



# Acadamh Ríoga na hÉireann Royal Irish Academy

**Call for applications for the Kevin B. Nowlan Digitisation Grant scheme**

**Deadline: 17:00p.m. (Irish time) Thursday 11<sup>th</sup> April 2024**

## **This document outlines:**

- What you need to know about the Royal Irish Academy Kevin B. Nowlan Digitisation Grant scheme
- How to make your application
- How we assess and decide on your application
- How we process your application

Applicants are required to read the guidelines to applicants carefully before submitting an application.

## **Background**

Kevin B. Nowlan (1921-2013) was a Dublin-born scholar who taught history at University College Dublin, 1948-1986. He was a founding member of many cultural associations, particularly those focused on architectural preservation. Kevin B. Nowlan was elected a Member of the Royal Irish Academy in 1977 and served as Vice-President, 1980 -1983 and 1985 -1989. Professor Nowlan left a generous bequest to the Academy which has funded The Kevin B. Nowlan Digitisation Grant scheme.

For more information see <https://www.ria.ie/kevin-b-nowlan-papers>.

The scheme aims to expand the range of digitised historical and archaeological sources available through open and free access to researchers, for private study or education purposes. Proposals can take two forms:

- 1) The digitisation of a historical or archaeological source or sources (including making it searchable and freely available online)

Or

- 2) The updating of existing digital historical or archaeological resources to enable continued online public access.

## **Key Points**

- The intention of these grants is to fund research focusing on professional digitisation with a distinct and identifiable standalone output of making a body of information accessible to anyone upon completion of the project
- Proposals are welcomed for a clearly defined standalone project accessible on an institutional website, to be completed within the Grant programme timeline (completion by end April 2025)
- In line with the Academy's focus on ensuring long term preservation and access to digital collections, all projects must also make their digital outputs and metadata available to the Royal Irish Academy for inclusion in the Digital Repository of Ireland (**please see further details below**)
- The purpose of this grant is to provide support for the direct costs of digitising material, up to a maximum of €10,000

- All applicants must be the copyright holders of the original data, be acting on their behalf, or the work must be out of copyright
- There is no lower limit on the amount requested but it is anticipated that Grants will be made in the region of €8,000-€10,000.
- The application form is available [here](#)
- All queries can be sent to [grants@ria.ie](mailto:grants@ria.ie)

### **Criteria and assessment priorities**

Each application will be assessed on the following criteria:

- Academic merit, taking into account originality and the scholarly importance of potential research based on the digitised source
- Demonstrable ability and experience of applicant to carry out the proposed project
- Suitability of methodology
- Feasibility of project within time scale
- Added value of digitising the proposed source or restoration to public use of an existing digital source
- Intended outcomes.

### **Who can apply:**

- Researchers (PhD students and onwards) in the field of Irish History or Archaeology based in a third level institution who are on a permanent contract or temporary contract that will not end during the course of the grant
- Applicants can submit one application per grant round
- Applicants should be ordinarily resident and working on the island of Ireland (including Northern Ireland)
- Applicants may hold a maximum of two Nowlan Digitisation Grants in any five-year period.

### **Costs and activities which are eligible:**

- Invoices for services rendered as part of project
- Salary payments specific to project (as the Academy can only reimburse costs which are supported by evidence of payment, any request to reimburse salary costs must be supported by evidence that the salary has been paid (in the form of payslips, paid invoices etc.) from the employing body)
- Research costs
- Limited consumables (to a maximum of €1000).

The only expenses payable are the costs directly related to the research being carried out, up to a maximum of €10,000.

### **Costs and activities which are ineligible:**

- Grants will not be made retrospectively i.e. the work for which the support is requested must not have commenced before the grant decision is communicated
- An application will not be accepted if there is a report outstanding or any outstanding funds to be returned on any previous research grant awarded by the Academy to the principal investigator or co-investigator(s) named in the current application
- Costs which are already funded by another grant or alternative source.

### **Long term preservation and access:**

As well as making the outputs of the project available publicly online all projects must also make their digital outputs and metadata available to the Royal Irish Academy for inclusion in the Digital Repository of Ireland

in line with the Academy's focus on ensuring long-term preservation and access to digital collections (further details below)

Digital outputs must be professionally digitised, in keeping with the acceptable digital outputs outlined in the DRI's file format guidelines: <https://repository.dri.ie/catalog/jw82mv08x>

All applicants must confirm that they have read and are accepting the DRI 'Conditions of Deposit' policy which can be found [here](#) before applying for this grant.

