



Science and Heritage Programme
Details of the call for outline proposals for
Interdisciplinary Research Grants

March 2009

Closing date for outline proposals: 4pm, Thursday 14th May 2009



Arts & Humanities
Research Council



Introduction and Background

The Arts and Humanities Research Council (AHRC) and the Engineering and Physical Sciences Research Council (EPSRC) are taking forward a joint £8.1m programme entitled *Science and Heritage* to support leading-edge research which will explore new ways to understand the cultural and physical nature of heritage and to prepare society for the challenges that cultural heritage will face in the 21st Century.

As part of this *Science and Heritage* programme, AHRC and EPSRC are making funding available to support creative, cross-disciplinary research activities through **Interdisciplinary Research Grants**. Funding is available for between five and eight Interdisciplinary Research Grant projects (depending on value and quality), each at a maximum full economic cost of £800,000, and with a duration between 1 and 3 years. Proposals for 3 year grants may propose a maximum of three studentships in association with the project.

AHRC is administering this call on behalf of AHRC and EPSRC and this competition is based on the AHRC responsive mode Research Grants scheme. However this is the authoritative document on how to apply to this competition. **You should also ensure that you have read the *Science and Heritage Programme Specification* document before submitting a proposal** (<http://www.ahrc.ac.uk/FundingOpportunities/Documents/SandH%20full%20specification.pdf>).

The **Interdisciplinary Research Grants** competition will be conducted in 2 stages:

1. An outline phase - closing date **Thursday 14th May 2009**
2. A request for full proposals from the short-listed candidates - closing date **Thursday 17th September 2009**.

Nature of the Proposals

Projects should aim to address one or more of the Science and Heritage Programme themes :

- Nature of transformation
- Authenticity, authentication and security
- Interpretation and representation
- Cultural encounters and explorations
- Human and machine interfaces
- Resilience and adaptation

A detailed outline of these themes can be found in the Annex to the *Science and Heritage Research Programme Specification* document (<http://www.ahrc.ac.uk/FundingOpportunities/Documents/SandH%20full%20specification.pdf>).

Proposals will need to be submitted by an eligible Research Organisation, but must involve collaboration with at least one other organisation. Priority will be given to proposals which involve a wide range of organisations, including higher education institutions, heritage organisations, museums, galleries, libraries and archives, practitioner communities, commerce and industry either within or outside the UK. The collaboration proposed should be appropriate and necessary to the specific needs of the research project.

Priority will also be given to outline proposals which involve people and disciplines from the remits of both AHRC and EPSRC, offering a diversity of expertise and experience.

Science and Heritage Interdisciplinary Research Grant award holders will be expected to be involved in the wider *Science and Heritage Programme* and with other award holders funded under the programme. The expected end date for the programme is mid-2013 and in order to maximize such interaction between projects, applicants are encouraged to plan the timing of their research projects accordingly. The earliest start date for projects will be 1 April 2010.

Aims of the *Science and Heritage* Interdisciplinary Research Grants competition:

- To support projects that address the research objectives and themes of the *Science and Heritage Programme* (see *Science and Heritage Programme Specification* document at <http://www.ahrc.ac.uk/FundingOpportunities/Documents/SandH%20full%20specification.pdf>)
- To support substantial, high quality research projects that will lead to significant advances in creativity, insights, knowledge and understanding, which will be of value to both the research community and in wider contexts
- To enable arts and humanities, and engineering and physical sciences researchers to form interdisciplinary teams.
- To build capacity within the heritage science field, enabling intellectual development and exchange across and between disciplines, and with non-academic stakeholders.
- To enable arts and humanities, and engineering and physical sciences researchers to establish or enhance effective working relationships with fellow researchers, practitioners and the wide range of individuals and organisations who may benefit from their research.
- To maximise the value of heritage science by promoting the dissemination of research outcomes and, where appropriate, to facilitate the knowledge transfer of those outcomes, to both the research and practitioner communities.

How to Apply

In order to apply to the *Science and Heritage* Interdisciplinary Research Grants competition, you should complete an **outline** proposal and submit this electronically through the [Je-S system](#), along with a Case for Support and relevant appendices (see **Annex C** of this document for detailed information on submitting a proposal to the AHRC).

