

ROYAL IRISH ACADEMY

ACADEMY COMMITTEE FOR ARCHAEOLOGY

NOTES FOR APPLICANTS

PART 1: GENERAL

- 1.1 The Academy Committee for Archaeology of the Royal Irish Academy has the responsibility of allocating and administering the limited funds for research excavation provided annually by the Department of the Arts, Heritage and the Gaeltacht (DAHG).
- 1.2 In order to make its decisions, the Committee must consider the following: the security of the country's dwindling archaeological resource base, the relevance of the proposal to the furtherance of archaeological knowledge; the ability of the applicant to carry out a competent excavation and analysis of the results; evidence that the applicant will be able to call upon necessary conservation and scientific resources, and the likelihood that adequate publication will follow. Applicants will be required to submit a detailed Research Design for their proposed project. If approved, funding may be allocated for the following stages of a project:
 - Topographical / building survey and geophysical prospecting with a requirement to undertake sample excavation in the same field season
 - Site excavation conducted over one or more seasons (see section 1.6 below)
 - Post-excavation analysis and preparation of a full report
 - Publication of the results
 - Archiving of the excavation material
- 1.3 The committee does not normally consider grant-aiding projects which have already been initiated or funded by another body or cases where the applicant will not be the excavation license holder. An application which proposes co-funding, from the initial stages, with another body will be acceptable. Applicants are required to outline any other sources of funding they have obtained for the field season which will be funded by the Academy.
- 1.4 Before applying for funding to carry out a research excavation at or very near a National Monument in state care, it is essential for the applicant to discuss the matter fully with both the Senior Archaeologist and the Senior Architect responsible for the National Monuments of the particular region. The proposal may need to be modified to take account of safety considerations, continued public access to the monument, the stability of the monument and the need to preserve archaeological deposits for future research. Also in certain cases excavation may require follow-up conservation work and if this cannot be planned for within a reasonable time the proposal may have to be dropped or modified. Proposals to excavate at or very near a National Monument in state care cannot be considered by the Committee unless the abovementioned discussions have taken place and the officials concerned have no objections to the proposal. It should also be noted that under Section 14 of the National Monuments Act 1930 (as amended by Section 5 of the National Monuments (Amendment) Act 2004), consent from the Minister for Arts, Heritage and the Gaeltacht will be required before any works can take place at a national monument of which the Minister or a Local

Authority are the owners or guardians, or in respect of which a preservation order is in force.

- 1.5 Applications for the funding of rescue excavations are not normally considered.
- 1.6 Applications for projects directly connected to postgraduate studies in a third level institution are not considered.
- 1.7 While monies may be made available for multi-season excavation projects, more than three seasons of excavation will not normally be funded. Likewise, more than two years of post-excavation work will not normally be funded.
- 1.8 Applicants are required to publish the results of the project in an appropriate manner agreed with the Academy. All such publications must acknowledge the assistance of the Academy and the National Monuments Service (NMS) as appropriate. Publication should normally take place within three years of the last award of post-excavation funding. Those who have failed to meet the publishing criteria will be precluded from applying for future funding under this scheme.
- 1.9 It is the policy of the Archaeology Committee that no one grant should exceed 25% of the total grant allocation for that year.
- 1.10 The Committee is likely to reject an application if it is in doubt on any of the above points. It is therefore in the interests of the applicant to concentrate on these points and elaborate on them if necessary (see sections 3.3 and 3.4 below).
- 1.11 The award of an excavation grant is subject to licence approval by the NMS for the site in question. Applicants must apply for the required licence(s) from the NMS and the NMI and follow the conditions specified.
- 1.12 Successful applicants are not allowed to claim a directorial salary from funds awarded. The grant, upon the submission of vouched expenses, may be used to pay out of pocket directorial expenses accrued as a result of working on the excavation.
- 1.13 Failure to comply with any conditions in these Notes for Applicants or imposed upon the excavation by the Committee, or with the conditions of the excavation licence, will disqualify the candidate from future funding.
- 1.14 One or more members of the Committee will normally visit an excavation not only to see work in progress but also to discuss with the excavators any problems they may have.