Please note that the uppermost limit for each collection is 50GB. All successful grantees must contact the DRI for advice regarding file formats and best practice in digital preservation. Contact details will be provided to successful grantees once decision letters are issued and confirmation of this contact will be required before grant drawdowns are processed.

Grantholders are required to provide appropriate descriptive metadata for their collections as part of the completion of their project. Training can be provided if required.

All data will be preserved and made freely accessible under a Creative Commons licence.

### **What is required to make an application?**

- A completed [application form](#) including evidence of confirmation of all relevant permissions in relation to the use of sources
- A letter from the institution that will host the website for the project.

### **How applications are processed and assessed**

Applications that are deemed eligible will be passed on for assessment. If we decide your application is ineligible, you will receive a letter informing you that your application will not be assessed.

Eligible applications will be assessed by the Kevin B. Nowlan working group of the Royal Irish Academy (RIA) based on the criteria and guidelines within this document. Decisions will be made based on the budget and the applications received. You will then receive a letter of decision. If your application has been successful, we will include information about what you should do next. If you have not been successful, you may contact the RIA for feedback on your application.

### **Role of the Chair of the assessment panel**

The primary role of the Chair is to facilitate the assessment panel in making its assessment, and to make sure that fair decisions are made in as efficient a manner as possible. In conjunction with RIA staff, the Chair must also ensure that assessments are made in line with the published criteria and that assessment procedures are followed. In general, the Chair does not have a voting role in the assessment.

The exceptions to this are:

- when consensus cannot be reached, and a casting vote is necessary
- when a conflict of interest is declared by another Assessor member.

## **Role of the assessment panel**

Based on the applications presented to the members of the assessment panel, they are asked to use their expertise and knowledge to assess, score and make decisions in line with the published criteria for the award and in the context of available funds. The RIA staff member (Senior Programme Manager) who is present at the assessment panel does not have a vote in the scoring of applications. However, the staff member is there to offer support and advice to the working group when needed. Those who are involved in assessing are required to review and assess material in advance of the assessment panel meeting and on the day to score each application against the criteria and to articulate the rationale for their support or otherwise of an application. They are also asked to assist the Chair in ensuring that all decisions are made within the allocated time period for the meeting. Assessors cannot abstain from making decisions unless in the case that an interest is declared. All Members of the assessment panel and the Chair must complete both conflict of interest and confidentiality declaration forms.

## **Assessment criteria**

Assessment of applications will be carried out in line with published criteria for the grant scheme outlined above. Applications are assessed in a competitive context and with consideration of the available resources. Assessors are requested to familiarise themselves with the specific grant criteria in advance of making their review or assessment. There are no quotas for different types of application. Comparative judgements about value for money may be taken into account at the final stage of assessment.

## **Payment**

Each grant will be paid in two parts. 50% of the allocated funding will be made available once the Royal Irish Academy is furnished with the following:

- Confirmation of acceptance of the grant and all its conditions
- Confirmation of correspondence with the DRI
- A copy of an insurance policy indemnifying the RIA against all claims arising in any manner whatsoever from the project
- A copy of your online tax clearance verification number (if applicable)
- Notify the RIA of any potential conflicts of interest which might arise during the course of the project.

The remaining 50% of the grant (Payment Two) will be released upon safe receipt of the following:

- A fully detailed statement of income and expenditure using the template available from [grants@ria.ie](mailto:grants@ria.ie)
- Submitted receipts for each expense incurred (Important: Only fully itemised, vouched expenses can be reimbursed)
- Submission of a detailed report by the date outlined in the letter of offer
- Submission of a 'web report' (maximum 200 words) and a relevant high-quality image (300dpi) that provides a concise overview of the project, main findings and impacts of the research
- Full compliance with obligations to DRI.

## **Royal Irish Academy Statement on Diversity and Inclusion**

It is Academy policy to ensure that its procedures for the nomination and elections of Members; membership of Council, Multidisciplinary and other Academy committees; nominations of candidates for international prizes and membership of international committees; awards of Academy medals, prizes, and research fellowships; and appointments of all staff are fair and equitable. No one should be disadvantaged or receive less favourable treatment because of gender, institutional affiliation, discipline, marital status, family status, age, disability, sexual orientation, race, religion, or membership of the Traveller community. To view the Academy's statement on Diversity and Inclusion please see [here](#).

## Application Information

### How to apply

Applicants must complete the online application form by **17:00 (Irish time) on Thursday 11 April 2024**

### Section one: Applicant details

- All correspondence will be sent to the named individual at the address specified on the form.