1. To prepare your proposal in Je-S choose 'Add New Document', then specify Council: AHRC, Document Type: Outline Proposal, Scheme: AHRC Outline, and 'Create Document'. Je-S will then create a grant proposal, displaying appropriate section headings. You should then choose the appropriate call in the form itself: 'Science and Heritage LG Outlines 14 May 2009'. 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.

2. 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).
3. You should also ensure that you meet all of the eligibility criteria outlined in **Annex B** of this document. In order to apply, your Research Organisation must be eligible for AHRC or EPSRC support. Independent Research Organisations (IROs) recognised by the AHRC in responsive and managed mode, and those recognised by the EPSRC in managed mode only, are also eligible to apply. A full list of IROs can be found at <http://www.rcuk.ac.uk/cmsweb/downloads/rcuk/documents/eligibilityiro.pdf>.
4. Proposals must be submitted by an **eligible Research Organisation** and involve a **minimum of one other organisation** as Co-Investigator(s) or Project Partner(s) (higher education institutions, research institutions, heritage organisations, museums, galleries, libraries and archives), in order to achieve the kind of intellectual interaction and exchange envisaged. The inclusion in the projects of end user groups from beyond the academic community, for example through the involvement of related Knowledge Transfer Networks (KTNs <http://www.ktnetworks.co.uk/>), is particularly encouraged, as is the involvement of new researchers and research students. **All proposals must be interdisciplinary.**

When preparing an outline proposal, you should consider the following:

- The Commissioning Panel will consider the spread of proposals across the *Science and Heritage Programme* research themes and the programme aims and objectives when determining the number and range of outline bids that will be invited to proceed to full proposal stage.
- It is expected that a substantial number of outline proposals will not be invited to proceed to full proposal stage.

Please note that this will be the only call for Interdisciplinary Research Grants under the *Science and Heritage Programme*. It is therefore not possible to resubmit a proposal to this scheme or to re-apply for further funds for a related or continuation project under this programme.

PhD Project Studentships

Funding may be sought for a maximum of **three** PhD project studentships whose work will contribute to the *Science and Heritage Interdisciplinary Research Grants* project as a whole. The period of the studentships must fall completely within the duration of the *Science and Heritage Interdisciplinary Research Grant* project.

Studentships must provide added value to the project, but also allow the students sufficient independence to make their own original contribution to scholarship. The project should be a viable project without the contribution of the project students, but the students should each benefit from working within the structure of the project as a whole. Project studentships may, on the advice of reviewers, be removed from a project before funding is confirmed.

The proposed students must meet specific eligibility criteria relating to residency and academic qualifications which are outlined in **Annex B** of this document.

Guidance on costs for project studentships can be found at **Annex A** of this document.

Research Themes

This section of the form should be used to indicate which **one** research theme best describes your research area and the project's fit to the *Science and Heritage Programme* Specification. The research themes are as follows:

1. Nature of transformation
2. Authenticity, authentication and security
3. Interpretation and representation
4. Cultural encounters and explorations
5. Human and machine interfaces
6. Resilience and adaptation

A detailed outline of these themes can be found in the Annex to the *Science and Heritage Research Programme* Specification document (<http://www.ahrc.ac.uk/FundingOpportunities/Documents/SandH%20full%20specification.pdf>.)

AHRC Subject Classification

The form requires you to complete this section. To reflect the full spread of subjects covered by the proposal, the EPSRC subject area(s) should be listed as keywords. For AHRC subject areas, you are asked to indicate the primary subject area(s) of your proposal and optionally, up to two secondary subject areas (a full list of subject areas is available at **Annex D** of this document).

Attachments

Case for Support

Your outline proposal form 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.

Your Case for Support should be in Arial font no smaller than size 11. You must provide a word count, indicated clearly at the end of the document; if your Case for Support exceeds the word limit of **1200 words** your proposal will be deemed ineligible for support. If you choose to include footnotes (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. You are advised to focus your proposal and to provide sufficient evidence to enable members of the Commissioning Panel to reach a considered judgment as to the potential 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 submit a more detailed application.

