



## **Scheme Notes for Applicants**

### **British Academy Global Professorships**

#### **2018 Competition**

**Note: PLEASE READ THESE SCHEME NOTES CAREFULLY**

**Any application which is incorrectly submitted will not be eligible for award**

#### **Programme Aims**

1. This new programme is supported under the UK Government's National Productivity Investment Fund. It reinforces and builds on the UK's globally-renowned research reputation in the humanities and the social sciences by providing funding to attract world-class, internationally-recognised established scholars to work in the United Kingdom. The programme aims to demonstrate and further enhance the UK's commitment to international research partnerships and collaboration, and is intended to strengthen the UK's research capacity and capability in the humanities and the social sciences.
2. It is expected that up to ten awards each year will be offered during the course of the programme (for which funding has been committed for three years in the first instance). Each award will provide funding for four years to outstanding international researchers not currently working in the United Kingdom, to bring their research experience to the UK and strengthen the UK research base. These awards to individuals will be held in an institutional setting. A significant feature of the programme is expected to be the contribution that these researchers will make to advancing the research goals and strategies of their host UK universities. Applicants will be required to provide a formal statement of support from a senior member of their proposed host university in the UK (normally expected to be a Pro-Vice-Chancellor or equivalent, or at minimum Head of Department/Faculty/Institute).
3. The awards will run for four years each, of which the British Academy will provide funding for the first three years, and the host UK university will be expected to commit to continuing the direct costs (salary, research assistance and research expenses) in the fourth

year. The Academy's contribution will be to fund the awards up to a maximum of £250,000 per annum for the first three years of each award (at up to 100% Full Economic Costing).

4. The cost model draws on existing examples of similar schemes including the Humboldt Professorships in Germany, and the British Academy expects to offer flexibility (within reason) to allocate the spend within the maximum contribution.
5. Awards are intended for established researchers to support their individual research goals within the context of the strategy of their host UK university. The projects are expected to be complete in themselves, with clearly demonstrable outcomes of value both to the career development of the individual and the strategy of their host UK university. Award holders will be expected to act as ambassadors for the programme and for the British Academy as well as for their host UK universities and will have to participate in a range of networking and dissemination events during the course of their awards.
6. Each award is expected to involve a specific research focus, but the Academy does not have a preferred model for the balance of time to be spent between research and teaching, which may vary over the course of the award and depends on the UK host institution's preference and needs. Applicants will be expected to explain how their proposed research focus will fit with the research goals and strategies of their host UK university, and to describe how these will be delivered.
7. The British Academy will not necessarily require successful applicants to give up their existing appointment outside the UK, although their Global Professorship appointment may be to a salaried post at a UK university. The award can, therefore, potentially be taken up as a secondment for four years, and there is no requirement by the British Academy that the UK host institution will commit from the start to offer a permanent post to the successful applicant. In all cases, it will be essential for the applicant and their UK host institution to explain how the intention to advance the goals and strategies of the host university will be met through the proposed arrangements.

### **Purpose of Grant**

8. The programme is expected to be able to support the award of up to ten British Academy Global Professorships in each year of the programme, with the British Academy's funded contribution amounting to a maximum of £750,000 per award (£250,000 per annum). Applicants should be intending to work in any aspect of the humanities or the social sciences.
9. The remit of the programme does not include primarily practice-based outputs such as in musical composition and performance, visual practice, creative writing, and film-making. These areas of research will be considered to fall within the British Academy's remit only when they form part of an integrated project of demonstrable critical or historical significance.
10. The British Academy does not have any pre-conceived idea about the specific type of outputs which award holders will produce as part of their appointment. Outputs may include but need not be limited to: academic publications relevant to their field, reports, policy papers/briefings, blogs, online resources, videos, podcasts, etc. The British Academy expects the award holders to act as ambassadors for the Global Professorships programme, and to participate in a range of networking and engagement opportunities over the course of the award, including at least one such event organised by the British Academy.

## Eligibility

11. Applicants must meet the following eligibility criteria.
  - Grants are available for world-class internationally-recognised mid-career to senior researchers who are currently employed outside the United Kingdom, on a permanent contract (which may be part-time or full-time) or, if temporary, on a contract that will not end during the course of the grant, in any field of the humanities or the social sciences.
  - Applicants must hold a doctoral degree (or have equivalent research experience).
  - Applicants must be available to take up a long-term secondment or employment at an eligible UK university or research organisation. Eligible institutions include but are not limited to the British International Research Institutes.
  - Awards are only available to individuals, to be held in an institutional context. Co-applicants are not permitted.
  - Awards will not be made retrospectively: this means that the work for which support is requested **must not** have commenced before the award is announced.
12. Candidates should be based outside the UK at the time of application. Applicants who are working outside the UK but are employed primarily by a UK institution are not eligible to apply.
13. Applicants must demonstrate that they have been in contact with their UK host institution prior to the application. Please note that the British Academy is not able to assist with locating or facilitating contact with UK host institutions.

## Subsequent Competition Rounds

14. The Academy recognises that the timing of the first round of this new programme may not be ideal, so we are, unusually, announcing the timetable for the second round of competition at the same time. All applicants, and their UK host universities, are invited to consider carefully the appropriate timing for recruitment and submission of applications from relevantly qualified applicants. Unsuccessful applicants from the first round may re-submit applications to the second round unless specifically advised otherwise by the British Academy.

