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**Call for applications for**

**Archaeology Research Excavation Grants 2024**

**Deadline for receipt of applications:**

**17:00 (GMT), Thursday 12th October 2023**

**About this document**

This document outlines:

* What you need to know about funding for Archaeology Research Excavation Grants
* How to make your application
* How we assess and decide on your application
* How we process your application

**Background**

The Royal Irish Academy (RIA) Standing Committee for Archaeology (‘the Committee’) has the responsibility of allocating and administering funding provided annually by the Department of Housing, Local Government and Heritage through the National Monuments Service.

Applications for the 2024 season are now invited. Applicants are asked to read the guidelines for applicants carefully before submitting an application.

The average grant awarded has previously been in the region of €20,000.

Please note that if applying for excavation, each application must cover excavation **and** post-excavation requirements for that season.

Please click on [this link](https://form.jotform.com/200562912728960) to access the application form

All queries can be sent to [grants@ria.ie](mailto:grants@ria.ie) with the subject line: AREG

**Applications are accepted for the following:**

**Proposals for archaeological research excavation** associated with the archaeology of Ireland, including pre-excavation surveys, post-excavation analyses, publication and archiving of RIA funded excavation, as follows:

* Topographical, building, geophysical or other surveys in advance of anticipated excavation, which may include archaeological excavation in the same or subsequent field season depending on results of the survey work.
* Archaeological excavation, which must include reasonably anticipated post-excavation obligations for that season.
* Further post-excavation analysis and preparation of a final excavation report, as per licence/consent and grant conditions, of projects funded within the last five years by the RIA AREG grant scheme.
* Publication of RIA-funded projects funded in the last five years by the RIA AREG grant scheme (distinct from final excavation report as per licence/consent conditions).
* Archiving and accessioning of RIA-funded projects funded in the last five years by the RIA AREG grant scheme as per licence/consent conditions.

**Aims and Priorities**

* **The furtherance of archaeological knowledge in the context of the finite nature of the archaeological resource**
* **Standalone questions into which research excavation might provide an original/innovative contribution to archaeological knowledge.**

**Assessment Criteria**

In order to make a decision, each application will be assessed on the following weighted criteria:

1. The relevance of the proposal to the furtherance of the aims and priorities of this grant scheme (30%)
2. The ability of the applicant to carry out the proposed research, demonstrated through a track record of relevant competencies, as appropriate to their career stage (30%)
3. The design, resources and methodologies that are being brought to this project to enable its success, including personnel, skills, equipment, facilities, technologies and materials. Highlight those that are innovative or State of the Art (20%)
4. Evidence of plan for impactful and relevant dissemination (20%)

**Who can apply?**

* This scheme is open to archaeological researchers/archaeologists, including PhD students, for work in Ireland (not including Northern Ireland). It is not open to undergraduate or other postgraduate students.
* The Committee does not normally consider projects where the applicant will not be the excavation licence holder (unless there are exceptional circumstances which will be examined on a case-by-case basis).

**Costs and activities which are eligible**

* Research excavation costs including excavation staff\*, excavation and post-excavation running costs, specialists’ fees and services, travel and subsistence expenses, specialist consumables, and scientific analyses.
* Monies may be made available for continuing excavation projects but no more than three seasons of excavation will be funded, unless exceptional circumstances are demonstrated.
* Further additional post-excavation work may be funded, where exceptional circumstances are demonstrated.
* In cases of continuing projects each subsequent application should consider a specific research question or questions, which should be capable of being addressed in that season (this is in case no further funding is forthcoming for further seasons).

\*Salary costs of grant recipients and research team members are considered an eligible cost if, in order to participate in the project they must have their time ‘bought out’, or they must take time out from their usual employment, or would not be financially supported do this work without the grant funding and are not simultaneously in receipt of another income. 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.

Applicants must list any current sources of research funding and justify why additional funds are sought from the RIA.

