comply with all their obligations to consider reasonable adjustments before making a substitute appointment. Where a Research Assistant has been on sick leave for an aggregate (not necessarily continuous) period in excess of 3 months, where this is due to a single condition or a series of related conditions, the Research Organisation may request an extension to the duration of the project

Fellowship Grants: Fellows are entitled to take sick leave in accordance with the research organisation's terms and conditions. If requested, consideration will be given to allowing a fellowship grant to be placed in abeyance during the absence of the Research Fellow due to sick leave, and the period of the fellowship extended by the period of sick leave. The additional salary costs for the fellow (pro rata to their percentage FTE on the fellowship) should be claimed, as necessary, at the end of the extended period.

GC 11 Procurement of Equipment

The procurement of equipment, consumables and services, including maintenance, must comply with all relevant national and EU legislation and the Research Organisation's own financial policy and procedures. Accepted procurement best practice in the higher education sector must be observed. For all equipment and services where the contract value is more than £25,000, excluding VAT, professionally qualified procurement staff must be consulted before the procurement process begins, and, where appropriate, at the market research stage, and must approve the order/contract before it is placed with a supplier.

GC 12 Ownership and Use of Equipment

Equipment purchased from grant funds is primarily for use on the research project for which the research grant was awarded, and belongs to the Research Organisation. In certain circumstances the Research Council may wish to retain ownership throughout the period of the grant and possibly beyond. In such cases, the grant will be subject to an additional condition.

The Research Council must be informed if, during the life of the research grant, the need for the equipment diminishes substantially or it is not used for the purpose for which it was funded. The Research Council reserves the right to determine the disposal of such equipment and to claim the proceeds of any sale.

Any proposal to transfer ownership of the equipment during the period of the grant is subject to prior approval by the Research Council. After the research **project** has ended, the Research Organisation is free to use the equipment without reference to the Research Council, but it is nevertheless expected to maintain it for research purposes as long as is practicable.

Where there is spare capacity in the use of the equipment, the Research Council expects this to be made available to other users. Priority should be given to research supported by any of the Research Councils and to Research Council-funded students.

GC 13 Transfer of a Grant to another Research Organisation

The Research Organisation must notify the Research Council if the Grant Holder intends to transfer to another organisation. If this organisation is eligible to hold grants, and is able to provide a suitable environment to enable the project to be successfully completed, the expectation is that the grant would be transferred with the Grant Holder. Written agreement to this is required from both the relinquishing and receiving organisations.

The Research Council will wish to be assured that satisfactory arrangements have been agreed that will enable the project to be undertaken, or to continue, in accordance with its research objectives. If suitable arrangements cannot be agreed, the Research Council will consider withdrawing its support or terminating the grant.

Where there is a basis for continuing involvement by the relinquishing organisation, agreement should be reached between both organisations on the apportionment of work and the distribution of related funding.

Grants will not be re-costed following transfer. The unspent balance of Directly Incurred and Exceptions, together with a pro rata share of Directly Allocated and Indirect costs, will be transferred to the new Research Organisation. The receiving organisation will be required to confirm, by return of a starting certificate, that it will provide any balance of resources needed to complete the project.

GC 14 Change of Grant Holder

Research Grants: The Research Organisation must consult the Research Council if it is proposed to change the Grant Holder, for example, following retirement or resignation. Where the Grant Holder is transferring to another organisation eligible to hold a grant, the provisions of GC 13 will apply. In other circumstances, the Research Organisation may nominate a replacement Grant Holder. The Research Council will wish to be assured that the replacement meets the eligibility criteria and has the expertise and experience to lead the project to a successful conclusion, in accordance with its research objectives.

Fellowship Grants: A fellowship grant is awarded on the basis of a named individual's suitability to undertake and benefit from the period of research: therefore changes to the Grant Holder are not permitted. The resignation of the Research Fellow, or the termination of their employment, constitutes the end of the grant for the purpose of submitting a final report and the Council's financial liabilities.

GC 15 Annual Statement

The Research Organisation may be sent a statement to return each year showing payments made by the Research Council during the previous financial year for all the grants it holds. Where a statement is required, the Research Organisation must certify, by returning the statement, that:

- expenditure has been incurred in accordance with the grant conditions, and
- those grants shown as current are continuing.

No further payments will be made until the annual statement has been received and accepted by the Research Council.

GC 16 Expenditure Statements

The Research Organisation must complete and return an expenditure statement within 3 months of the end date of a grant. Once an expenditure statement has been received and the expenditure incurred has been reconciled against payments made, it will be considered as final.

Expenditure shown in the Directly Incurred and Exceptions headings must show the actual expenditure incurred by the project. Settlement by the Research Council will reflect the proportion of fEC stated in the award letter applied to actual expenditure, within the cash limit.

For the Directly Allocated and Indirect Costs headings, the Research Council will pay the amount shown as spent, within the cash limit, provided that the grant ran its full course. Where a grant is terminated more than 6 months before the planned end date, a pro rata share will be paid. Where a grant terminates within 6 months of the planned end date, estates and Indirect Costs will be paid in full, but Investigators' costs and Other Directly Allocated Costs will be paid pro rata.