Round	Opening date	Closing date	Decision notified	Award to begin
1	14.6.18	12.9.18	2.11.18	From 1.12.18 to no later than 31.5.19
2	30.11.18	6.3.19	July 2019	From August 2019 to no later than 1.3.20

## Demand Management

15. Awards will be made to individuals to be held in an institutional context. The British Academy emphasises the very strong and clear expectation of the linkage between the individual career development of the award holder and the research goals and strategies of

the host UK university. This may, naturally, act as a self-limiter on the number of applications that any single institution will wish to support. In the first round of competition, however, the British Academy recognises that there may not be sufficient time for internal (university) selection processes to be run, so there will be no formal limit on the number of applications that any UK university can support in this round. All applicants and host UK universities/research organisations should keep in mind, however, that the British Academy will not expect to make more than two Global Professorship appointments to any single university/organisation within this round of competition. The Academy reserves the right to introduce more formal demand management limits on application submissions from the second round of competition onwards.

### Eligible Costs

16. The British Academy expects to offer a flexible model of costing for these awards, including the costs incurred by the UK university/research organisation in agreeing to host the award holder.
17. More specifically, funds may be sought to cover the following elements, with indicative figures (these are not fixed upper limits and are intended as a guideline only – flexibility, within reason, will be allowed):
  - Directly incurred salary costs of the award holder (e.g. up to £95k p.a.);
  - Research expenses, including travel, subsistence, accommodation, consumables, training, conferences, dissemination, and including one-off relocation expenses of £5k in year one (e.g. up to £40k p.a.);
  - Research assistance (doctoral level or above), directly supporting the goals of the professorship (e.g. additional member of staff in the relevant department/team) (e.g. up to £50k p.a.); the Academy funding cannot be used to cover the salary costs of doctoral students.
  - Estates and indirect costs of the host institution in administering the award (e.g. up to £20k for estates and up to £45k for indirect costs).
18. Bids for the cost of childcare may be considered as part of the allowable research expenses during the British Academy-funded period of the award (i.e. in the first three years).
19. Consumables include the purchase of specialist software (not readily available in the UK host organisation), datasets, photocopies, microfilms, etc., and any other minor items that will be used up during the course of the award. Applicants may apply for short-term consultancy or salary costs for expert staff, or short periods of research assistance.
20. The following items are **not eligible** for funding (applicants registered with special needs may consult the Academy about possible exceptions): computer hardware including laptops, electronic notebooks, digital cameras, etc; books and other permanent resources; the preparation of camera-ready copy, copy-editing, proof-reading, indexing, nor any other editorial task; subventions for direct production costs (printing, binding, distribution, marketing etc); costs of publication in electronic media.

### Level and Duration of Award

21. Awards are expected to run for four years each from a starting date to be agreed with the British Academy in the window set out above appropriate to the round of competition.

22. The British Academy will provide up to £250,000 p.a. for three of the four years, making a total contribution of £750,000 per award. The costs of the fourth year will be expected to be committed in full by the UK host university and will be expected to continue the existing support for the salary of the award holder, and related direct costs of research assistance and research expenses. The award holder activities in year four should be a continuation of the research and/or teaching undertaken during the first three years of the award. Beyond a clear financial commitment from the UK host university for year four, the British Academy does not have any implicit or explicit expectation that the award holder will be offered employment beyond the fourth year.

### **Applications to Multiple British Academy Funding Programmes**

23. Please note that the British Academy will not fund applicants under this programme who are current Principal Investigators or Co-Applicants on any of the following British Academy programmes: Cities & Infrastructure; Early Childhood Development; Sustainable Development; Tackling Slavery, Human Trafficking and Child Labour in Modern Business; Anti-Corruption Evidence Partnership; Visiting Fellowships. Awards under the Global Professorships programme are expected to be full-time. Past award holders and previously unsuccessful applicants to any British Academy funding programme may apply. **Duplicate applications for the same purpose to more than one British Academy funding programme will not be accepted.**

### **Nominated Referee**

24. Applicants are required to nominate one referee who is not based at the UK host institution or at the overseas institution at which the applicant is currently based at the time of application and is not involved in the programme of research and other activities submitted as part of the application. They must ensure that the supporting statement from their chosen referee is submitted on the British Academy Flexi-Grant® Grant Management System (GMS) before the application submission deadline, which will be **5pm (UK time) on 12 September 2018**. Please note that this deadline is final. **The reference must be submitted before that deadline.** Any application without a supporting reference submitted on time will not be accepted. Before listing your referee on your application form, you should seek permission from them that they are happy to provide this by the deadline. **It is essential that you enter the correct email address for your referee, otherwise your referee will not receive the automated messages delivered from the British Academy Flexi-Grant® GMS. We strongly advise that you complete your application as early as possible to allow your referee enough time to provide their reference in the system. Please note that references must be provided through the GMS, they cannot be provided as an email attachment nor sent by post in hard copy. Any references received after the deadline, or outside of the system, or by another academic at the same institution as you will not be accepted and your application will be withdrawn from this competition.**

### **Supporting Statement**

25. Applicants are also required to submit a statement from an appropriately authorised member of staff of their host UK university, who will normally be expected to be a Pro-Vice-Chancellor, or at a minimum Head of the relevant Faculty/Department/Institute. This statement will be expected to provide a clear indication of the institutional support to be provided to the applicant, and to discuss the fit with the UK host institution's research goals and strategies. Applicants must ensure that this supporting statement is submitted on the British Academy Flexi-Grant® Grant Management System (GMS) before the application submission deadline, which will be **5pm (UK time) on 12 September 2018**. Please note this deadline is final. **The statement must be submitted before that deadline.** Any application without a supporting statement submitted on time will not be accepted. Before listing the