PART 2: REPORTS

- 2.1 At the end of each season's excavation, excavators **must promptly** supply to the Committee a very short report accompanied by one or more suitable photographs illustrating their results. Some or all of these illustrated reports may form the basis of a press release to be issued jointly by the NMS and the Academy and may figure in other publications of the RIA or the NMS.
- 2.2 Applicants must submit a detailed report on the funded season of excavation by the end of October of the year of excavation. The report is to be accompanied by a

detailed statement of expenditure including copies of receipts. Applicants are required to outline issues relating to the conservation of artefacts of the monument arising from the season's excavation. A copy of this report must also be forwarded to the NMS.

- 2.3 Applicants must deliver an oral report on completed excavation work to the Committee at its meeting in November of each year.
- 2.4 A summary report on any funded post-excavation work, accompanied by a detailed statement of expenditure, including copies of receipts, must be submitted by the end of October each year.
- 2.5 Failure to supply these reports will disqualify applicants from further funding.
- 2.6 Applicants who fail to meet the abovementioned reporting requirements within an appropriate timeframe (10 years from receipt of funding) will have their cases referred to the relevant licensing authority for further action in this regard.
- 2.7 The Academy reserves the right to seek the full repayment of the grant if the applicant fails to comply with any of the abovementioned reporting requirements.

PART 3: APPLICATION FORM AND APPENDED INFORMATION

Applicants must include the following electronically uploaded **on separate pages** (1-7) as indicated below. Failure to do so correctly may disqualify the applicant from consideration for funding.

3.1 New Excavation (page 1)

Upload a scanned photocopy of the relevant section of the Ordnance Survey map (1:10560 or larger as appropriate) with the site or sites marked.

3.2 Excavation Application (page 2)

Upload an adequate site plan with scale (not less than 1:500). Areas to be excavated should be clearly indicated. If the proposal is to excavate several sites not physically connected, nor arguably part of a single complex, supply a general map and a separate copy of the plan of each site to be excavated in the current season. In case of doubt, it would be wise to assume that separate sites are involved. If funds are limited, the Committee may not consider multi-site projects, though trial excavation may be approved where a coherent strategy is presented.

3.3 New Excavation (page 3)

Address the following seven points:

- 3.3.1 Supply a brief description of the site and a list of published references.
- 3.3.2 State your reasons for wishing to undertake this research excavation. The Committee will wish to see that the applicant is aware of the relevance of his or her proposal to the problems of Irish archaeology and that this proposal is aimed primarily towards solving such problems.
- 3.3.3 Indicate where the finds, notebooks and field plans will be housed until publication. Excavation finds are State property and their ultimate resting place shall be the

National Museum. The landowner does not have any claims on, or rights to, material excavated on his/her lands unless a prior claim to ownership can be established. It is therefore essential that no arrangement as to the disposition of the finds be made with the landowner without consultation with the National Museum. The applicant is reminded of the necessity of ensuring the proper care and security of all excavation archives until such time as they are deposited in an agreed state repository.

- 3.3.4 Indicate what access you have to conservation and scientific facilities. The Committee must be assured that post-excavation conservation will be available to the applicant and that such scientific studies as palynology, fauna analysis and material analysis will be undertaken when appropriate. They are empowered to allocate funds for such work. (see Part 4).
- 3.3.5 Provide the name and address of landowner(s).
- 3.3.6 Indicate the likelihood of the site being recommended for conservation / presentation following excavation.
- 3.3.7 It will be assumed that the applicant will be present on site for the duration of the excavation and that he / she will employ suitably qualified supervisory staff. The name and qualifications of the senior supervisor for the project should be supplied.

3.4 New Excavation (page 4)

- 3.4.1 If you are not in the permanent employment of a recognised archaeological institution or department provide the name and address of employer, a description of the position you hold, **and a summary of your qualifications and relevant experience.**
- 3.4.2 Please give the names and addresses of two referees who will offer a guarantee for the conduct of the excavation and its publication. Your referees should be senior archaeologists, one at least practising or resident in Ireland. A letter from one referee must be electronically scanned and uploaded with the application.

3.5 New Excavation (page 5)

List the following:

- 3.5.1. The last two excavations you have directed with references to publications or reasons for non-publication.
- 3.5.2 The names of any other unpublished excavations with reasons for non-publication. The Committee is normally obliged to disqualify an applicant with one or more excavation reports outstanding to the Licensing Authority. "*Publication*" includes the submission of a full report to The National Monuments Section (DEHLG), or to the Committee.
- 3.5.3 If you have not previously directed excavations, list the last four excavations you have attended, indicating duration of participation and positions of responsibility held. Also indicate when you became eligible to hold an excavation licence.