You should briefly describe your proposed project using the headings below:

Fit to *Science and Heritage Programme*

You should ensure that it is clear to the reader how the proposed research fits with the **aims and objectives** of the *Science and Heritage Programme* and

specifically how it addresses at least **one of the themes** of the programme (see above of this document and the Annex of the *Science and Heritage Research Programme Specification*).

Research Questions

You should give a brief, clear description of the research questions, issues or problems that will be addressed through the project. What are the issues that the team will be exploring in the course of the research?

Research Context

You should briefly describe the research context for the project, including appropriate references where necessary. Why is it important that these questions or issues are explored? What is the background or state-of-the-art of the project? What other research is being, or has been, conducted in this area? You should also provide a statement on the novelty, timeliness and significance of your project to the development of heritage science research and how it will support the spirit and specific themes of the *Science and Heritage Programme*.

Research Methodologies

You should briefly describe the research methods or approaches the team will be using to investigate the questions, including aims and objectives that have been set. Why is the chosen approach appropriate for addressing the research questions? Will the research produce new ideas, innovate or advance methods and techniques?

Project Management

You should briefly explain the work programme and management of the project, and a brief rationale for the level of resources required. You should also explain under this heading the roles and contributions of the team members (including partners).

Dissemination and Knowledge Transfer

What are the plans for publication or other public output? Please provide examples of the kinds of outputs you propose to produce during the research project and their proposed focus.

Academic Beneficiaries

Please state briefly how the research will benefit other researchers in the field and – where relevant – academic beneficiaries in other disciplines.

Development of Impact Plans

Briefly explain who might benefit from the research outside of the academic community and the pathways through which you intend to promote the broader impact of your research with such potential beneficiaries. Information under this heading will be expected to be developed further in full stage proposals, which will include provision for a 2 page Impact Plan¹.

¹ 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. More information on the Impact Summary and Plans is available at <http://www.ahrc.ac.uk/FundingOpportunities/Documents/ImpactFAQ.pdf>.

Project Studentships

See **Annexes A and B** of this document for information.

Information on project studentships should be included under the above headings, in the body of the Case for Support; separate details on studentships are not required at outline stage.

Summary Curricula Vitae

A summary curriculum vitae should be attached for the Principal Investigator and any Co-Investigator(s), named postdoctoral researcher(s) or named project student(s). These should be no more than two sides of A4 paper each and in a font no smaller than size 10. CVs should include basic information about education, employment history and academic responsibilities.

Publications Lists

A publication/research output list should be attached for the Principal Investigator and any Co-Investigators or named postdoctoral researchers. These should be no more than one side of A4 paper each 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

This attachment is **NOT** required at outline proposal stage.

Visual Evidence

Proposals may include up to 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.

Technical Appendix

This attachment is **NOT** required at outline proposal stage.

Assessment and Peer Review

Timetable for Assessment

First Stage (outline proposals)

March 2009	Call for outline proposals.
4pm Thursday 14 May 2009	Closing date for receipt of outline proposal forms.
w/c 29 June 2009	Notification of outcome for outline proposals.

Interim period

Short-listed applicants to discuss their full stage proposals with the Programme Director.

Full stage (invited applicants only)

4pm Thursday 17 September 2009

Closing date for receipt of full proposal forms.

Late February 2010

Notification of outcome for full proposals.

Project Dates

1 April 2010

Earliest start date for Interdisciplinary Research Grants.

Details on applying at full stage will be made available to short-listed applicants following the outcomes of the outline stage.

Amendment

If the AHRC require you to make amendments to your outline 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.

Review Process

The review process for outline proposals will be as follows:

- Outline proposals that meet the eligibility criteria for this competition will be reviewed by the *Science and Heritage Programme* Commissioning Panel, comprising leading figures across a range of science and heritage disciplines.
- Applicants whose proposals are deemed suitable for further development will be invited to submit a full proposal which will set out, in more detail, the programme of research, the expected outcomes of the work, its potential impact and more detailed costs. Those invited to submit full proposals will need to spend considerable time on developing full proposals between July and September 2009. Applicants should bear this in mind when considering making a proposal.

Further information on the assessment process for full stage proposals will be provided following the short-listing.

Review Criteria for full stage proposals

For information, shortlisted proposals submitted to the full stage of the *Science and Heritage* Interdisciplinary Research Grants competition will be assessed according to the following criteria:

Fit to competition

- The extent to which the proposal demonstrates a fit to the aims and themes of the *Science and Heritage* Interdisciplinary Research Grants competition.