UK host university's Pro-Vice-Chancellor or Head of Faculty/Department/Institute on your application form, you should seek permission from them that they are happy to provide this statement by the deadline. **It is essential that you enter the correct email address for this referee, otherwise they will not receive the automated messages delivered from the British Academy Flexi-Grant® GMS. We strongly advise that you complete your application as early as possible to allow the Pro-Vice-Chancellor or Head of Faculty/Department/Institute enough time to provide their statement in the system. Please note that statements must be provided through the GMS, they cannot be provided as an email attachment nor sent by post in hard copy. Any statements received after the deadline, or outside of the system, will not be accepted and your application will be withdrawn from this competition.**

### **Selection Principles**

26. All eligible proposals submitted in response to this funding call will be assessed by relevant British Academy peer reviewers and then considered by a final selection panel.
27. Applications will be assessed against the following criteria:
  - a. The excellent academic track record of the applicant;
  - b. The fit between the applicant and the host UK institution and the extent to which the applicant/host institution are able to demonstrate that the applicant will be able to further the host institution's research goals and strategies;
  - c. The quality and value added of the proposed programme of activities (research, teaching, etc.);
  - d. Value for money.

### **Code of Practice**

28. The British Academy has a Code of Practice for assessing applications, setting out the principles of equity, integrity and confidentiality governing the treatment of all applications. The Code of Practice also covers Data Protection, the British Academy's ethics policy and the appeals procedure. The Code of Practice may be viewed on the British Academy's website at <http://www.britac.ac.uk/node/4120/>. Feedback is not a feature of the British Academy's Global Professorships programme and the Academy is, regrettably, unable to enter into correspondence regarding the decisions of the awarding committee, which are governed by the Code of Practice. Please note that by applying to this programme, applicants undertake to accept the terms under which applications are assessed.

### **Research and Talent Innovation Visa**

29. Award holders will be able to apply via an accelerated route for a Research and Innovation Talent Visa under the UK Home Office Tier 1 (Exceptional Talent) Visa Route. For further information, see <https://www.britac.ac.uk/research-and-innovation-talent-visa>.

## Application Information

Applications can only be submitted online using the British Academy Flexi-Grant® Grant Management System (GMS) via (<https://britishacademy.flexigrant.com/>). Further information about the GMS can be found here: <http://www.britac.ac.uk/flexi-grant>. If you have not previously used the British Academy's Flexi-Grant® GMS and were not registered in the previous e-GAP system, please follow the registration process from the Flexi-Grant® homepage. **Applications cannot be submitted on paper or in any other format.**

Before completing the online form, all applicants should check that they comply with the eligibility requirements and ensure all necessary information is presented in the application. These requirements are strictly adhered to, and applications without all the necessary information, or evidence to show the assessment criteria are met, will be rejected.

Registered approving organisations will be available in the search bar. If your organisation is not listed and is not affiliated with any organisations already in the system, then please contact us at [internationalgrants@britac.ac.uk](mailto:internationalgrants@britac.ac.uk) to request the addition of the organisation.

The deadline for submissions is on **12 September 2018 (5pm UK time)**. Applicants will not be allowed to make any changes to their applications or submit any additional information after the 12 September deadline. UK host institutions must approve the submitted applications by **13 September 2018 (5pm UK time)**.

**When completing your application on the British Academy Flexi-Grant® GMS, it is recommended that you take particular note of the following points:**

- **Personal details:** When registered in the British Academy Flexi-Grant® GMS, a user has the option to add or update personal information such as contact details, log-in details (including email address and password), interests, research and employment details, at any time. This represents a personal record of your account in the system, and will help to populate the contact details in any application form you complete. It is useful if this information is kept up to date, but it is not essential to the progress of an application.
- **Automatic log-out:** **You are strongly advised to save your work regularly to prevent accidental loss of information.** In particular, you should be aware that if the system does not detect any activity for 2 hours it will log out and save the application at that time. Please note that moving between *pages* within an application form will save the page that you are exiting but completing a field on a page is not considered an activity. It is recommended that you write the text for longer sections/fields in a word processor such as Word and then copy and paste into the relevant text box to avoid being timed out in this way.
- **Multiple sessions:** You should not have multiple browser windows/tabs of your application open at the same time as this may cause information to be lost. Only one user should edit an application at a time, otherwise changes might be lost.
- **Word limits:** When completing boxes that have a restricted length (note that it refers to words) you should note that if you exceed the specified amount you will not be able to save when you press the save button. You should type the text for the longer-length boxes in a word processor. You will then be able to check the word count and paste it into the British Academy Flexi-Grant® system. You will then still have a copy of the text to return to in the word processor. The word limit applies to text boxes.

• **Plain text:** If entering plain text, please avoid using symbols as some may not be accepted by the British Academy Flexi-Grant® system. You should generate and view a PDF of your application to check that the application appears as you want it to by clicking on 'print application'.

• **Uploading PDF documents:** **Please note the only item you may upload is a copy of a CV.** When uploading PDF documents, please add your name and a heading at the top of every page to show what the document is. Please avoid uploading documents containing illustrations with fine details or colour as this can cause problems when creating a PDF of the application. Please note we will only print your applications in black and white. Each PDF cannot exceed 3 Mb in size.