Costs arising from maternity, paternity, adoption or sick leave should be identified in the Absence heading of the statement.

The Research Council reserves the right to require the Research Organisation to complete and submit a statement of expenditure at any time during the course of a grant, or to provide supplementary information in support of an interim or final expenditure statement.

GC 17 Inspection

The Research Council reserves the right to have reasonable access to inspect the records and financial procedures associated with grants or to appoint any other body or individual for the purpose of such inspection.

The Research Organisation must, if required by the Research Council, provide a statement of account for the grant, independently examined by an auditor who is a member of a recognised professional body, certifying that the expenditure has been incurred in accordance with the research grant terms and conditions.

Research Councils will undertake periodic reviews of Research Organisations within the **Funding Assurance Programme** to seek assurance that grants are managed in accordance with the terms and conditions under which they are awarded.

GC 18 Final Report

A report on the conduct and outcome of the project must be submitted by the Research Organisation within three months of the end of the grant, on the form provided. No further application from a Grant Holder will be considered while a final report is overdue.

If there are exceptional reasons that will prevent submission of the final report within the period allowed, a written request may be made, before the due date passes, for the submission period to be extended.

GC 19 Sanctions

The Research Councils reserve the right to impose financial sanctions where they identify areas of non compliance in relation to the terms and conditions of grants. These will usually be where assurance cannot be obtained on the regularity of grant expenditure. Further details on the assurance requirements of the Research Councils can be found at www.rcuk.ac.uk/assurance .

If the final report or the financial expenditure statement is not received within the period allowed, the research council may recover 20% of expenditure incurred on the grant. All payments may be recovered if the report or statement is not received within 6 months of the end of the grant.

In relation to the current Quality Assurance and validation project for TRAC implementation in universities, the Research Councils reserve the right to apply sanctions of 75% of the non-compliant rate where an institution is found to be using rates which are materially inaccurate (>10% variance on any single rate). These sanctions would only apply to future applications although Councils may exercise a higher sanction where there has been evidence of significant overpayments to research organisation based on inaccurate rates.

GC 20 Public Engagement

It is the responsibility of the Research Organisation and the Grant Holder and Co-Investigators to communicate the research to the public at both local and national level, and to raise awareness of the role of science and research in any related issues of public interest. Special schemes exist in some Research Councils providing additional support for these activities.

GC 21 Exploitation and Impact

It is the responsibility of the Research Organisation, and all engaged in the research, to make every reasonable effort to ensure that the outcomes obtained in the course of the research, whether patentable or not, are used to the advantage of society and the economy. Research outcomes should be disseminated to both research and more widespread audiences - for example to inform potential users and beneficiaries of the research.

Unless stated otherwise, the ownership of intellectual property, and responsibility for its exploitation, rests with the organisation that generates it.

Where the grant is associated with more than one research organisation and/or other project partners, the basis of collaboration between the organisations, including ownership of intellectual property and rights to exploitation, is expected to be set out in a formal collaboration agreement. It is the responsibility of the Research Organisation to put such an agreement in place before the research begins. The terms of collaboration agreements must not conflict with the Research Councils' terms and conditions.

Arrangements for collaboration and/or exploitation must not prevent the future progression of research and the dissemination of research results in accordance with academic custom and practice. A temporary delay in publication is acceptable in order to allow commercial and collaborative arrangements to be established.

The Research Council may, in individual cases, reserve the right to retain ownership of intellectual property (or assign it to a third party under an exploitation agreement) and to arrange for it to be exploited for the national

benefit and that of the Research Organisation involved. This right, if exercised, will be set out in an additional grant condition.

Where the exploitation of research generates revenue, there should be suitable recognition and return to the Research Organisation and individuals. The Research Organisation must ensure that all those associated with the research are aware of, and accept, these arrangements.

GC 22 Research Monitoring and Evaluation

While it is the responsibility of the Research Organisation to manage the research, the Research Council reserves the right to call for periodic information on progress or to visit the project team. The Grant Holder may also be asked to attend meetings to exchange information and ideas with others undertaking research in the same or similar fields.

The Grant Holder must make all reasonable efforts, if so invited, to respond to requests for information or to attend events or activities organised by the Research Council concerning the research undertaken. Such events may be held after a grant has finished.

GC 23 Publication and Acknowledgement of Support

The Grant Holder should, subject to the procedures laid down by the Research Organisation, publish the results of the research in accordance with normal academic practice. Publications and other forms of media communication, including media appearances, press releases and conferences, must acknowledge the support received from the Research Council, quoting the grant reference number if appropriate.

Journal publications should acknowledge the funding source using the standard format agreed by funders and publishers and detailed in the additional information accompanying this grant.

GC 24 Disclaimer

The Research Councils accept no liability, financial or otherwise, for expenditure or liability arising from the research funded by the grant, except as set out in these terms and conditions, or otherwise agreed in writing.

Where studies are carried out in an NHS Trust, the Trust has a duty of care to its patients. The Research Council does not accept liability for any failure in the Trust's duty of care, or any negligence on the part of its employees.