Quality and Importance

- The significance and importance of the project, the contribution it will make to enhancing or developing creativity, insights, knowledge or understanding of heritage science in a national or international context.
- The extent to which the research questions, issues or problems that will be addressed in the course of the research are defined.
- The appropriateness of the research context and the timeliness of the research. The extent to which other current research conducted in this area has been considered and the range of audiences that might be targeted.
- The appropriateness, effectiveness and feasibility of the proposed research methods and/or approach.

People

- The quality and importance of the work of the team members and other participants, and whether they have the appropriate track record to deliver the project.
- The ability of the PI to manage the project and bring it 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.
- If students are to be appointed, whether their roles are clearly defined. The extent to which they will each benefit from integration within the project, whilst also being able to each develop an independent thesis.
- The extent to which the project involves people from a range of disciplines from the remits of both AHRC and EPSRC, offering a diversity of expertise and experience.

Management of the Project

- Whether the lines of responsibility and accountability are clearly articulated.
- Whether a realistic timetable is presented which will achieve the project's aims and objectives within the proposed timescale. [At outline stage applicants are only asked to provide a brief timetable to allow the feasibility of the project within the proposed timescale to be considered; a more detailed timetable incorporating milestones will be requested at full proposal stage]
- The extent to which the team have understood the amount of work to be involved, allocated sufficient time and resources to achieving each aspect.

Value for Money

- 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.
- Whether the resources requested are reasonable in the context of the proposed research.

Outputs, Dissemination and Impact

- The appropriateness and effectiveness of the proposed dissemination methods so that the research outcomes are accessible 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.

If costs associated with the communication, dissemination and exploitation of your research are to be included within the full proposal, the end-date for the project should be timed to accommodate the proposed activities. Costs may only be claimed for communication, dissemination and exploitation activities undertaken during the period of an award.

Grading Scale

As this is an outline stage, proposals will be graded 'not shortlisted' or 'shortlisted'.

Award Announcements

Applicants will be notified of the outcome of their outline proposal in **late June 2009**.

If you are **successful** at the outline proposal stage, you will receive a letter inviting you to proceed to the second stage of the competition, which is to submit a full proposal by the closing date of **17 September 2009**. You may also receive brief feedback from the Commissioning Panel if there are any issues it would like you to consider prior to submitting a full proposal.

If you are **unsuccessful** at the outline proposal stage, you will receive a letter advising you that you have not been invited to proceed to the full proposal stage. Unsuccessful applicants to the outline proposal of the competition will not receive written feedback. AHRC / EPSRC staff are unable to provide further information on why your outline proposal was unsuccessful.

Resubmission

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

Preparing a Proposal (Full Proposal Stage Only)

For those applicants who are invited to proceed to the second, full stage of the competition, the full proposal form will be available on the Je-S system in **June 2009**. Details on completing the full proposal form will be made available to short-listed applicants as a separate document following the outcomes of the outline stage. At the full proposal stage, applicants will be required to provide a detailed breakdown of the costings, a more detailed Case for Support (maximum of 3000 words) and a 2 page Impact Plan. Short-listed applicants are strongly encouraged to discuss their full stage proposals with the Programme Director prior to submission.

Award Holder Requirements

In addition to monitoring requirements, details of which will be provided at full proposal stage, *Science and Heritage Interdisciplinary Research Grant* award holders will be expected to be involved in the wider *Science and Heritage Programme* and with other award holders from the programme. Award holders

will also be expected to provide information as requested by the AHRC, EPSRC and the Programme Director. The Principal Investigator and other researchers involved with the project, including project students (where applicable), will also 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.