• **Email addresses:** The British Academy Flexi-Grant® GMS relies heavily on automatic email contact. It is essential that you ensure you enter accurate email addresses where requested as it may cause considerable delay in the submission/processing of your application if any of these are incorrect. You cannot make changes to email addresses after your application has been submitted for approval.

• **Submission:** You will not be able to submit your application until you have completed each section in full. You should submit your application for approval by a designated approver at your host organisation **at least 5 working days before the closing date** to allow for your host organisation's administrative procedures. Please note that the institutional approver is NOT either your referee or your Head of Department – the institutional approver is a person within the UK host organisation who has authority for approving all applications submitted to the British Academy. **We strongly advise that you submit your application as early as possible to allow enough time for your nominated referee to provide their reference, for your host UK institution PVC or Head of Faculty/Department/Institute to provide their statement of support in the system, and to allow your host UK institution enough time to approve your application. Please be aware that both your PVC/Head of Department/Faculty/Institute and your nominated referee will need to mark their sections as 'complete' before you will be able to submit your completed application form.**

• **Application sharing:** All applications must be started by the applicant who is to be the Principal Investigator (PI) on the award. You can invite other contributors to join the application (e.g. Head of Department, Finance Office contact etc), but in order to do so your contributor will need to be registered in the British Academy's Flexi-Grant® system first. You will need to ensure you have their registered email address to invite them to participate in your application. You can let other British Academy Flexi-Grant® GMS users view your draft application, in advance of submission, by providing their email address and entering the permissions you want them to have. They will be able to log in using their existing password and see your application and, depending on permissions, amend your application.

• **Application deletion:** You can delete your application at any time although it is often a lot easier to just re-edit your existing application. We will be able to recover a deleted application for a period of 7 days after deletion. After this, it will be permanently removed from the system.

• **Application returned for editing:** The approver can return your application to you for further editing. See 'Submission of Application' below.

• **Guidance:** In the tables below you will find in the left-hand column each question as set out in the application sections and in the right-hand column useful guidance on its completion.

• *Further clarification:* If any of this advice is unclear, or you need further information, please do not hesitate to seek clarification from the British Academy's International Team (contact details at the end of these notes).

**PLEASE NOTE THAT IT IS ESSENTIAL THAT YOU CREATE A PDF OF YOUR COMPLETED APPLICATION (by clicking 'Print Application'), AND CHECK IT THOROUGHLY, INCLUDING EMAIL ADDRESSES AND UPLOADED PDF FILES, BEFORE SUBMITTING IT FOR APPROVAL BY YOUR UK HOST ORGANISATION. IT MAY NOT BE POSSIBLE TO RECTIFY MISTAKES IN TIME FOR THE DEADLINE.**

**WORD LIMITS APPLY TO PLAIN TEXT ONLY. PAGE LIMITS APPLY TO PDFs ONLY.**

**ALL FIELDS MARKED WITH AN ASTERISK\* ARE MANDATORY.**

**YOU SHOULD NOT HAVE MULTIPLE BROWSER WINDOWS/TABS OF YOUR APPLICATION OPEN AT THE SAME TIME AS THIS MAY CAUSE INFORMATION TO BE LOST. ONLY ONE USER SHOULD EDIT AN APPLICATION AT A TIME, OTHERWISE CHANGES MIGHT BE LOST.**

**Completing the application form:** The application can be completed by using the navigation tabs on the application summary page, with each page categorised as follows:

- Page 1: Eligibility
- Page 2: Lead Applicant Details
- Page 3: Lead Applicant Career Summary
- Page 4: Research Proposal
- Page 5: Financial Details
- Page 6: Equal Opportunities
- Page 7: Nominated Referee
- Page 8: PVC/Head of Department Statement

A full list of question fields to be completed as part of the application can be found in the following table. Each box in the table represents a page of the application form: the left-hand column contains the questions within each of these pages as set out in the form; the right-hand column contains useful guidance on its completion. A red asterisk (\*) indicates which questions are mandatory and therefore must be complete before the application can be submitted. **Please read the guidance notes carefully before completing the form.**

## SUMMARY

<b>Summary table</b>	When your application form is complete, all sections on this summary table will be marked as 'Complete'. The <b>'Complete' status will only appear when all the mandatory fields in that section have been completed.</b> All mandatory fields are marked with an asterisk '*'. Only then will a 'Submit' button appear for you to be able to submit your application.
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## PAGE 1: ELIGIBILITY CRITERIA

<b>Primary* and Secondary Subjects</b>	These grants will be awarded to researchers intending to work in any aspect of research relevant to the humanities or social sciences.
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	You will need to select the relevant subject areas and fields from those in the drop-down list.
<b>Time Period, Regional Interests*</b>	These fields provide the opportunity to give further indications of the relevance of your subject area.
<b>Employing Organisation*</b> <b>Please be aware that it is your responsibility to ensure that you complete your application in time for your UK host institution to process it and provide their approval by the closing date.</b>	<p>Please select the proposed UK host organisation. The majority of appropriate establishments are registered in the system. <b>If your proposed UK host institution is not there, however, please contact the institution's research support services, or equivalent, and ask them to provide the British Academy's International Team (contact details below) with contact details of an appropriate person in the organisation to act as an approver on its behalf.</b></p> <p>All applications must be approved by the UK host organisation authorities e.g. research grants office, finance department, etc. The approving department will receive email notification once you have completed your application and submitted it. They will be asked to provide approval and then submit the application to the British Academy. It is strongly recommended that the applicant maintains an open dialogue with the approving department at the UK host institution as the British Academy cannot be held responsible for emails being caught in spam filters or not being received.</p> <p>Please note that independent scholars are not eligible to apply to this call.</p> <p><b>It is recommended that you allow at least five working days for this process. Once the UK host institution has checked your application, they will contact you if any changes are required; please note that if changes need to be made, these will have to be done before the 12<sup>th</sup> September deadline as they cannot be done afterwards.</b></p>