**Costs and activities which are ineligible**

* Applications for the funding of developer-led or commercial excavations.
* Applications for projects directly connected to undergraduate or Masters-level studies in a third level institution.
* The grant does not fund institutional overheads, and the grant ***cannot*** be used to cover any element that should be properly ascribed to institutional overheads (e.g. computer hardware including laptops, electronic notebooks, digital cameras, etc.; lab / bench fees, books and other permanent resources).
* Applications from any applicant with one or more excavation reports outstanding to the Licensing Authority unless they have agreed a submission date for outstanding licences and have an official Compliance Letter from NMS agreeing to this.
* Applications from any applicant who has previously been funded by the Academy for projects which have not been completed to the standard required by the grant and/or licence conditions.
* Applicants are reminded that research excavations offer an opportunity for students of archaeology to gain practical experience. Applicants should note however that activities peripheral to the research excavation, e.g. offsite training, fieldtrips etc., are ineligible.
* The purchase of items of equipment (e.g. cameras or survey equipment) that researchers would normally be expected to have are ineligible.

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

A completed application form including:

* A letter from one named referee who is independent\* of the project, verifying the applicant’s competence to undertake the research. \*The exception is where an application is made by a PhD student, in which case that reference must be from their supervisor.
* Where relevant, a copy of the Ordnance Survey map with the site or sites marked.
* Where relevant, a detailed site plan with the site or sites marked.
* Detailed costings of proposed work (using template form provided).
* Where relevant, a copy of a detailed quotation received from proposed specialist(s).
* Where relevant, correspondence from the NMI stating that the applicant has discussed the application and that there is permission in principle for the proposed work based on the project rationale. If a proposal will require licences to alter and/or export, it is advisable that those discussions should include the methodology detail.
* Where relevant, correspondence from the NMS stating that the applicant has discussed the application and that there is permission in principle for the proposed work based on the project rationale. If a proposal will require licences and/or consents, it is strongly advised that those discussions should include the methodology detail.

An application will be deemed ineligible if it does not include all required supporting documentation and confirmations listed below.

**How applications are processed and assessed**

* Applications that are deemed eligible will be passed on for assessment. If we decide your application is not eligible, you will receive a letter informing you that your application is ineligible and will not be assessed.
* Your application will be assessed by the Grants subcommittee of the Standing Committee for Archaeology based on the criteria and guidelines within this document and recommendations will be made to the Standing Committee for Archaeology for ratification 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.
* All applicants whether successful or unsuccessful will automatically receive feedback on their application, recognising the RIA’s focus on fostering excellence in research.

It is anticipated that decisions in relation to this scheme will be communicated before the end of November 2023 and all projects must be completed by the 1st November 2024.