The Research Councils reserve the right to terminate the grant at any time, subject to reasonable notice and to any payment that may be necessary to cover outstanding and unavoidable commitments.

The Research Councils reserve the right to amend the payment profile at its discretion. The Research Organisation will be advised, in advance, of any such a change but the overall value of the grant will not be affected.

If a grant is terminated, no liability for payment or redundancy or any other compensatory payment for the dismissal of staff funded by the grant will be accepted, but, subject to the provisions of GC16, negotiations will be held with regard to other contractual commitments and concerning the disposal of assets acquired under the research grant.

GC 25 Status

These terms and conditions will be governed by the laws of England and Wales; all matters relating to the terms and conditions will be subject to the exclusive jurisdiction of the courts of England and Wales.

If any provision of these terms and conditions is found by a court or other legitimate body to be illegal, invalid or unreasonable, it will not affect the remaining terms and conditions which will continue in force.

These terms and conditions, together with any additional conditions set out in the grant, contain the whole agreement between the Research Council and the Research Organisation in relation to the stated research grant. The Research Council and the Research Organisation do not intend that any of these terms and conditions should be enforceable by any third party.

ADDITIONAL INFORMATION TO ACCOMPANY TERMS & CONDITIONS

Following discussions between the Research Information Network, Research Councils, other funders and journal publishers, a standard format has been agreed for acknowledging funders in journal articles. This is to enable improved tracking of the publications generated by funded research projects.

For articles published in journals, or deposited in institutional or subject-based repositories, the acknowledgement of funding should take the form of a sentence as in the following example, with the funding agency written out in full, followed by the grant number in square brackets:

This work was supported by the Medical Research Council [grant number xxxx]. Multiple grant numbers should be separated by comma and space. Where the research was supported by more than one agency, the different agencies should be separated by a semi-colon, with "and" before the final funder. For example: This work was supported by the Wellcome Trust [grant numbers xxxx, yyyy]; the Natural Environment Research Council [grant number zzzz]; and the Economic and Social Research Council [grant number aaaa].

AHRC Annexes to the Terms and Conditions of Research Grants

AHRC/ESRC Religion and Society Small Research Grants awards

The following are additional terms and conditions applicable to AHRC/ESRC Religion and Society Small Research Grants awards and as such reflect the particular nature of the scheme. They should be read in conjunction with the Terms and Conditions of Research Council Grants.

AHRC Research Grants awards

The following are additional terms and conditions applicable to AHRC Research Grants awards and as such reflect the particular nature of the scheme. They should be read in conjunction with the Terms and Conditions of Research Council Grants.

GC3 Use of Funds

In addition to the conditions outlined in Terms and Conditions of Research Council Grants (GC3 Use of Funds), payment will be made direct to the Research Organisation by the AHRC and will be individually identified. The AHRC will not accept responsibility, financial or otherwise, for:

- any financial commitment incurred before an award is formally announced
- retrospective payments for work undertaken before the approved start date of the AHRC award
- any redundancy, severance or compensation payments, for which the Research Organisation may become liable as an employer, unless expressly agreed in writing by the Chief Executive of the Research Council.

GC4 in addition to Starting Procedures

If the start date of your research is delayed by up to three months you must inform the AHRC prior to the start of the project and request a replacement starting certificate (submission of an amended starting certificate will not be accepted).

Exceptionally, the AHRC may consider requests to delay the start date by a period over 3 months. In such cases this must be requested (by email or letter) and a clear justification must be provided in order for the deferral to be considered.

GC5 Changes to the Research Project (technical aspects)

In addition to the restrictions outlined in the Terms and Conditions of Research Council Grants (GC5 Changes in Research Project), it is the Principal Investigator's responsibility to ensure that any output in electronic form is prepared in accordance with best practice.

GC6 Transfers between Headings

In addition to the restrictions outlined in the Terms and Conditions of Research Council Grants (GC6 Transfer of funds between Headings), costs relating to AHRC PhD project students (maintenance fees and tuition fees) may not be transferred.

GC18 Final Report (Interim Reports)

In addition to a Final Report (GC18), for awards over 24 months an Interim progress report must also be submitted to the AHRC. Interim progress reports must be completed and returned within one month of the end of the first year of the project.

GC19 to replace Sanctions

For awards of more than twenty four month's duration an interim report will be required. If the interim report is not received within the specified timescale, the AHRC will suspend grant payments until the report has been received. If the 'final' report or the final expenditure statement is not received within three months of the end date of the award, the AHRC may:

- Bar the investigator from making any further applications to any of the AHRC award schemes until the report is received.
- Seek to recover the grant in full.
- Keep a record of the failure to submit on time and take this into consideration when the investigator makes further applications to the AHRC.

GC22 Research Monitoring and Evaluation

As indicated in the Religion and Society Programme Specification, the AHRC/ESRC will be holding a number of events under the Religion and Society programme that award holders will be expected to attend. The Principal Investigator and other researchers involved with the project, including project students (where applicable), will be expected to make all reasonable efforts to attend any events to which they are invited and to present papers on their research where requested.

GC23 Publication and Acknowledgement of Support

Due acknowledgement of support received from the AHRC and ESRC must be made in accordance with each sponsor's acknowledgement of support guidelines.