Contacts

Enquiries about the scholarly content of the *Science and Heritage Programme*, its aims and themes, should be directed to the Programme Director, Professor May Cassar, at the contact address below:

Professor May Cassar

Director, *Science and Heritage Programme*

Tel: 020 7679 1780

E-mail: m.cassar@heritagescience.ac.uk

Other enquiries about the *Science and Heritage Programme*, this call and the Councils' remits, should be directed to one of the people below:

AHRC Programme Manager

Dr Gail Lambourne, g.lambourne@ahrc.ac.uk 0117 987 6670

AHRC Senior Awards Officer

Helen McConnell, h.mcconnell@ahrc.ac.uk, 0117 987 6659

EPSRC remit queries should be directed to:

Dr Louise Tillman, louise.tillman@epsrc.ac.uk, 01793 444 510

General enquiries about this call for Interdisciplinary Research Grants and the proposal process should be directed to one of the AHRC Awards Officers below:

Julie Warrington, j.warrington@ahrc.ac.uk, 0117 987 6661

Karen Giles, k.giles@ahrc.ac.uk, 0117 987 6664

Natalia Rowlands, n.rowlands@ahrc.ac.uk, 0117 987 6660

Wendy May, w.may@ahrc.ac.uk, 0117 987 6663

For further information, please refer to the following annexes to this document:

Annex A – Costs

Annex B – Eligibility Criteria

Annex C – Submitting a Proposal

Annex D – AHRC Subject Classification

Annex A - Costs

Project Studentships

Funding may be sought for a maximum of three project students whose doctoral work will each contribute to the project as a whole. If you choose to have studentships attached to your project, the cost of this is paid at 100% and will need to be included within the £800,000 competition limit. Please note the eligibility criteria, as outlined in **Annex B** of this document, with regard to the residency and qualification requirements for these students.

PhD project students must be supervised by the Principal Investigator or a Co-Investigator named on the Interdisciplinary Research Grant. A supervisor must be based at the Research Organisation where the project student(s) is/are registered. It is permissible for Independent Research Organisations to submit proposals which include PhD project students, but will need to do so in conjunction with a Research Organisation which is eligible to register students. The lead supervisor of each student should also be based at the same Research Organisation and must be a Co-Investigator on the Interdisciplinary Research Grant. For further information on this please see **Annex B** of this document.

The period of the studentships must fall entirely within the period of the grant.

Please use the guide below to calculate the estimated cost of each project student. The Research Organisation's research office will advise on what costs to include for project students, but as a guide, to calculate the estimated cost you should add together each student's entitlement to maintenance, tuition fees and college fees (where applicable). The cost of the studentships should be included in your outline proposal under 'Exceptions'.

Maintenance

Full-time students' maintenance entitlement should be calculated using the rates in the table below.

	Full-time (HEI outside London)	Full-time (HEI in London)
2009-10	£13,290*	£15,290*
2010-11	£13,650*	£15,650*
2011-12	£14,020*	£16,020*
2012-13	£14,400*	£16,400*

* These rates are projected and the actual amount paid may differ.

The rates provided are for academic years (i.e. academic year 2009-10 runs from 1 October 2009 - 30 September 2010).

For studentships due to start on 1 April 2010, a pro rata amount of 6/12 of the rate for 2009-10 should be added to the full rate for the next two academic years (2010-11 and 2011-12) and a corresponding pro rata amount of 6/12 of the rate for 2012-13, for example.

Tuition fees

The following amount should be included for tuition fees:

Start date of studentship:	Full-time
16/12/2009 – 15/05/2010	£10,718.00
16/05/2010 – 15/12/2010	£10,862.00

These figures represent the full amount for the length of a studentship and are approximate values.

College Fees

The Council also makes provision for college fees at Oxford and Cambridge and these should be incorporated at current rates, approved by the DfES, for each year of the studentships.

Archaeology: Radiocarbon Dating

If your project requires access to radiocarbon dating facilities, you should apply for access to the Oxford Radiocarbon Dating Service (ORADS), which is funded by the AHRC and NERC. For further details on how to apply, see:

<http://www.rlaha.ox.ac.uk/orau/orads.html>

If you have any queries regarding the service provided by ORADS please contact Dr Tom Higham, Deputy Director (thomas.higham@rlaha.ac.uk)

Note: The AHRC / EPSRC will only allow radiocarbon dating costs to be requested as part of the AHRC / EPSRC grant if ORADS confirms that it is not able to provide a suitable service and that costs should be sought from the AHRC / EPSRC. In such circumstances, costs should be justified and it should be clearly explained in the Case for Support why the AHRC / EPSRC are being asked to provide funds.