**Terms and Conditions for successful applicants**

* Please note that the RIA will not fund retrospective activities which means that no costs may be incurred as part of your proposed project before you receive your decision letter.
* Following the award of a research excavation grant, recipient must apply for the required licence(s) from the NMS (National Monuments Service) and the National Museum of Ireland (NMI) and follow the conditions specified. RIA awards are subject to this licensing process and approval.
* The recipient shall comply in all respects with the Safety, Health and Welfare at Work Act 2005 and any other Act amending that Act and with any Statutory Instruments or Regulations issued thereunder.
* Please note that under Section 14 of the National Act 1930 (as amended by Section 5 of the National Monuments (Amendment) Act 2004), consent from the Minister for Housing, Heritage and Local Government will be required before any works can take place at or in proximity to 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.
* If, during the course of the project, previously unknown monuments are discovered, details should be forwarded to the Archaeological Survey of Ireland, DHLGH, for inclusion in the Sites and Monuments Record.
* If, during the course of the project, any archaeological objects are discovered, they must be reported to the National Museum of Ireland within 96 hours under Sec 23-1 of the National Monuments Act 1930 (as amended by the National Monument Amendments Acts 1954, 1987, 1994, 2004), except where the work is being carried out under excavation licence/consent.
* Please note any works involving the alteration of archaeological objects requires a licence from the National Museum of Ireland in accordance with Sec 25-1 of the National Monuments Act 1930 (as amended by the National Monument Amendments Acts 1954, 1987, 1994).
* Please note any works involving the export of archaeological objects requires a licence from the National Museum of Ireland in accordance with Sec 24-1 of the National Monuments Acts 1930 (as amended by the National Monument Amendments Acts 1954, 1987, 1994) and Section 49 of the National Cultural Institutions Act 1997. Export of archaeological objects outside the EU must be undertaken in accordance with a licence issued under EU 116/2019. Archaeological applications relevant to this regulation are routed through the National Museum of Ireland and licences are issued by the Department of Tourism, Culture, Arts, Gaeltacht and Sport.
* The Committee will appoint one or more members to act as mentors for the project, who will normally visit a project not only to see work in progress but also to discuss with the grant recipient their research questions and any issues or problems they may have as the project proceeds.
* The RIA reserves the right to publish relevant details of recipients and funding including, but not necessarily limited to, the names of recipients, the amount of the funding offered and a summary of the proposed activity.
* Recipients are required to disseminate the results of the project in an appropriate manner agreed with the RIA. All such dissemination must acknowledge the assistance of the NMS, and RIA in line with [‘Guidelines for Acknowledging funding’](https://www.ria.ie/sites/default/files/acknowledging_ria_funding_final_nmcc_2.pdf). This must take place within two years of the last draw-down of the project.
* The RIA reserves the right to seek the full repayment of the grant if the applicant fails to comply with any of the reporting and publication requirements in these guidelines for applicants.
* Applicants are required to inform the RIA of any potential conflicts of interest. In this regard, grant recipients proposing to employ family members during the course of the research are required to disclose this to the RIA in advance of the drawdown of funds.
* Failure to comply with any terms and conditions in these guidelines for applicants and/or any terms and conditions for recipients imposed by the Standing Committee for Archaeology as a condition of award, may disqualify the candidate from future funding.

**Reports and Publication**

*RIA required reports and outputs:*

1. **Final report**: Grant recipients are asked to submit a report (template will be circulated in advance of final report deadline) outlining the main findings of the project, along with plans for dissemination of the outcomes.
2. **Oral report:** Grant recipients are requested to make a presentation to the Committee on the findings/progress.
3. **RIA conference:** Grant recipients may be asked to present their finding(s) at the biennial RIA ‘Revealing the Past’ conference.
4. **Financial report**: The final report form must be accompanied by a statement of income and expenditure. The statement will be available to download from the final report form link circulated to grant recipients in advance of the given deadline, as outlined in the letter of offer. This statement must be populated, be accompanied by an itemized list of receipts (copies of receipts will suffice, please keep the original receipts) and then uploaded to the final report form. No card machine receipts can be accepted when submitting vouched expenses.
5. **Feedback**: Grant recipients will be asked to provide feedback on the grants processes.

Some or all of these illustrated reports may:

* form the basis of a press release to be issued jointly by the NMS and the RIA
* be published on the RIA’s website
* be made available on the Digital Repository of Ireland
* figure in other publications of the RIA or NMS

*Statutory reporting*

Where relevant, grant recipients are required to meet their reporting obligations as per any statutory licence/consent conditions issued by the relevant licensing authorities.

Where relevant submission of reports to the Academy does not exempt a grantee from a separate requirement to submit reports to the relevant licensing authority as per any licence/consent conditions.

*Publication*

Recipients are required to submit for publication the results of the project in an appropriate manner agreed with the RIA within two years of final grant drawdown, unless otherwise agreed. All such publications must acknowledge the assistance of the RIA, and NMS.