In addition to the conditions outlined in Terms and Conditions of Research Council Grants (GC23 Publication and Acknowledgement of Support), one copy of any publication or public output (CD-ROM, video etc) should be sent to the AHRC. Where the research programme results in a non-permanent output such as an installation or performance, photographs, recordings and reviews may constitute an acceptable record of the output.

Deposit of resources or datasets

ESRC subject area resources or datasets

The ESRC requires all grant-holders to offer for deposit copies of both machine-readable and non-machine readable qualitative data to the ESDS Qualidata unit at the UKDA within three months of the end of the grant. This relates not only to the datasets arising as a result of primary data collection, but also to derived datasets resulting from projects. These data may be held in one or more formats, for example interview transcripts; diaries, field notes; observational recordings; audio tapes; audio-visual recordings; photographs; press clippings; personal documents etc. The dataset must be deposited to a standard which would enable the data to be used by a third party, including the provision of adequate documentation. Depositors are advised to contact the ESDS Acquisitions team at the earliest opportunity should the nature of the data be such that it may be difficult to lodge the data with a public repository or archive. Enquiries should be addressed to: ESDS Acquisitions, ESDS, UKDA, University of Essex, Wivenhoe Park, Colchester, CO4 3SQ.

AHRC subject area resources or datasets

Grant Holders in all areas, apart from archaeology (see below), must make any significant electronic resources or datasets created as a result of research funded by the Council available in an accessible depository for at least three years after the end of their grant

Any queries about this, please contact the office.

Self Archiving

The AHRC requires that funded researchers:

- ensure deposit of a copy of any resultant articles published in journals or conference proceedings in appropriate repository
- wherever possible, ensure deposit of the bibliographical metadata relating to such articles, including a link to the publisher's website, at or around the time of publication

Full implementation of these requirements must be undertaken such that current copyright and licensing policies, for example, embargo periods and provisions limiting the use of deposited content to non-commercial purposes, are respected by authors.

Annex C: AHRC Subject Classification

You are required to classify your proposal using the categories below, indicating the primary subject area of your proposal and, optionally, up to two secondary subject areas. Some Subject Groups have a further breakdown by Subject Area. For certain Subject Groups, you will also be asked to indicate if your research is practice-led. You may also optionally indicate a Time period and/or Place associated with the subject you have chosen, although please note that selection of a Time period is mandatory where History has been indicated.

Part 1: Subject Groups/Subject Areas

Archaeology

- Archaeological Science
- Archaeological Theory
- Archaeology of Human Origins
- Archaeology of Literate Societies
- Industrial Archaeology
- Landscape and Environmental Archaeology
- Maritime Archaeology
- Prehistoric Archaeology

Architecture: History, Theory & Practice

Classics

- Classical Literature
- Classical Reception
- Epigraphy and Papyrology
- Languages and Linguistics
- Philosophy, Thought & Religion

Community Arts (including Art and Health)

Cultural Policy, Arts management and the creative industries

Dance Studies

- Choreography
- Dance Performance
- History of Dance
- Notation
- Physical Theatre
- Social Dance

Design

- Digital Art and Design
- History, Theory & Practice
- Product Design

Drama and Theatre Studies

- Dramaturgy
- Other
- Performance and Live Art
- Scenography
- Theatre and History
- Theories of Theatre
- Theatre and Society

English Language and Literature

- Comparative Literature

- English Language and Literature by time and place
- History and Development of the English Language
- Medieval Literature (including Old and Middle English, Anglo-Norman and Icelandic/Old Norse)

History

- Cultural History
- Diplomacy and International Relations
- Economic History
- History of Ideas
- History of Science/ Medicine/ Technology
- Imperial/ Colonial History
- Political History
- Religious History
- Social History
- War Studies

Law

- Common Law, including Commercial Law
- Comparative Law
- Criminal Law and Criminology
- EU Law
- Human Rights
- International Law
- Jurisprudence/Philosophy of Law
- Law regulated primarily by statute (e.g. Family, Employment, Procedure)
- Law Relating to Property
- Legal History
- Public Law

Librarianship, Information & Museum Studies

- Archives
- Computational Studies
- Conservation Science
- Heritage Management
- Information Management
- Information Retrieval
- Information Science
- Journalism
- Library Studies
- Management
- Museum and Gallery Studies
- Publishing
- Records Management
- User Studies

Linguistics

- Applications of Linguistics
- Language Variation and Change
- Lexicon
- Linguistic Theory
- Morphology and Phonology
- Phonetics
- Semantics & Pragmatics
- Syntax

Media

- Film History, Theory, Criticism
- Media & Communication Studies
- Television History, Theory, Criticism

Modern Languages

- Area Studies
- Asiatic and Oriental Studies
- Celtic Studies
- Comparative Studies
- French Studies
- German Studies (including Dutch and Yiddish)
- Hispanic, Portuguese and Latin American Studies
- Interpreting and Translation
- Italian Studies
- Language Pedagogy
- Middle Eastern & African Studies
- Russian, Slavonic and East European Studies
- Scandinavian Studies