Annex B - Eligibility Criteria

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 *Science and Heritage* Interdisciplinary Research Grants competition is open to members of the academic and academic-related staff of Higher Education Institutions (HEI) directly funded by HEFCE, DEL, HEFCW and SFC, to staff at Independent Research Organisations (IROs) recognised by the AHRC in responsive and managed mode, and those recognised by the EPSRC in managed mode only, and Research Council Institutes. A list of eligible IROs can be found at <http://www.rcuk.ac.uk/cmsweb/downloads/rcuk/documents/eligibilityiros.pdf>. A list of eligible Research Council Institutes can be found on RCUK website at: <http://www.rcuk.ac.uk/research/rcieligibility.htm>

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 a 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 application. 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 Council if in any doubt.

Your contractual arrangement with the host Research Organisation must be in place at the point of application 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 Council will make an individual assessment of all eligibility cases.

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 and EPSRC assume that there will normally be no more than two Co-Investigators in addition to the Principal.

Research Assistants

Research Assistants employed on Interdisciplinary Research Grants 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 does 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.

PhD Studentships

1. Residency criteria

The institution at which each project student will study is responsible, in the first instance, for determining his or her residency status, based on information provided by the student and in accordance with the rules followed by the Research Councils. You should therefore contact your institution in the first place if you have any questions about his or her eligibility for an award.

A full award covers both the cost of tuition fees and a maintenance grant. To be eligible for a full award, each student must show that s/he has a relevant connection with the United Kingdom (UK), usually through residence.

A relevant connection with the UK may be established if:

- the student has been ordinarily resident in the UK throughout the three-year period immediately preceding the start of the academic year in which the award will commence; and
- the student has not been resident in the UK, during any part of that three-year period, wholly or mainly for the purposes of full-time education (EU students should refer to paragraph below EU students); and
- if the student is subject to immigration control, has settled status in the UK within the meaning of the Immigration Act 1971 (i.e. is not subject to any restriction on the period for which s/he may stay).

EU Students

If you are a non-UK, EU national, you are eligible for a full award if you can establish a relevant connection with the UK and Islands, i.e. if you have been ordinarily resident in the UK throughout the three year period immediately preceding the start of your course.

Where the three year period of ordinary residence has been wholly or mainly for the purpose of receiving full-time education, eligibility is limited to those who were ordinarily resident in the EEA immediately prior to this period.

To be eligible for a fees-only award:

- If the student is a national of a Member State of the European Union other than the UK, and s/he does not meet the UK residency requirement set out above and has not been ordinarily resident in the UK for the three years prior to the start of their course, they may be eligible to apply for a fees-only award, i.e. an award which provides payment of fees but not a maintenance grant.
- The student must have been ordinarily resident in the EU for the three years immediately preceding the start of the academic year in which the project studentship will commence, and have been accepted to study at a higher education institution in the UK. The countries of the EU are currently: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and the UK.

Residents of countries that have been granted admission to the EU, effective from 1 January 2007, are also eligible to apply. These countries are: Bulgaria and Romania. The AHRC may reconsider the position should either of these countries not be admitted by 1 October 2007 when students will begin their course.

Please note that fees-only award holders are now eligible to apply for additional support towards the cost of study visits in the UK or abroad, attending a conference abroad and for Disabled Student's Allowance.

Temporary absence from the UK

If the student is a UK citizen who has spent an extended period living outside the UK, either for study or for employment, s/he will need to show that they have maintained a relevant connection with the UK and that the absence was temporary. 'Temporary' does not depend solely on the length of the absence. A period of ordinary residence will not be treated as being interrupted by an absence which is caused by:

- the student's parents' or spouse's temporary absence abroad, for reasons of training or employment
- the student or student's spouse's temporary full time education abroad.

If the student is an expatriate, or the child (whether born in the UK or overseas) of an expatriate, and s/he appears to have returned to the UK solely for the purpose of full-time education, s/he will need to demonstrate that his or her absence was temporary. S/he will need to show that:

- the absence abroad was temporary
- attempts were made to remedy the breach with the UK at the earliest opportunity
- there was no intention to sever links with the UK
- links have been maintained or re-established through visits, or vacation work, and subsequent resettlement in the UK. Indefinite Leave to Remain (ILTR)

If the student has been granted Indefinite Leave to Remain (ILTR) by the Home Office, s/he has been given the right to reside in the UK, and thus has settled status and may be eligible for a full award. ILTR is usually given to those who have already spent a period in the UK, and are looking to take up British Citizenship. If the student has ILTR status, s/he must still establish a relevant connection. Documentary evidence will need to be provided if the proposal is successful.