**Payment and expenses:**

* Initial payment will be made when all the correct documentation has been received. Once approved the successful recipient can start the process to draw down 50% of the grant. The remaining instalment of the grant (50%) will be released upon submission of a final report, an income and expenditure statement and an itemized list and copy of vouched receipts as outlined above.
* It is a condition of acceptance of a grant that the recipient ensures that appropriate insurance cover is in place for any project involving fieldwork. A copy of that insurance policy must be provided to the RIA in advance of the initial payment of the grant.
* The grant may be used to pay out of pocket expenses accrued as a result of working on the project e.g. travel, accommodation, subsistence etc. These expenses should be kept within reasonable bounds and rates cannot be higher than those set out by the Department of Public Expenditure and Reform. Only expenditure that is vouched can be reimbursed.
* Salary costs of grant recipients are considered an eligible cost if, in order to participate in the project they must have their time ‘bought out’, or they must take time out from their usual employment, or would not be financially supported to do this work without the grant funding and are not simultaneously in receipt of another income. 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.
* If professional archaeologists or other professionals are to be employed, the recipient shall pay rates of wages and observe hours of labour and conditions of employment in line with the industry norm and standards. Funds are allocated according to the decision letter 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 during the course of a project but no significant alteration in the terms of any grant may be made without the prior consent of the Committee.
* Recipients are required to retain accounts of expenditure and all receipts for a period of not less than six years from completion of all project work. No card machine receipts can be accepted when submitting vouched expenses.

**Online Application Form and Appended Information**

Applicants must complete the online application form with the appended information as indicated below. Failure to do so correctly may disqualify the applicant from consideration for funding.

**SECTION ONE - Project Overview**

* 1. Title of Proposed Project
  2. Type of Application
  3. Previously funded projects only - please tick box if you are still in possession of objects/archives from previously funded RIA projects
  4. Please provide a brief abstract (for publicising funded projects etc.)

**SECTION TWO - Contact Details of Applicant**

1. Name
2. Address
3. Phone
4. Email

**SECTION THREE – Project rationale**

Criterion: The relevance of the proposal to the aims and priorities of this archaeological research grant (weighting 30%)

**Site details including:**

a-d) Site name and location

1. Name and addresses of landowner(s):
2. Evidence in writing of permission in principle for the excavation from landowner, or from relevant NMS staff:
3. Name of the senior supervisor for the project, and their qualifications
4. Location map - Upload a copy of the relevant section of the Ordnance Survey map (1:10560 or larger as appropriate) with the site or sites marked
5. Plan of site with excavation area marked: Upload a detailed site plan with scale (not less than 1:500). The area(s) 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, applicants are to supply a general map and a separate copy of the plan of each site to be excavated in the current season. In the case of separate sites, applicants are to clearly explain the connection of the sites within the overview section (6.1) of the application form if such a connection exists. If funds are limited, the Grants subcommittee may not consider multi-site projects, though trial excavation may be approved where a coherent strategy is presented. In cases of multi-season projects, previous seasons’ areas of excavation should also be clearly marked.

j) Duration of work carried out to date at site

k) Expected further duration of work at site (including season applied for)

l) Brief description of the site (Max 250 words)

m) List of associated published references

n) Central research questions (Max 500 words) The Grants subcommittee will wish to see that the applicant is aware of the relevance of their proposal to the challenges of Irish archaeology and that this proposal is aimed primarily towards addressing such challenges

o) Estimated contribution to archaeological knowledge (Max 500 words)

**SECTION FOUR – Employment and experience**

Ability of applicant to carry out the proposed research, demonstrated through a track record of relevant competencies (weighting 30%, maximum 1,500 words, plus referee letter)

a) Are you presently employed?

b) Have you previously directed an archaeological excavation?

c) Please outline when you became eligible to hold an excavation licence (if applicable).

d) Please outline details of qualifications, employment or experience which demonstrate your ability to carry out the proposed research (max 1000 words).

e) Please give the names and addresses of two referees who are competent to judge your ability to undertake the research, have agreed to confirm this in writing and who are independent of the project. The exception is where an application is made by a PhD student, in which case that reference must be from their supervisor. Please upload a letter of verification from one named referee confirming the applicant’s competence to undertake the research.

f) Please outline publication details of the last two excavations you directed, or geophysical surveys carried out (if applicable).