Music

- Classical
- Composition (including computer-aided and electroacoustic composition)
- History of Music
- Music and Society
- Musical Performance
- Musicology
- Popular Music
- Traditional Music

Philosophy

- Epistemology
- Ethics & Aesthetics
- History of Philosophy by period
- Metaphysics
- Philosophy of Language and Philosophical Logic
- Philosophy of Mind and Psychology
- Philosophy of Science & Mathematics, & Mathematical Logic
- Political Philosophy

Theology, Divinity and Religious Studies

- Church History and History of Theology
- Indian and Far Eastern Religions
- Islam
- Judaism
- Liturgy
- Modern Theology
- New Testament
- Old Testament
- Philosophy of Religion
- Systematic Theology

Visual Arts

- Applied Arts (History, Theory & Practice)
- Art History
- Art Theory and Aesthetics
- Conservation of Art and Textiles
- Digital Arts (History, Theory & Practice)
- Ethnography and Anthropology
- Film-based media (History, Theory & Practice)
- Fine Art (History, Theory & Practice)
- Other
- Performance and Installation (History, Theory & Practice)
- Photography (History, Theory & Practice)
- Time-based media (History, Theory & Practice)

Other

- American Studies*
- Creative Writing
- Cultural Geography
- Cultural Studies and Popular Culture
- Dictionaries and Databases*
- Gender and Sexuality*
- Lifewriting (including Biography and Autobiography)*
- Literary and Cultural Theory*
- Post-Colonial Studies*
- Textual Editing and Bibliography*

Time Periods:

Palaeolithic and Mesolithic

Neolithic, Copper and Bronze

Protohistory and Iron Age

Ancient Egypt: Egyptian Prehistory

Ancient Egypt: The Pharaonic Period (c.3000 – c.300BC)

Ancient Egypt: The Hellenistic and Roman Period (c.300BC – c.700AD)

Ancient Near East: Prehistory

Ancient Near East: Sumerians to Persians (c.3500BC – c.300BC)

Ancient Near East: Hellenistic Period to Sassanids (c.300BC - AD 651)

Archaic Greece (c. 850-600 BC)

Classical Greece (c. 500 BC)

The Hellenistic Greek World (c.323)

The Roman Republic (c. 400-31 BC)

The Roman Empire (c31BC-AD250)

Later Roman Empire (AD 250 – 450)

Byzantine Empire

Early Medieval (c.400 –1100)

Medieval (c1000-1500)

Early Modern (c1500-1800)

Renaissance

18th Century

19th Century

20th Century

Contemporary

Places:

UK & Ireland

Ireland

England

Scotland

Wales

Western Europe

Eastern Europe

Mediterranean

Scandinavia

North America

South America

Central America (including Caribbean)

Middle East

Africa

Oceania

Far East (China/Japan)

Central Asia

South Asia (Pakistan to Indonesia)

If an area marked with an * is selected then it will be necessary to identify a second subject area to further exemplify the subject expertise.

Annex D: Data Protection, Freedom of Information Acts and Equal Opportunities

Confidentiality and the Freedom of Information Act 2000

Research grant applications are provided to AHRC in confidence. AHRC will not use the information contained in the application (or any further information provided later in support of the application) for any purpose except for the purpose of reviewing the grant application and monitoring it if it is funded. AHRC may disclose the application to its employees, external reviewers and, possibly, other funding bodies for the purpose of assisting it in deciding whether or not the application should be funded. AHRC will not otherwise disclose the application unless:

- it is required to do so under the Freedom of Information Act 2000 (or any other law or regulation to which AHRC is or may become subject); or
- is funded in which case certain details will be entered onto AHRC website and other publicly available databases.

Freedom of Information Act

AHRC is a public authority for the purposes of the Freedom of Information Act 2000 and is subject to its terms. This means that it has a duty to respond to requests for information from the public and to provide certain information on request unless that information falls within certain exemptions that are specified in the Act. One of these exemptions applies to information that has been provided in confidence and which remains confidential and another is that the information requested is a trade secret or that its release would be likely to prejudice the commercial interests of any person. If AHRC receives a request under the Act that includes release of information contained in your research grant application AHRC will make every effort to consult with you before releasing that information to help it to decide whether or not one of the exemptions applies. However, AHRC has a duty to comply with the Freedom of Information Act and will have to disclose the information requested unless it is satisfied that a relevant exemption applies.

Funded grants

Details of funded grants will be made available on AHRC's web site and other publicly available databases and in reports and/or paper documents. The following information will routinely be made available:

- name of host research organisation
- details of applicants (title, forenames, initials, surname, department)
- project title
- a summary of the research
- duration of the project
- funding provided by AHRC

Data Protection Act 1998

AHRC will use the personal information provided on the proposal for the purpose of processing your grant application and monitoring any grant that is awarded (including both scientific and financial monitoring). This includes:

- registration of applications
- operation of AHRC grants processing and management information systems, systems including use in the Joint Electronic Submission (Je-S) system database
- the acquisition of College and external referees comments
- the preparation of material for use by peer review/funding panels
- statistical analysis to inform the evaluation of the quality of the research undertaken and to study demographic trends
- policy and strategy studies
- monitoring the progress of the research against agreed targets and milestones
- monitoring the spend of funds awarded

You should be aware that, for the purpose of peer review, your information may be sent to external experts in countries outside the European Union including countries which do not have any data protection laws. By submitting your application to us you are agreeing that you consent to the transfer of your personal information in this way.