## PAGE 2: LEAD APPLICANT PERSONAL DETAILS

<b>Lead Applicant Contact Details*</b>	<p>Please take care to review and complete your personal details accurately. Errors in this section can cause difficulties in the processing of your application.</p> <p>You can update your personal details by checking 'my account' and selecting the link to 'my contact details' and 'my organisation' and ensuring the relevant details are up to date.</p>
<b>Place of Ordinary Residence*</b>	Please use the search bar to enter the country in which your present employing institution is based.
<b>Nationality*</b>	Please use the search bar to enter your nationality.
<b>Applicant* Country</b>	Please use the search bar to enter the country you will be travelling from to take up this award.

## PAGE 3: LEAD APPLICANT CAREER SUMMARY

<b>Statement of Qualifications and Career*</b>	Please give details of up to 4 qualifications <b>in reverse chronological order.</b>
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<p><b>Present Appointment, Employing Institution and Department*</b></p>	<p>Please give details of your current appointment. Please note that independent scholars are not eligible to apply to this call.</p>
<p><b>Proposed Host UK Institution and Reason(s) for Choice of Host Institution*</b></p>	<p>Please indicate here your choice of UK host institution, including the appropriate Faculty, Department, Research Institute or College where you propose to work. Please ensure that you also select this institution as the approving institution (and not your present institution overseas). Note that the application must be approved by a relevant authority in the UK host institution as part of the application process. Without such authorisation, the application will not be eligible for consideration. A supporting statement is also required, normally expected to be from a Pro-Vice-Chancellor or equivalent, or at minimum Head of Department/Faculty/Institute.</p> <p>Please explain the reason(s) for your choice of UK host institution (the university/research institute, department) and highlight how your research goals fit within the context of the strategy of the UK host institution.</p>
<p><b>Permanent Position*</b></p>	<p>Please indicate here if your current position overseas is permanent or not.</p>
<p><b>Position Start and End Date</b></p>	<p>Please enter in the start date of your current position and if you are on a temporary contract please also enter your contract end date (this contract should not end during the course of the grant).</p>
<p><b>PhD Confirmation*, Awarded Date and Discipline</b></p>	<p><b>Early career applicants working towards a PhD or awaiting the outcome of their viva/submission of corrections are not eligible to apply.</b> Please therefore confirm that you have a PhD by answering yes. If you are an established scholar with relevant equivalent experience, but no doctorate, please select 'no' and indicate in the 'personal statement' field why you should be eligible for consideration. Please enter the date of your viva voce examination in the 'PhD Awarded Date' field and indicate the relevant discipline in the 'Discipline' field.</p>
<p><b>Personal Statement</b></p>	<p>This field is optional, but may be used, for example, in providing information regarding interruptions to an academic career. The limit on this field is 150 words.</p>
<p><b>Publications, Unpublished Research*</b></p>	<p>Please list up to 6 relevant publications to date <b>in reverse chronological order</b> under publications; and any unpublished studies previously funded by any agency, including but not restricted to the British Academy. Please give details of planned publication dates or explain why the research has not yet been published. Assessors may take backlogs of publication into account.</p>
<p><b>Previous Support Dates</b></p>	<p>An application will not be eligible for consideration if there is a report outstanding on any previous research grant awarded by the British Academy to the applicant or any co-applicant. <b>Failure to follow this guidance will result in your application being withdrawn from this round of competition.</b></p> <p>Please give details of any research applications submitted to the British Academy within the last five years. In the case of a further application for continuing research which has received previous British Academy support, <b>please note that a full report and statement of expenditure for the previous grant must be submitted</b>, before further funding can be considered.</p>
<p><b>Other Academic Experience*</b></p>	<p>Please provide details of all academic posts held prior to your present position (with dates), including any teaching experience gained during the course of doctoral registration.</p>

	Please include details of any experience in organising conferences, workshops and wiki-based discussions. If none, please state none in the text box provided.
<b>CV Upload*</b>	A brief CV should be uploaded here as a <b>PDF file</b> .
<b>Where did you hear of this scheme?</b>	This field is optional. It helps the British Academy to target appropriate resources towards the promotion of the scheme to know where an applicant hears about it. As appropriate, please state BA website; BA literature; PhD supervisor; University Research Office; Twitter, Other colleague etc.