3.6 Continuing Excavation (page 6)

Give a concise summary of:

3.6.1 Progress to date.

3.6.2 Problems to be addressed this season.

3.6.3 Name and qualifications of senior supervisor (see also section 3.3.7 above).

3.7 Every Excavation Application (page 7)

While general estimated excavation costs should be given on the application form, a **full and detailed breakdown of estimated expenses must be included under the headings indicated on the form** indicating the likely duration of the excavation and number of participants as follows:

Staff expenses and pay [possible examples]:

Supervisor:	€000 per week X weeks	€.....
Assistants:	€000 per week X weeks	€.....
General Operatives:	€000 per week X weeks	€.....
Volunteers:	€000 per week X weeks	€.....
	Sub-total	€.....

Directorial expenses:

€000 per day or per week X weeks	€.....
<u>Sub-total</u>	€.....

Other running costs [possible examples]:

Insurance:	€.....
Hire of equipment:	€.....
Consumable equipment (polythene etc):	€.....
Drawing paper or film:	€.....
Photographic film etc:	€.....
<u>Sub-total</u>	€.....
<u>TOTAL</u>	€.....

NB. Applicants should note that no payments will be made towards the administration of any funds granted by the RIA.

PART 4: OTHER

- 4.1 Once approved the successful applicant can draw down 80% of the grant in the first instance. A valid tax clearance certificate or a C2 certificate must be supplied to the Academy in advance of any payment of a grant award which is equal to or greater than €10,000 within any 12 month period. As an alternative to producing a valid tax clearance certificate the Academy may authorise a grantee to confirm electronically that he/she holds a valid tax clearance certificate using the on-line verification facility on the Revenue Commissioners' website – www.revenue.ie. Failure to supply a valid tax clearance certificate in such circumstances will disqualify a candidate from funding. Applicants are required to retain accounts of expenditure and all receipts for a period of not less than six years from completion of all excavation and post-excavation work. The final instalment of the grant will be withheld if the report is deemed to be unsatisfactory or in any way incomplete. Such an outcome may adversely effect any future applications submitted under the Excavation Grants Scheme.
- 4.2 Successful applicants are not allowed to claim a directorial salary from funds awarded. The grant, upon the submission of vouched expenditure, may be used to pay out of pocket directorial expenses accrued as a result of working on the excavation.
- 4.3 If professional archaeologists or other categories such as general operatives are to be employed, the applicant shall pay rates of wages and observe hours of labour and conditions of employment not less favourable than those laid down by the *Programme for Prosperity and Fairness*. Applicants or other staff who are in full-time employment (established or on contract) at the time of the proposed excavation are reminded that remuneration should be calculated on the basis of "out of pocket" expenses only. Please remember that expenses should be kept within reasonable bounds.
- 4.4 It is a condition of acceptance of a grant that the applicant indemnifies the Royal Irish Academy against all claims arising in any manner whatsoever from the project. Each applicant should ensure that s/he has adequate insurance cover for his/her proposal. A copy of that insurance policy must be provided to the Academy in advance of the initial payment of the grant.
- 4.5 The applicant shall comply in all respects with the Safety, Health and Welfare at Work Act and any other Act amending that Act and with any Statutory Instruments or Regulations issued thereunder.
- 4.6 Applicants are reminded that research excavations offer an opportunity for students of archaeology to gain practical experience in return for subsistence and expenses. Applicants should note however that offsite training, field trips etc. will be the responsibility of the applicant and will not be funded by the RIA grant.
- 4.7 Applicants are required to inform the Academy of any potential conflicts of interests. In this regard applicants proposing to employ family members or spouses during the course of a funded excavation are required to disclose this to the Academy in advance of the drawdown of funds.
- 4.8 If, during the course of the project, previously unknown monuments are discovered, details should be forwarded to the Archaeological Survey of Ireland, DAHG, for inclusion in the Sites and Monuments Record.

- 4.9 The Committee, as far as possible, gives priority to post-excavation funding following the final season of fieldwork, but applications may be considered after one or more seasons work. Applications must be accompanied by full details of costings (estimated or otherwise) for **all** proposed post-excavation work.
- 4.10 Excavation and post-excavation funds are allocated for the purposes specified in an application or as otherwise indicated by the Committee. It is recognised, however, that circumstances may necessitate some minor reorientation of funds but no significant alteration in the terms of any grant may be made without the prior consent of the Committee or its Officers.