You must ensure that you have the permission of any other person who is named on the proposal (for example any co-investigators or recognised researchers) for the provision of their personal information to AHRC and the processing of their data by AHRC for the purposes set out above.

Equal Opportunities

The AHRC is committed to equal opportunities and all applications must be assessed on equal terms, regardless of the sex, age or ethnicity of the applicant. Applications must therefore be assessed and graded on their merits, in accordance with the criteria and the aims and objectives set for each scheme of awards. The Council monitors the outcomes of all competitions for awards, including the sex, age and ethnicity of applicants and award holders relative to those of the research community as a whole.

Annex E: Independent Research Organisations recognised by the AHRC and Research Council Institutes

IROs are UK-based organisations that are 'not-for-profit' and are not funded by the UK Higher Education Funding Councils, but have a significant existing independent research capability.

In order to be recognised as an IRO, an organisation must go through an application procedure and meet the cross-Council eligibility criteria. Further details are available here:

<http://www.rcuk.ac.uk/research/eligibility.htm>

The following organisations have been recognised by the AHRC as IROs and are eligible to apply directly for AHRC research funding:

- The British Library
- The British Museum
- The National Archives
- The National Maritime Museum
- The National Portrait Gallery
- Royal Commission on the Ancient and Historical Monuments of Scotland
- Tate
- The Victoria and Albert Museum

The following organisations have been recognised by the ESRC as IROs and are eligible to apply:

- Centre for Economic Policy Research (CEPR)
- Chatham House
- Foundation for International Environmental Law and Development
- Institute of Fiscal Studies
- Institute for Public Policy Research (IPPR)
- Institute of Development Studies (IDS)
- International Institute for Environment and Development
- National Centre for Social Research
- National Foundation for Educational Research
- National Institute of Economic and Social Research
- Overseas Development Institute
- RAND Europe Cambridge
- Tavistock Institute of Human Relations
- The British Film Institute
- The Young Foundation
- Trust for the Study of Adolescence
- Warren House Group at Dartington & Policy Research Bureau
- The University of Buckingham

Research Council Institutes

The list of Research Council Institutes is also available here :

<http://www.rcuk.ac.uk/research/eligibility.htm>

Annex F – Ethical and Legal Issues

Applicants are required to complete an Ethical Information section as part of the proposal.

Applicants should identify where there are any ethical implications arising from the proposed research activities, if there are, they must provide details of what they are, how they have been addressed so far and how they will be addressed prior to the start of the research and during the award period.

In preparing the application it is also important to note the Research Organisation's (HEI or IRO) responsibility as outlined within the Terms and Conditions of Award (Appendix 3).

The AHRC considers that the onus should be upon the applicant to reassure the peer reviewers that their proposal meets acceptable ethical and legal standards.

Annex G AHRC Policy on Open Access to Journal Articles and guidance to applicants

The AHRC has signed up to the following Research Council principles relating to the access to journal article-based research outputs:

- Ideas and knowledge derived from publicly-funded research must be made available and accessible for public use, interrogation and scrutiny, as widely, rapidly and effectively as practicable.
- Public research outputs must be subject to rigorous quality assurance, through effective peer review mechanisms
- The models and mechanisms for publication and access to research results must be both efficient and cost-effective in the use of public funds.
- The outputs from current research must be preserved and remain accessible for future generations.

Author-pays publishing – guidance to applicants

It is the AHRC's position that authors choose where to place their research for publication. It is for authors' institutions to decide whether they are prepared to use funds for any page charges or other publishing fees. Such funds could be part of an institution's indirect costs under the full economic costing regime.

Self-archiving – guidance to applicants

The AHRC requires that funded researchers:

- ensure deposit of a copy of any resultant articles published in journals or conference proceedings in appropriate repository
- wherever possible, ensure deposit of the bibliographical metadata relating to such articles, including a link to the publisher's website, at or around the time of publication

Full implementation of these requirements must be undertaken such that current copyright and licensing policies, for example, embargo periods and provisions limiting the use of deposited content to non-commercial purposes, are respected by authors.

Annex H: Societal and Economic Impact

The excellent research funded by the UK Research Councils has a huge impact on the wellbeing and economy of the UK. Working together with our wider communities and other partners, we want to ensure that these impacts are effectively demonstrated and supported throughout the research lifecycle and beyond. This will add value, stimulate interest from wider stakeholders - including the general public - and, where needed, actively highlight the need for continued investment in the research base.

The Research Councils are committed to funding excellence with impact. To ensure that Research Councils can best assess this, new sections are being introduced to the Grants application form to encourage applicants to give fuller attention to the potential impacts of their work beyond academia, to consider potential beneficiaries and outline the mechanisms through which they will be engaged. A Research Councils' statement to explain the context, objectives and rationale underpinning these new sections is provided at Section Seven.

