



Acadamh Ríoga na hÉireann Royal Irish Academy



**An Roinn Cultúir,
Oidhreacht agus Gaeltachta**
Department of Culture,
Heritage and the Gaeltacht

**Call for applications for
Archaeology Research Excavation Grants 2020**

**Deadline for receipt of applications: 17:00 (GMT),
Monday, 14th October 2019**

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 funds for research excavations and projects provided annually by the Department of Culture, Heritage and the Gaeltacht through the National Monuments Service.

Applications for the 2020 season are now invited. Applicants are asked to read the guidelines for applicants carefully before submitting an application.

No one grant will exceed 25% of the total grant funding for the year. Typically awards made are in the region of €5,000-€10,000.

Please [click on this link](#) to
access the application form

All queries can be sent to grants@ria.ie

Criteria and priorities

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 archaeological knowledge, in the context of the finite nature of the archaeological resource. (30%) - sections 6.1-6.3
2. Relationship of the proposal to the state of the art. (10%) – sections 6.4 and 6.5
3. Evidence of plan for impactful and relevant dissemination. (20%) - section 6.6
4. Evidence that the applicant's proposal has provided for the necessary conservation and scientific resources. (10%) – section 6.7
5. The ability of the applicant to carry out the proposed research, demonstrated through the proposed methodology and through a track record of relevant competencies. (30%) – section 6.8

Applications are accepted for the following:

- New projects (projects not previously funded by the Royal Irish Academy Research Excavation Grant scheme)
- Continuing projects (projects previously funded by the Royal Irish Academy)

The following stages of a project will be considered for funding:

- Prospecting which may include excavation in the same field season, or excavation in subsequent seasons depending on results of the geophysical survey
- Topographical / building survey or geophysical prospecting
- Site excavation conducted over one or more seasons
- Post-excavation analysis and preparation of a full report (priority is given to post-excavation funding following the final season of fieldwork, but applications may be considered after one or more seasons work)
- Publication of the results
- Recording and cataloguing of the excavation material and conservation of artefacts.

Who can apply:

- This scheme is open to archaeological researchers/archaeologists for work in the Republic of Ireland. It is not open to undergraduate or postgraduate students, or PhD candidates
- 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:

- Monies may be made available for multi-season excavation projects but no more than three seasons of excavation will be funded, unless exceptional circumstances are demonstrated
- No more than two years of post-excavation work will be funded, unless exceptional circumstances are demonstrated
- In cases of multi-season projects each season should consider a specific research question or questions, which should be capable of being addressed in a single season, this is in case no further funding is forthcoming for further seasons
- Applications will be considered for further research emanating from what were originally developer-led projects, provided all licensing requirements have been met in full.

Costs and activities which are ineligible:

- Applications for the funding of developer-led or commercial excavations are not considered
- Applications for projects directly connected to postgraduate studies in a third level institution will not be considered

- 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.
- Applicants are reminded that research excavations offer an opportunity for students of archaeology to gain practical experience. Applicants should note however that offsite training, field trips etc. will be the responsibility of the applicant and will not be funded by the Archaeology Research Excavation grant
- An application will be deemed ineligible if it does not include all required supporting documentation and confirmations listed below
- Applications from any applicant who has under a statutory/consent or licence, an outstanding requirement to submit a report shall be ineligible

What is required to make an application?

A completed application form including:

- A letter from the landowner stating that the applicant has discussed the application with him/her and that there is permission in principle for the excavation
- A letter of verification from one named referee
- A copy of the relevant section of the Ordnance Survey map with the site or sites marked
- An adequate site plan with the site or sites marked
- Detailed costings of proposed excavation (using template form provided)
- Applicants are required to inform the RIA 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 RIA in advance of the drawdown of funds
- In cases where the proposed excavation is a National Monument or in close proximity to same, letters from both Senior Archaeologist and Senior Architect responsible for the National Monuments of the particular region stating that the applicant has discussed the application and there is permission in principle for the excavation
- In both circumstances the following apply:
The proposal may need to be modified to take account of:
 - safety considerations
 - continued public access to the monument
 - the stability of the monument
 - the need to preserve archaeological deposits for future research
- 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 modified or the Committee may choose not to fund 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 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 RIA 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. If you have not been successful you may contact the RIA for feedback on your application.

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- THREE

Please follow instructions on the application form.

SECTION FOUR

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.

SECTION FIVE

Plan of site with excavation area marked

Upload an adequate 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 with 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 season's areas of excavation should also be clearly marked.

SECTION SIX

Criterion: *The relevance of the proposal to the furtherance of archaeological knowledge, in the context of the finite nature of the archaeological resource.*

6.1 Overview of proposed season of work: Provide a brief outline of previous and planned work

6.2 Existing Research: Supply a brief description of the site (Max 250 word) and a list of published references (Max 250 words)

6.3 Aims and central research questions: State the central research question you wish to address by undertaking this research project. What is the anticipated contribution to archaeological knowledge? (Max 1000 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

Criterion: *Relationship of the proposal to the state of the art*

6.4 Methodology: Please detail your proposed investigative and analytical methods (Max 500 words) and your timeframe (Max 500 words)

6.5 Outputs: Outline the expected outputs from the proposed season of work (Max 500 words) and the estimated contribution to archaeological knowledge (Max 500 words)

Criterion: *Evidence of plan for impactful and relevant dissemination*

6.6 Provide an outline of plan for dissemination. What plans are there for peer reviewed publications (Max 250 words), conference papers (Max 250 words) and public engagement (Max 250 words)

Criterion: Evidence that the application has provided for the necessary conservation and scientific resources.