Refugees and Exceptional Leave to Remain (ELTR)

If the student has been granted full refugee status by the Home Office, or is the child or spouse of a refugee, s/he is eligible to apply for a full award so long as they have not ceased to be resident since being granted asylum or refugee status. Documentary evidence (such as a letter from the Immigration and Nationality Department of the Home Office) will need to be provided if the proposal is successful.

If the student is an 'asylum seeker', s/he is required to demonstrate settled status if s/he is to be eligible for an award.

If s/he has not been recognised by the Home Office as meeting the terms of the 1951 United Nations Convention on Refugees, s/he may be granted Exceptional Leave to Remain (ELTR) or Exceptional Leave to Enter (ELTE). In that case, s/he is eligible to apply for an award if s/he has spent the previous three years in the UK, providing that this has not been wholly or mainly for the purposes of full-time education. Documentary evidence will need to be provided if the proposal is successful.

Migrant workers from European Union countries

If the student or their parents or spouse are working in the UK as EU citizens with migrant worker status, s/he is eligible under Article 7 (2) and Article 12 of Council Regulation (EEC) No. 1612/68 to apply for a full award including a maintenance grant. A migrant worker is an EU citizen who is employed in a member state of the EU who should be treated as a national of that member state. The following conditions must be met:

- the employment must be full-time and of significant duration. Therefore, if s/he is engaged in part-time or short-term casual employment, or has been effectively unemployed, s/he cannot be considered to hold migrant worker status. Additionally, the employment should normally be expected to be relevant to the previous or future course of study, although employment of a 'professional' nature may be considered on its merits
- the employment must not be ancillary, that is, taken up with a view towards engaging in subsequent studies, or subject to the student being accepted for the training for which s/he has applied. An example of this would be if the student has been employed as a Research Assistant in a university department where a future award is to be held
- if the student is the child of migrant workers, it must be shown that their residence is as a consequence of the parent's past or present employment. A child who has not been resident in the UK during the parent's employment, or departed with the parent at the cessation of that employment, will not be eligible to claim for migrant worker status.

Migrant workers from European Economic Area (EEA) member states

If the student is a citizen of the EEA member states of Iceland, Liechtenstein or Norway, and s/he meets the migrant worker requirements set out in paragraph

11 above, you will be eligible for a full award. However, as these countries are not member states of the EU, if you are a citizen of these countries and do not meet the migrant worker requirements you will not be eligible for a fees-only award.

Visas and Work Permits

If the student is resident in the UK on a student visa, work permit or dependent visa, and thus has restrictions on the time s/he may stay in the UK, s/he cannot demonstrate a relevant connection or settled status. S/he will not, therefore, be eligible to apply for an award.

2. Academic Qualifications

Prospective postgraduate students should be graduates of a recognised HEI. Other qualifications may be considered only very exceptionally. The Council's normal expectation is that students who receive funding should, in addition, have gained some formal postgraduate qualification. If they do not have such a qualification, they must show evidence of sustained experience beyond first degree level that is specifically relevant to the doctoral research project and which qualifies them, exceptionally, as prepared for doctoral research without prior formal postgraduate training. If the student has already gained or completed the requirements for a doctoral degree, they may not apply for studentship funding towards a second doctorate.

Supervision

Supervision of Project Students is the responsibility of the HEI where the student is registered and will be awarded their degree. The lead supervisor has responsibility for providing high-quality support and training in subject specific and more generic areas: for monitoring and assessing the student's development and continuing training needs and for their overall academic progress.

Length of Award

A full time studentship award attached to a Interdisciplinary Research Grant lasts for a period of three years. However, it should be noted that where students have already received public funds to support any postgraduate study lasting for more than one year, the three year maximum will be reduced so that the total period funded does not exceed four years.