### Section two: Project details

#### Criterion A: Demonstrable ability and experience of applicant to carry out the proposed project

- Please give a brief summary of your academic career to date, listing (if applicable) previous appointments, academic training (including degree name and date) and publications that would demonstrate to the panel your ability to conduct the research you are proposing.
- Relevant experience: Please use this space to detail any relevant experience that would demonstrate to the panel your ability to undertake the specific project you are proposing.

#### Criterion B: Academic merit, taking into account originality and the scholarly importance of potential research based on the digitised source

- Please indicate the type of proposal (selecting one of the two headings above)
- Please provide a title for the project and a brief abstract to aid in the promotion of successful projects (maximum 350 words)
- Please provide a longer summary of the project taking into account its originality and contribution to scholarly knowledge (maximum 1,000 words)
- Please upload a letter from the copyright holder/owner of the source indicating their approval for the project to be undertaken and for the resulting resource and digitised objects to be made publicly available
- Please upload a letter from the institution that will host the website for the project.

#### Criterion C: Suitability of methodology

- Please describe the proposed methodology for the project clearly identifying all stages from preparing metadata, to transcription, to presentation as well as the software and search mechanism to be used and what data, scanned documents and contextual information etc. will be available on the website. You should also set out a realistic schedule, describing the different stages of the project and how they will be achieved. (maximum 750 words)
- Please also include details of the form of index proposed and the rationale for it in the context of your project.

#### Criterion D: Feasibility of project within timescale

- Please outline the timeline of the proposed project taking note that all projects must be completed, and all associated reports and invoices/financial details submitted by end April 2025.

#### Criterion E: Added value of digitising the proposed source or restoration to public use of an existing digital source

- Please explain the significance of the proposed digitisation project (maximum 750 words).

#### **Criterion F: Intended outcomes**

- Please provide a concise list of the intended outcomes from the proposed research activity.

#### **Section three: Previous RIA Awards/Fellowships**

- Please give details of any research grants you have received from the Academy within the last five years.

*Please note:* only one Nowlan Digitisation grant may be held, or applied for, at any one time, and an application cannot be accepted if the applicant has a report outstanding on any previous RIA grant.

#### **Section four: References**

- Please provide the names and contact details of two referees who have confirmed that they are happy to be contacted in relation to this application.

#### **Section five: Costings**

Applicants should prepare accurate costings for the proposed research expenses. Funding is offered competitively, and proposals on the margin for award may have a greater chance of success if they are accurately and modestly costed. Costs should be clearly itemised and justified in terms of research.

If the RIA is being asked to support only a proportion of the total costs, please list all the expenses connected with the research, as assessors will gauge the costs with reference to the scale of the whole project. Please indicate which costs are being sought from the Academy.

*Points to note:*

In assessing value for money, the working group will consider the intended outcome relative to the amount requested. However, it is appreciated that some modes of research are more expensive than others and proposals will not be discriminated against on these grounds.

#### **Subsistence Rates:**

The Academy will offer no more than €2,000 per month for expenses away from home if applicable. Eligible expenses, which must be itemised and receipted include food, accommodation and local daily travel and cannot exceed the daily totals within the guidelines provided by the department of Public Expenditure and Reform: For a full list of maximum potential subsistence allowances abroad please see here: <https://circulars.gov.ie/pdf/circular/per/2017/07.pdf>

The Academy does not pay per diem rates and will only cover expenses that are vouched by receipt.

#### **Research Ethics**

The Academy requires the research it funds be conducted in an ethical manner. It expects accurate reporting of findings and a commitment to enabling others to replicate results where possible; impartiality of researchers to the subject of the research; fair dealing in respect of other researchers and their intellectual property. Applicants should indicate whether their proposed research raises any special ethical issues.

All applicants must confirm that they:

- have secured approval for the proposed research from their respective institutions *Research Ethics Committee* (or its equivalent)
- are aware of and signed up to their respective institutions *Code of Good Research Practice*.

Independent researchers without access to formal ethical scrutiny and approval should briefly describe any special ethical issues and explain how they will be addressed. Independent researchers should observe, where appropriate, the standards of research practice set out in guidelines published by scientific and learned societies, and other relevant professional bodies. All researchers should be aware of the legal requirements that regulate their work.

## **Declaration**

Please note that submitting the application form constitutes confirmation that the information provided is complete and accurate, and acceptance of all terms, conditions and notices contained in the *Guidelines for Applicants*. Subsequent discovery of any deliberate falsehood will automatically render the application null and void. If an award has been made, the RIA may require a full refund.

A full list of successful projects will be published on the Academy website.