The onus rests with applicants to demonstrate how they will achieve this excellence with impact, taking into account what is reasonable and/or expected for research of the nature they are proposing. It is also recognised that impacts can take many forms, can emerge at different stages of the research lifecycle and beyond and can be promoted in many different ways.

The Impact Summary and Plan are not designed to ask peer reviewers or applicants to predict future benefits. Are intended to allow the applicant to highlight, as appropriate for their research, potential pathways to impact - for example through collaboration with partners - and to help the Research Councils support them in these activities.

Research Councils will not be disadvantaging 'Blue-skies' research or research without immediate or obvious impact, nor stifling creativity. The Councils remain committed to supporting excellent basic, strategic and applied research.

New sections on the application form

From March 2009 applicants to the majority of AHRC funding calls and schemes are required to complete three new sections in the application form: an **Academic Beneficiaries** section, an **Impact Summary** and an **Impact Plan**. Detailed guidance on the new sections of the application form is outlined in the Je-S Help Text, but brief guidance are provided below.

What is meant by Societal and Economic Impact?

The Research Councils describe impact as the demonstrable contribution that excellent research makes to society and the economy. Impact embraces all the extremely diverse ways in which research-related knowledge and skills benefit individuals, organisations and nations by:

- fostering global economic performance, and specifically the economic competitiveness of the United Kingdom
- increasing the effectiveness of public services and policy and,
- enhancing quality of life, health and creative output.

Impact can mean the 'influence' of research or its 'effect on' an individual, a community, the development of policy, or the creation of a new product or service. It relates to the effects of research on our economic, social and cultural lives.

Economic impact is not restricted to financial or monetary impact. The AHRC understands that impact can involve both direct and indirect benefits for UK society and the economy, and therefore recognises that there are a wide variety of pathways through which arts and humanities research can create value, inform public policy and contribute to quality of life. The arts and humanities create social, cultural, economic and policy benefits directly and

indirectly through - for example - enhancing the knowledge economy, providing innovative content and support for the creative and cultural industries, working in partnership with museums, galleries and other cultural organisations, enhancing public debates, participation and engagement, informing developments in performance, professional practice or public policy and contributing to regeneration, community cohesion and social inclusion.

The AHRC recognises that much of the research it funds already achieves high impact, but the new sections of the application form will enable us to accelerate, support and extend the possibilities of impact in areas where it is less developed, and it will provide us with additional information for evaluating those impacts.

Completing the new sections

Applicants are required to complete the following three new sections on the application form. Full guidance is provided in the Je-S Help Text but the purpose of these sections is described briefly below:

1. Academic Beneficiaries (new section on Je-S application form)

The Academic Beneficiaries section (up to 4,000 characters) asks you to summarise how your research will benefit other researchers in your field and – where relevant – academic beneficiaries in other disciplines. Academic communication and dissemination plans should be elaborated further in your case for support.

2. Impact Summary (new section Je-S application form)

The Impact Summary (up to 4,000 characters) asks you to address three questions: who will benefit from the research? how will they benefit? and what will be done to ensure that they benefit?

In this section, you are asked to consider users and beneficiaries of the research who are outside the academic research community (they can be individuals, specific organisations or groups/sectors), for example:

- policy-makers, governments (at local, regional, devolved, national and/or trans-national levels)
- public sector agencies or bodies
- international organisations
- the commercial/private sector
- professional or practitioner groups
- the third sector, including charities, museums and galleries, organisations and individuals in the creative and performing arts
- the media
- local communities or the wider public in general.

Please note that the Impact Summary may be published to demonstrate potential impact of Research Council funded research and so should not include any confidential information.

3. Impact Plan (new attachment)

The Impact Plan (attachment of up to 2 sides of A4) asks you to expand on the Impact Summary. It is your opportunity to describe in more detail how the potential impacts of the research beyond academia, as outlined in the Impact Summary, will be realised. Taking into account what is reasonable and appropriate given the nature of the research you

propose to conduct, you are asked to describe how the proposed research will be managed to engage any users and beneficiaries that have been identified, or to identify potential users and beneficiaries as the research progresses, and to increase the likelihood of achieving impacts. In presenting your plans, you should tailor and target your impact plans to ensure that they are relevant to the specific user and beneficiary groups likely to be interested in your research and appropriate for supporting the potential research impacts outlined. Innovative and creative approaches are strongly encouraged.

When completing the attachment, you should consider (and address if appropriate) methods for communications and engagement, collaboration and exploitation. You should also detail who will be undertaking any impact activities and include any resource implications in the financial summary and in the separate Justification of Resources attachment.

The AHRC recognises that not all research will have direct impacts, but aims to encourage researchers to maximise potential impacts where they occur. We are introducing the Impact Summary and Plan to encourage researchers to think about the potential impacts and beneficiaries of their work at the planning stage and the possible pathways through which impacts might be achieved. In doing so we expect applicants to consider what is reasonable and expected for research of the nature they are proposing.