Allowances

In line with other AHRC-funded studentships, the AHRC will make available funding to Interdisciplinary Research Grant project students for UK study visits and for attendance at an overseas conference. This additional funding is intended solely to support the student in their work on the thesis and will be provided only to those students with full-time, fees-and-maintenance awards.

You should note that strict regulations apply to the funding of UK study visits/attendance at an overseas conference. These are outlined in Appendix 2 of the 'Guide for Postgraduate Award Holders in the Arts and Humanities' which is available from the AHRC web site. The Project Student will be sent a copy of this document if you are successful in gaining an award.

You should note that the AHRC will only provide allowances for overseas study visits for Project Studentships where provision for these costs has not been requested in the original Interdisciplinary Research Grant proposal.

In certain circumstances Interdisciplinary Research Grant project students may also be eligible for a Young Dependents Allowance and/or a Disabled Student's

Allowance. Please contact the office if you have any queries regarding these allowances.

Age

There is no age limit for postgraduate students and candidates of whatever age will be considered on their merits, taking into account all the circumstances of the case.

Independent Research Organisations

It is permissible for PhD Project Students to be attached to a Interdisciplinary Research Grant that is submitted by an AHRC-recognised (in responsive and managed mode) or EPSRC-recognised (in managed mode only) Independent Research Organisation. Each student must be registered at a Higher Education Institution where the qualification will be awarded.

The lead supervisor of each student should also be based at the same HEI and must be a Co- Investigator on the Interdisciplinary Research Grant.

Supervision of Project Students is the responsibility of the HEI where each student is registered and will be awarded their degree. The supervisor has responsibility for providing high-quality support and training in subject specific and more generic areas: for monitoring and assessing the student's development and continuing training needs and for their overall academic progress.

If Project Students are attached to a Interdisciplinary Research Grant held by an IRO, the organisation is expected to ensure students have access to good facilities and strong support, to help provide high-quality training in workplace and transferable skills and, where appropriate, to mentor and train the students with regard to the particular collections or materials that each student is working on.

The AHRC has an established Research Training Framework which it expects Research Organisations to follow for its funded doctoral students. Details of the framework can be found on our website at:

http://www.ahrc.ac.uk/university_staff/postgrad/research_training_framework.asp

Annex C - Submitting a proposal

Joint Electronic Submission System (Je-S)

All proposals must be completed and submitted via the Research Councils' Joint Electronic Submission System which may be accessed at www.je-s.rcuk.ac.uk. To submit proposals using Je-S both individual applicants and the submitting Research Organisation (the one that will hold the award) must be registered on the system.

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.

There is detailed Helptext within the Je-S system that provides information on how to complete each section of the proposal form. There is also a dedicated Je-S Helpdesk that provides telephone and email support with the proposal process. They are available between 9am and 5pm, Monday to Friday, and can be contacted by email at jeshelp@rcuk.ac.uk or by telephone on 01793 444165.

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.

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 below. This is the information provided to all applicants submitting proposals for projects which may eventually be funded (i.e applies for both outline and full-stage proposals):

Data Protection, Freedom of Information Acts and Equal Opportunities, Confidentiality and the Freedom of Information Act 2000

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

AHRC will not otherwise disclose the proposal 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 proposal 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 proposal and monitoring any grant that is awarded (including both scientific and financial monitoring). This includes:

- registration of proposals
- 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 proposal 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.

Data – European NET-Heritage Portal

It is expected that data generated through projects funded by the *Science and Heritage Programme* will be made available in a format suitable for

inclusion on the European NET-HERITAGE portal which is being developed by AHRC on behalf of a European consortium of 14 national ministries and agencies responsible for research and cultural heritage.

Equal Opportunities

The AHRC and EPSRC are committed to equal opportunities and all proposals must be assessed on equal terms, regardless of the sex, age or ethnicity of the applicant. Proposals 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.

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

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 D - AHRC Subject Classification

You are required to classify the AHRC aspects of your proposal using the categories below, indicating the primary subject area of your proposal and, optionally, up to two secondary subject areas. You must select at least one and may select up to three of the available options to describe the subject area of your proposal that fall within AHRC's subject remit.

The EPSRC aspects of your proposal should be listed in the keyword section of the form. Between 1 and 6 free-text Keywords can be entered.

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.