#### PAGE 4: RESEARCH PROPOSAL

<b>Subject Area*</b>	<p>Please select the Subject Area from the drop-down menu that is most relevant to this proposal.</p> <p>These grants will be awarded to researchers intending to work in any aspect of research relevant to the humanities or social sciences.</p>
<b>Research Focus*</b>	In this field, please avoid using any unnecessary quotation or other punctuation marks (e.g. do not use quotation marks round the full title simply to indicate it is a title). Consider the presentation by checking the 'print application' option to ensure that the title appears as you wish it to.
<b>Abstract*</b>	Please provide a short abstract summarising your proposed research in terms suitable for an informed general audience, not one specialised in your field. This is a mandatory field and the limit is 150 words.
<b>Starting Date/ End Date*</b>	<p>To select a date in the future using the calendar feature in the British Academy Flexi-Grant® system, click on the month and year in between the two arrows at the top of the box. To change the year keep clicking on the box – a second click will produce a decade. Use the arrows to move back or forward in time. To change the month, a second box will appear where you can select the month you wish and then you can type the year you require in the box provided. Click on the date and the calendar will take you to the month and year you have selected where you can select the relevant date for display.</p> <p>Please note that awards are to be held over a period of 4 years, from a starting date not earlier than 1 December 2018 and not later than 31 May 2019.</p>
<b>Proposed Programme/Plan of Action*</b>	<p>This new opportunity reinforces and builds on the UK's internationally renowned research reputation in the humanities and social Sciences by providing funding to attract world-class, globally-distinguished established academics to work in the United Kingdom. The awards demonstrate and further enhance the UK's commitment to international research partnerships and collaborations and are intended to strengthen the UK's research capacity and capability in the humanities and social sciences, thereby supporting the UK Government's priorities including growth, productivity, the development of high-skilled jobs, and social and cultural well-being.</p> <p>The proposal must;</p> <ul style="list-style-type: none"> <li>• clearly specify the programme of activities (research, teaching, etc.) to be conducted during the course of the award, and</li> <li>• show its relation to the research goals and strategies of the UK host institution.</li> </ul>

	<p>Applicants should give an account of their research which is complete of itself and should not depend on material facts being provided by their referees, nor rely on special prior knowledge on the part of assessors.</p> <p>A research assistant may be employed during the course of the Global Professorship. If it is planned to include a request for such a post, applicants should clearly state the nature of the work to be undertaken by the research assistant, and the arrangements for ensuring adequate supervision. Applicants should state the skills and qualifications sought. <b>Please note</b> that PhD candidates employed as research assistants on projects funded by the British Academy should work for no more than 10 hours per week on projects outside their own PhD research. British Academy research grants may not be used to fund work by PhD candidates that is directly related to their PhD thesis.</p> <p>The limit for the proposed programme field is 1500 words, and for the plan of action the limit is 800 words.</p>
<b>Planned Research Outputs/Plans for Publication/ Dissemination*</b>	<p>Under 'planned research outputs', please only state the type of output expected. Please give more detail about potential publishers etc. under 'plans for publication', for which the limit is 500 words. In assessing value for money, the assessors may take into account the intended outcome as compared with the amount of money sought, although it is fully appreciated that some modes of research are more expensive than others and proposals will not be discriminated against on grounds of cost alone.</p>
<b>Digital Resource/Deposit of Datasets*</b>	<p>It is a condition of award that digital <b>outputs (e.g. further data, software tools)</b> created as a result of research funded by the British Academy be deposited in an appropriately accessible repository. Applicants should ensure that <b>their work is informed by the appropriate level of technical expertise.</b></p>
<b>Research Leave Granted/ Permission Obtained*</b>	<p>If it is necessary for you to obtain research leave in order to undertake the Global Professorship, has this already been granted? If you will be granted a secondment in order to undertake the Global Professorship, please say so here.</p>
<b>Language Competence*</b>	<p>The Academy expects that applicants will have any language skills necessary to conduct the research. If relevant, please state the level of language competence of the applicant and other participants, or otherwise explain how the objectives of the research will be met.</p>
<b>Other Participants/ Role of Other Participants*</b>	<p>Under 'Other participants' please give the names, appointments and institutional affiliation of any other participants in the proposed research. If detail is not known yet, please indicate numbers and status of people who might be involved. Under 'Role of other participants' please describe the contribution to the project to be made by other participants, particularly considering how their involvement might allow you to demonstrate the contribution you will make to advancing the research goals and strategies of the UK host institution.</p>
<b>Added Value of Collaboration*</b>	<p>Under 'Added value of collaboration', please provide any comments you wish to make on the particular relevance, timeliness or other aspects of the collaboration, and the benefits envisaged. Applications should demonstrate the UK host institution's strong interest in the Professorship, how the Global Professor will be supported and/or mentored, and how the Professorship will be mutually beneficial to both the overseas researcher and the UK host institution. Applicants should demonstrate how a visit to a UK higher education or other research institution will be beneficial to them at the particular stage of their career.</p>
<b>Ethical Issues*</b>	<p>This field is mandatory and must be addressed by all applicants.</p>