The nature of your research may mean that identifying potential impacts or beneficiaries outside academia is not straightforward at the time of application. Where this is the case you should explain the reasons in your Impact Summary. The amount of information provided in the Impact Plan will therefore depend on the nature of the project, but you must complete this and the other sections in order to submit your application. Excellent research without obvious or immediate impact will continue to be funded by the AHRC and will not be disadvantaged as a result of the introduction of these new sections to applications.

Excellence with Impact in the assessment process

Consideration of the potential for research to achieve broader impacts, arrangements for engaging with potential beneficiaries and the quality of communication plans is not a new factor in the assessment process. However, the new sections will allow both applicants and peer reviewers to give much fuller attention to these issues in ways which are sensitive to the diversity of research funded by the AHRC, whilst still retaining the focus on research excellence.

The Academic Beneficiaries section, Impact Summary and Impact Plan will be considered by the peer reviewers as part of your application, alongside the proposed outputs and dissemination strategy. Peer reviewers will be asked to comment on:

- whether the plans to increase impact are appropriate and justified, given the nature of the proposed research
- whether sufficient attention has been given to who the beneficiaries might be and appropriate ways to engage with them throughout the project.

Peer reviewers will be asked to take into account the diversity and variety of forms of impact (economic, social, cultural, policy, quality of life etc), timescales within which impacts might emerge and approaches through which impact might be achieved, in making their assessments. They are also advised that excellent research without obvious or immediate impact should not be disadvantaged in their assessments and that innovative approaches should be positively welcomed.

This is reflected in the general assessment criteria (see page 13). **The quality and importance of the research will remain the primary criterion for funding.** The inclusion of Impact Plans appropriate to the nature of the work proposed will be one of a number of

other criteria taken into account by panels in prioritising applications for funding which have been judged to meet world class standards of scholarship, originality, quality and significance.

Assessment Criteria

In the assessment criteria section two additional bullet points have been added:

- whether the plans to increase impact are appropriate and justified, given the nature of the proposed research
- whether sufficient attention has been given to who the beneficiaries of the research might be and appropriate ways to engage with them throughout the project.

Additional Information

Research Councils' Statement on Societal and Economic Impact

The statement below has been agreed across the Research Councils to provide a clear statement on their role in enhancing the economic and social wellbeing and of their expectations of those who receive Research Council funding in terms of fostering societal and economic impact. It also provides the context, objective and rationale behind the new Impact Summary and Impact Plan requirements on the standard Grants application form. These new sections require applicants to consider, as appropriate given the nature of their research, the possible societal and economic impacts of the research, the potential beneficiaries beyond academia and the mechanisms through which they will be engaged. Excellent research without obvious or immediate impact will continued to be funded by the Research Councils and will not be disadvantaged as a result of these changes.

Demonstrating potential impact

The excellent research funded by the UK Research Councils has a huge impact on the wellbeing and economy of the UK. Working together with our wider communities and other partners, we want to ensure that these impacts are effectively demonstrated and supported throughout the research lifecycle and beyond. This will add value, stimulate interest from wider stakeholders - including the general public - and, where needed, actively highlight the need for continued investment in the research base.

The onus rests with applicants to demonstrate how they will achieve this excellence with impact, bearing in mind that impacts can take many forms and be promoted in different ways.

The Research Councils describe impact as the demonstrable contribution that excellent research makes to society and the economy. Impact embraces all the extremely diverse ways in which research-related knowledge and skills benefit individuals, organisations and nations by:

- fostering global economic performance, and specifically the economic competitiveness of the United Kingdom
- increasing the effectiveness of public services and policy, and
- enhancing quality of life, health and creative output.

This accords with the Royal Charters of the Councils and with HM Treasury guidance on the appraisal of economic impact.

.....
The AHRC is committed to the principles below, as articulated in the **RCUK Expectations for Societal and Economic Impact**.

The Research Councils give their funding recipients considerable flexibility and autonomy in the delivery of their research, postgraduate training and knowledge transfer activities. This flexibility and autonomy encompasses project definition, management, collaboration, participation, promotion and the dissemination of research outputs; this approach enables excellence with impact.

In return, the Research Councils expect those who receive funding to :

- demonstrate an awareness of the wider environment and context in which their research takes place
- demonstrate an awareness of the social and ethical implications of their research, beyond usual research conduct considerations, and

take account of public attitudes towards those issues

- engage actively with the public at both the local and national levels about their research and its broader implications
- identify potential benefits and beneficiaries from the outset, and through the full life cycle of the project(s)
- maintain professional networks that extend beyond their own discipline and research community
- publish results widely – considering the academics, user and public audiences for research outcomes
- exploit results where appropriate, in order to secure social and economic return to the UK
- manage collaborations professionally, in order to secure maximum impact without restricting the future progression of research
- ensure that research staff and students develop research, vocational and entrepreneurial skills that are matched to the demands of their future career paths
- take responsibility for the curation, management and exploitation of data for future use
- work in partnership with the Research Councils for the benefit of the UK.

The expectations clarify the position of the Research Councils with respect to impact, rather than introducing a new approach. Many of these expectations are already incorporated into Research Council processes and guidance, for example exploitation is addressed within grant terms and conditions, and continuing professional development through the Concordat to Support the Career Development of Researchers.