6.7 (a): Indicate where the finds and excavation documentation will be housed until publication. Excavation finds are State property and their ultimate resting place shall be the National Museum of Ireland. The landowner does not have any claims on, or rights to, material excavated on their lands unless a prior claim to ownership is 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 of Ireland. 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.

6.7 (b): Indicate what access you have to conservation and scientific facilities. The Grants subcommittee 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.

6.7 (c): Indicate the likelihood of the site being recommended for conservation /presentation following excavation.

Criterion: The ability of the applicant to carry out the proposed research, demonstrated through a track record of relevant competencies.

6.8 (d) Please provide a short CV, including details of qualifications, employment and experience, directly relevant to the application, which demonstrate your ability to carry out the proposed project (Max 1000 words).

6.8 (e) Please give the names and addresses of two referees that you have consulted with and who will offer a guarantee for the conduct of the project and its publication. Your referees should be senior archaeologists, at least one of which is a practicing archaeologist or resident in Ireland. A letter of verification from one of the named referees must be uploaded with the application.

6.8 (f) The last two excavations you have directed, or geophysical surveys carried out with references to publications or reasons for non-publication (if applicable). The names of any other unpublished excavations with reasons for non-publication. The Grants subcommittee is 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 (DCHG), or to the Committee.

6.8 (g) 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 SEVEN

6. Excavation previously funded by the Royal Irish Academy only: Progress to date

Give a concise summary of:

7 (a) Progress of work on this site to date (Max 500 words).

7 (b) Research questions to be addressed this season in the context of the work of earlier seasons (Max 500 words).

7 (c) Name and qualifications of senior supervisor

SECTION EIGHT

Costings: Detailed breakdown of estimated expenses

While general estimated 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 number of participants as follows:

Staff costs [possible examples]:

Staff costs	€ per week	Number of weeks	Subtotal
e.g. Site supervisor	€00	X	€XX
Directorial Expenses	Detail of each expense		Subtotal
*Directorial salary isn't an eligible cost			
e.g. Diesel			€
Other running costs	Detail of each expense		Subtotal
e.g. Insurance, hire of equipment			€
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.

Terms and Conditions of funding for grant recipients:

General:

- 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. Awards are subject to licence 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 Culture, Heritage and the Gaeltacht 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, DCHG, for inclusion in the Sites and Monuments Record.
- Successful recipients are not permitted 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 project.
- 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.
- Grant 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'. This must take place within three years of the last award of post-excavation funding.
- Failure to comply with any conditions in these Guidelines for Applicants and terms and conditions for successful recipients or conditions imposed upon the project by the Committee, or with the conditions of the excavation licence, may disqualify the candidate from future funding.
- 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.

Reports and publishing:

Statutory reporting

Grant recipients are required to meet their reporting obligations as per any statutory licence/consent conditions issued by NMS.

Reports under RIA requirements:

1. **Final report:** Grant recipients are asked to submit a report (template will be circulated in advance of deadline) outlining the main findings of the project, plans for dissemination of the outcomes, a breakdown of final expenses (using template provided) and feedback on the grants processes.
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 at the biannual RIA 'Revealing the Past' conference

Failure to supply any of the above reports in a timely fashion will disqualify applicants from further funding.

Some or all of the illustrated reports may:

- form the basis of a press release to be issued jointly by the RIA and NMS
- will be published on the RIA website
- will be made available on the Digital Repository of Ireland
- may figure in other publications of the RIA and NMS.

Publication

Recipients are required to publish the results of the project in an appropriate manner agreed with the RIA. All such publications must acknowledge the assistance of the RIA and the NMS as appropriate. Publication should normally take place within three years of the last award of post-excavation funding.

Recipients who fail to meet the above-mentioned reporting and publication requirements within an acceptable timeframe (10 years from receipt of funding) will have their cases referred to the relevant licensing authority for further action in this regard.

Those who have failed to meet the publishing requirements will be precluded from applying for future funding under this scheme.

Submission of reports to the RIA does not exempt grant recipient from separate requirements to submit reports to the NMS and NMI as per licence requirements.

Financial Report

The final report form link will be 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 itemised list of receipts (copies of receipts will suffice, please keep the original receipts) and then uploaded to the final report form.

If the report is not submitted by the given deadline, is deemed to be unsatisfactory or in any way incomplete the remaining grant may be withheld from the recipient and this may adversely affect any future applications submitted to the grant scheme.

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 itemised list and copy of vouched receipts as outlined above.

For payments greater than €10,000 the recipient must forward their valid tax clearance number. (The online verification facility on the Revenue Commissioners' website – www.revenue.ie should be used to obtain this number). Failure to supply a valid tax clearance number in such circumstances will disqualify a recipient from funding. The grant recipients' PPS number will also be required.

Please remember that expenses should be kept within reasonable bounds and are subject to specific [Department of Public Expenditure and Reform](#) regulations.

Successful recipients are not allowed to claim a directorial salary from funds awarded. The grant may be used to pay 'out of pocket' directorial expenses accrued as a result of working on the project. Subsistence rates set down by the Department of Public Expenditure and Reform can be used as a guideline but only expenditure that is vouched can be reimbursed.

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.

It is a condition of acceptance of a grant that the recipient indemnifies the RIA against all claims arising in any manner whatsoever from the project. Each recipient should ensure that they have adequate insurance cover for their proposal. A copy of that insurance policy must be provided to the RIA in advance of the initial payment of the grant.

If professional archaeologists or other categories of staff 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.

The RIA reserves the right to seek the full repayment of the grant if the recipient fails to comply with any of the above-mentioned requirements.