	<p>Are there any special ethical issues arising from your proposal that are not covered by the relevant professional Code of Practice? Have you obtained, or will you obtain, ethical approval from your employing institution or other relevant authority?</p> <p>It is not expected that any special ethical issues will arise that are not already covered by relevant professional Codes of Practice. The normal expectation, therefore, will be that applicants should answer the pair of questions with the answers no and no.</p> <p>If there are any special issues arising, but they have already been cleared by approval from a relevant authority, please answer yes and yes.</p> <p>If any special issues arise and approval has not yet been obtained, please answer yes and no, and provide more explanation.</p>
<p><b>Source of Funding</b></p>	<p>Please provide details of other support given or applied for in connection with the current proposal.</p> <p>Please indicate whether any other grant applications relating to this project have been submitted, either to the British Academy or to any other funder. Applications submitted to the British Academy by separate applicants will not be accepted if it is considered that both (or all, if more than two) applications relate to the same project, whose components would not be viable as independent pieces of research.</p> <p>The Academy has no objection to its grants being held in conjunction with awards from other bodies, provided that there is no duplication of expenditure. <b>Applicants are requested to keep the British Academy informed of the outcomes of any other applications (by email to <a href="mailto:internationalgrants@britac.ac.uk">internationalgrants@britac.ac.uk</a>).</b> Failure to do so may jeopardise the application's prospects of success. In cases where simultaneous applications to the British Academy and to another funding agency covering the same elements of a project are both successful, the applicant will be asked to choose which award to accept. Only if there is no duplication and no unnecessary inflation of a project will an applicant be permitted to retain both awards (subsequent requests to alter the plan of research simply to allow the applicant to retain both awards are unlikely to be considered favourably).</p>
<p><b>Other Relevant Information</b></p>	<p>Please use the space provided to enter the details of any other relevant information.</p>

**PAGE 5: FINANCIAL DETAILS**

<p><b>Financial Details/ Justification*</b></p> <p><b>*Please refer to page 4 above for a full list of eligible costs.</b></p>	<p>Funds are available to support a flexible model of costs, including costs incurred by the UK university/research organisation in agreeing to host the Global Professor. The British Academy will cover the costs during the first three years at up to 100% Full Economic Costing, and the UK university/research organisation is expected to commit to cover the full costs of the fourth year. It is important for the British Academy to understand the extent of the commitment being made by the UK host institution in the fourth year, so when completing the financial table, please enter the total costs expected to be incurred for all four years. It is also important, however, to be able to distinguish the total cost requested from the British Academy so please state clearly in the justification field the total cost requested from the British Academy which should not exceed £750,000 over the first three</p>
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	<p>years.</p> <p>More specifically, funds may be sought to cover the following elements, with indicative figures (these are not fixed upper limits and are intended as a guideline only – flexibility, within reason, will be allowed):</p> <ul style="list-style-type: none"> <li>• Directly incurred salary cost of the Global Professor (e.g. up to £95k p.a.);</li> <li>• Research expenses, including travel, subsistence, accommodation, consumables, training, conferences, dissemination, and including one-off relocation expenses of £5k in year one (e.g. up to £40k p.a.);</li> <li>• Research assistance, directly supporting the goals of the Professorship (e.g. additional member of staff in the relevant department/team) (e.g. up to £50k p.a.);</li> <li>• Estates and indirect costs of the university in administering the award (e.g. up to £20k for estates and up to £45k for indirect costs).</li> </ul> <p>Bids for the cost of childcare may be considered as part of the allowable research expenses during the British Academy-funded period of the award (i.e. in the first three years).</p> <p>Consumables include the purchase of specialist software (not readily available in the UK host organisation), datasets, photocopies, microfilms, etc, and any other minor items that will be used up during the course of the project. Applicants may apply for short-term consultancy or salary costs for expert staff, or short periods of research assistance.</p> <p>The following items are <b>not eligible</b> for funding (applicants registered with special needs may consult the Academy about possible exceptions): computer hardware including laptops, electronic notebooks, digital cameras, etc; books and other permanent resources; the preparation of camera-ready copy, copy-editing, proof-reading, indexing, nor any other editorial task; subventions for direct production costs (printing, binding, distribution, marketing etc.); costs of publication in electronic media.</p> <p>Applicants should prepare accurate costings for the proposed research expenses and should be particularly careful not to overestimate the resources required.</p> <p>Costs should be clearly itemised and justified in terms of the research programme.</p> <p>If a claim for child care is included, please supply sufficient justification for the case to be assessed.</p> <p>Please note that awards are cash-limited, and there is no scope for supplementation of an award. Projects should be fully costed from the outset.  <b>Please do not use ‘£’ signs in the amount boxes.</b></p>
<p><b>Value Sought*</b></p>	<p>Please state the total cost requested from the British Academy which should not exceed £750,000 over the first three years of the four-year award.</p>
<p><b>Justification*</b></p>	<p>Please provide details of funding related to the relevant fields set out in the financial details table above.</p>

	<p>Applicants should prepare accurate costings for the proposed research expenses, and should be particularly careful not to overestimate the resources required. Costs should be clearly itemised and justified in terms of the research programme for this application.</p>
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**PAGE 6: EQUAL OPPORTUNITIES**

<p><b>Equal Opportunities</b></p>	<p>This section is optional; however, the British Academy would greatly appreciate it if you can complete the details to assist us in our diversity monitoring.</p> <p>The British Academy is committed to its policy of Equal Opportunity in the provision of its grants and awards. Please help us to monitor the effectiveness of this policy by providing information concerning your age, gender, ethnic origin and disabilities (if any).</p> <p><b>This information will be kept separately from the rest of your application and will not be seen by those involved in making decisions in the selection process, including referees etc.</b></p>
<p><b>Date of Birth</b></p>	<p>To select a date in the past using the calendar feature, click on the month and year in between the two arrows at the top of the box. To change the year keep clicking on the box – a second click will produce a decade. Use the arrows to move back or forward in time. To change the month, a second box will appear where you can select the month you wish and then you can type the year you require in the box provided. Click on the date and the calendar will take you to the month and year you have selected where you can select the relevant date for display.</p>