g) List any other unpublished excavations with reasons for non-publication. Please note that the Grants subcommittee is obliged to disqualify an applicant with one or more excavation reports outstanding to the Licensing Authority. "*Publication*" in this instance includes the submission of a final excavation report to The National Monuments Section (DCHG).

h) You are requested to confirm that you comply with this requirement and are not ineligible. You are also requested to indicate your consent to the Academy seeking verification of this from the National Monuments Service.

i) You are required to consent to the Academy liaising with the National Monuments Service to verify your status in terms of submission of reports deriving from statutory consent/licence.

j) If you have not previously directed excavations, list the last four excavations you have participated in, indicating duration of participation and position(s) of responsibility held. Also indicate when you became eligible to hold an excavation licence.

**SECTION FIVE – Project design**

Criterion: The design, resources and methodologies that are being brought to this project to enable its success, including personnel, skills, equipment, facilities, technologies and materials. Highlight those that are innovative or State of the Art (20%, maximum 1,000 words)

a) Describe how the project will be achieved, to best practice. The answer should include but not be limited to the following:

* the investigative and research methods;
* a detailed achievable timeframe (ideally in Gantt chart or similar format);
* the facilities available to the project;
* the names and qualifications of key members of the project team, the research partners and/or specialists involved and what they will be contributing;
* the aspects of the project that are State of the Art in particular the use of cutting edge developments in archaeology, including new scientific techniques (max 500 words).

b) Please upload any images (jpg, PDF format etc) or documents supporting this answer, including programme, CVs for key staff, confirmation of proposed contribution from research partners/specialists/conservator, confirmation of facilities provided by a host organisation.

c) Outline the expected outputs from the proposed season of work (max 500 words).

**SECTION SIX - Dissemination**

Criterion:Evidence of plan for impactful and relevant dissemination (20%, maximum 750 words)

A strategic goal of the RIA is to ‘represent Ireland by engaging and leading in activities that strengthen international recognition of the Academy’s scholarship’. The Grants subcommittee will wish to see an ambitious plan for dissemination, appropriate to the scale of the research project. As this scheme is publicly funded, please ensure that your plans include making the results of proposed research publicly available. We encourage open access publication.

**SECTION SEVEN – Estimated expenses**

Estimated Expenses: Detailed breakdown of estimated expenses

* 1. Please outline the cost of the work carried out to date.
  2. Please outline the expected completion costs (including season applied for).
  3. Please state details of other funding applied for.
  4. Estimated costs requested for season of current application.

Where specialist expertise is anticipated as part of your project, please ensure that a detailed

quotation from the intended specialist or specialists are uploaded.

While general estimated excavation and post-excavation costs should be given on the application form, a full and detailed breakdown of estimated expenses must be included using the template provided, indicating the likely duration of the excavation and post-excavation, and the number of participants as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Excavation** | | | |
| **Staff costs** | **€ per week** | **Number of weeks** | **Subtotal** |
| e.g. *Site supervisor, Site Assistants, Surveyor, Specialists on site visits/consultation* | €00 | X | €XX |
|  |  |  |  |
| **Other running costs** | **Detail of each expense** | | **Subtotal** |
| e.g. *Welfare Unit hire, diesel, accommodation, insurance, hire of equipment, consumables* |  | | € |
|  |  | |  |
| Excavation Total | | | € |
| **Post-Excavation** | | | |
| **Staff costs** | **€ per week** | **Number of weeks** | **Subtotal** |
| e.g. *Supervisor, Surveyor, Illustrator* | €00 | X | €XX |
|  |  |  |  |
| **Other running costs** | **Detail of each expense** | | **Subtotal** |
| e.g. *Insurance, office, consumables* |  | | € |
|  |  | |  |
| **Analysis** | **Detail of each expense** | | **Subtotal** |
| e.g. Specialist analysis, Dating |  | |  |
|  |  | |  |
| Post-Excavation Total | | | € |
| Excavation & Post-Excavation Total | | | € |

**All expenditure must be vouched with original receipts. Please note that card payment receipts cannot be accepted. See *Terms and Conditions> Payment and expenses* below for further details.**

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