**PAGE 7: NOMINATED REFEREE**

<p><b>Referee*</b></p>	<p>Applicants are required to nominate one referee who is not based at the UK host institution or at the overseas institution at which the applicant is currently based at the time of application and is not involved in the research programme submitted as part of the application. They must ensure that the supporting statement from their chosen referee is submitted on the British Academy Flexi-Grant® Grant Management System (GMS) before the application submission deadline, which will be 5pm UK time on 12 September 2018. Please note that this deadline is final. <b>The reference must be submitted before the application can be approved.</b> Before listing your referee on your application form you should seek permission from them that they are happy to provide this by the deadline. <b>It is essential that you enter the correct email address for your referee, otherwise your referee will not receive the automated messages delivered from the British Academy Flexi-Grant® GMS. We strongly advise that you complete your application as early as possible to allow your referee enough time to provide their reference in the system. Please note that references <u>must</u> be provided through the GMS, they cannot be provided as an email attachment nor sent by post in hard copy. <u>Any references received after the deadline, or outside of the system, or by another academic at the same institution as you will not be accepted and your application will be withdrawn from this competition.</u></b></p>
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## PAGE 8: PVC/HEAD OF DEPARTMENT STATEMENT

### Head of Department Statement\*

Applicants are required to submit a statement from an appropriately authorised member of staff of their UK host university, who will normally be expected to be a Pro-Vice-Chancellor, or at minimum Head of relevant Faculty, Department, Research Institute, etc. The statement will be expected to provide a specific indication of the institutional support to be provided to the applicant, and to discuss the fit with the UK host university's research goals and strategies. Applicants must ensure that the supporting statement is submitted on the British Academy Flexi-Grant® Grant Management System (GMS) before the application submission deadline, which will be 5pm UK time on 12 September 2018. Please note that this deadline is final. **The statement must be submitted before the application can be approved.** Any application without a supporting statement will not be able to be submitted. Before listing the UK host institution's PVC or Head of Faculty/Department/Institute on your application form, you should seek permission from them that they are happy to provide this statement by the deadline. **It is essential that you enter the correct email address for the Head of Department, otherwise they will not receive the automated messages delivered from the British Academy Flexi-Grant® GMS. We strongly advise that you complete your application as early as possible to allow your Head of Department enough time to provide their statement in the system. Please note that Head of Department statements must be provided through the GMS, they cannot be provided as an email attachment nor sent by post in hard copy. Any statements received after the deadline, or outside of the system, will not be accepted and your application will be withdrawn from this competition.**

**THE ACADEMY WILL ONLY PROCESS COMPLETE, SUBMITTED APPLICATIONS.**

### Submission of Application

Once you have submitted your application for approval by your host UK organisation, automatic emails will be sent to your host UK organisation approver asking them to log on to the system. You will not be able to edit your application after it has been submitted to your host UK organisation for approval. The host UK organisation approver will either: approve and submit your application, 'send back' your application and contact you to request modifications (if before the 12 September deadline) or decline your application and contact you.

**Please be aware that it is your responsibility to ensure that you complete your application in time for your host UK organisation to process it (including requesting changes) and provide their approval by the closing date. It is recommended that you allow at least five working days for this process, but please check with your proposed host UK institution as their internal timetables may require earlier submission.**

If your host UK organisation approver requests modifications through the British Academy GMS email facility, they can unlock your application, allowing you to edit it. They can do this by selecting 'Return to Applicant'. An automatic e-mail will be sent to you alerting you of this fact. Once you have completed and saved the requested changes, please re-submit your application for approval by your host UK organisation.

Once your host UK organisation has approved your application and submitted it to the British Academy, it will not be possible to make any changes.

**Please note that once the closing date has passed, UK host organisation approvers cannot approve applications and submit them to the British Academy and unapproved applications are removed from consideration. No late applications will be accepted.**

It is recommended that you check that your application is submitted in time. To see the details of the host UK organisation approver and to check the status of your application, you should log into the British Academy GMS and click on the link to the Application Portal where a summary of your application will be displayed.

### **Outcome of Application**

Once your application has been submitted, complete with the reference and PVC/Head of Faculty/Department/Institute statement, and it has been approved, you will not be contacted again by the British Academy until the decisions have been made. You can track the progress of your application by logging in again to the Flexi-Grant system at any time. Applicants in the first round of competition will be notified of the outcome of their application in November 2018. Results are issued by email.

*Applicants in any doubt about their eligibility or any other aspect of their application are advised to contact the International Team at the Academy, where staff will be pleased to assist.*

The British Academy  
International Office  
10-11 Carlton House Terrace  
London SW1Y 5AH

Tel: 020 7969 5220  
Email: [internationalgrants@britac.ac.uk](mailto:internationalgrants@britac.ac.uk)

### **Important Dates, Round 1:**

Deadline for applications: **Wednesday 12 September 2018 (5pm UK time).**

Results announced by email to address on application: **November 2018.**

Award start date: **No earlier than 1 December 2018 and no later than 31 May 2019.**

### **Important Dates, Round 2:**

Call opens: **30 November 2018.**

Deadline for applications: **Wednesday 6 March 2019 (5pm UK time).**

Results announced by email to address on application: **July 2019.**

Award start date: **No earlier than 1 August 2019 and no later than 1 March 2020.**