



Acadamh Ríoga na hÉireann Royal Irish Academy



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

Call for applications for grants for Directed Archaeological Research for World Heritage Sites

Deadline for receipt of applications: 17:00pm (GMT), Monday 26th November 2018.

About this document:

This document outlines:

- What you need to know about Royal Irish Academy funding for Directed Archaeological Research for World Heritage Sites
- How to make your application
- How we assess and decide on your application
- How we process your application.

Background

The Royal Irish Academy has the responsibility of administering a fund of €20,000 which has been allocated by The National Monuments Service (NMS) of the Department of Culture, Heritage and the Gaeltacht for directed research into the archaeology of the Brú na Bóinne and Sceilig Mhichíl World Heritage Sites.

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

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

All queries can be sent to grants@ria.ie

Criteria and priorities:

- To aid in the management of the archaeological resource within the designated areas of Ireland's World Heritage properties
- Applications must demonstrate a contribution to maintaining, and where possible enhancing, the Outstanding Universal Value of these internationally important sites. [OUV is defined as how a site or place meets the relevant cultural and/or natural criteria, how the conditions of

authenticity and integrity are fulfilled and how the requirements for protection and management are met.]

In order to assess an application, the following will be considered:

- The relevance of the proposal to the furtherance of archaeological knowledge of the World Heritage Site and its OUV (30%)
- The ability of the applicant to carry out the proposed research, demonstrated through a track record of relevant competencies (30%)
- Evidence that the applicant's proposal has provided for the necessary conservation and/or scientific resources. (10%)
- Relationship of the proposal to the state of the art. (20%)
- Evidence of plan for impactful and relevant dissemination. (10%)

Applications must be in line with the most recent published management plans for each World Heritage Site, and in the case of Brú na Bóinne must reflect the (2009) Brú na Bóinne World Heritage Site research framework.

Applications are now accepted for the following:

Non-destructive research proposals, which may include surveys, such as LIDAR, building surveys, measured surveys of earthworks, geophysics, fieldwalking, palynology, soil sampling and public archaeology initiatives.

Who can apply?

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

Costs and activities which are eligible

Survey costs, travel and subsistence based on vouched expenditure.

Costs and activities which are ineligible

- Applications for projects directly connected to postgraduate studies in a third level institution are excluded
- Successful applicants are not allowed to claim a 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 project
- 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.
- 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:

- Where relevant, 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 work.
- A letter from the NMS stating that the applicant has discussed the application and that there is permission in principle for the proposed work.

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 Royal Irish Academy 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 (questions 1-9) as indicated below. Failure to do so correctly may disqualify the applicant from consideration for funding.

QUESTION ONE

Contact Details

Please fill in current contact details, to allow us to contact you

QUESTION TWO

a – d) Please fill in details of current employment, relevant qualifications, and research publication to assist the assessment of your application.

e) Please give the names and addresses of two referees who are competent to judge your professional and personal qualifications. Your referees should be senior archaeologists/architects, site managers or researchers.

QUESTION THREE

Please outline the title of your proposed project, and rationale for proposed work.

QUESTION FOUR

Please explain the role your proposed project will play in relation to the following:

- To aid in the management of the archaeological resource within the designated areas of Ireland's World Heritage properties
- Applications must demonstrate a contribution to maintaining, and where possible enhancing, the Outstanding Universal Value of these internationally important sites. [OUV is defined as how a site or place meets the relevant cultural and/or natural criteria, how the conditions of authenticity and integrity are fulfilled and how the requirements for protection and management are met.]

QUESTION FIVE

Proposed Research Design

Please address the following points in your research design (Max 1000 words):

Existing Research: Supply a brief description of the site and a list of published references
Aims and central research questions: State your reasons for wishing to undertake this research excavation.
Methodology: Please detail your proposed investigative and analytical methods and your timeframe
Outputs: Please outline expected outputs. What is the estimated contribution to archaeological knowledge?

QUESTION SIX

Please provide details of any research visits proposed as part of this application.

QUESTION SEVEN

Dissemination: What are your plans for community engagement, conference papers or publications (Max 500 words)?

QUESTION EIGHT

Please provide an outline of your access to conservation and scientific facilities (Max 500 words). **Terms and Conditions for successful applicants**

General:

- 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.
- Please note 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 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 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 project.
- Applicants are required to disseminate the results of the project in an appropriate manner agreed with the Academy. All such dissemination must acknowledge the assistance of the RIA and NMS in line with 'Guidelines for Acknowledging funding'. This must take place within three years of the last draw-down of the project.
- Failure to comply with any conditions in these guidelines for applicants and terms and conditions for successful applicants or imposed upon on excavation by the Committee, may disqualify the candidate from future funding.

Reports and Publication:

Reports

Web summary (Max 500 words) – to include a high-resolution image for publication on the Academy website. This is intended for a general audience. The date for submission of this report will be set by the RIA and will be outlined in the letter of grant offer.

Final report and oral report – a report, in line with the Academy's requirements, and where requested a presentation to the Standing Committee for Archaeology at the Academy, updating the Committee on the findings/progress.

Some or all of these illustrated reports may form the basis of a press release to be issued jointly by the NMS and the Royal Irish Academy (RIA), will be published on the RIA's website, and may figure in other publications of the RIA or NMS.

Failure to supply these reports will disqualify applicants from further funding. The Academy reserves the right to seek the full repayment of the grant if the applicant fails to comply with any of the above-mentioned reporting requirements.

It is expected that as part of any finished survey work carried out that a gazeteer of site/s will be provided to the NMS recording location, SMR number (where one exists), description, classification of the monument etc. This should include all details normally supplied on the Monument Report Form and each discrete monument should be described separately.

Publication

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 RIA and the NMS as appropriate.

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

Applicants who fail to meet the above-mentioned reporting and publication 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.

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

Financial Report

Please note that the report submitted annually, whether a short report or full report, is to be accompanied with a detailed statement of vouched expenditure for that project. This is to include copies of receipts and must be submitted in line with the timeline outlined in the letter of offer.

Submission of report to the Academy does not exempt grantee from separate requirement to submit reports to the National Monuments Service and National Museum of Ireland as per any licence requirements or survey conditions, if relevant.

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

Payment and expenses

For payments greater than €10,000 a grantee must 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 work associated with their grant.

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 affect any future applications submitted to the Academy.

Receipts must be kept for all expenditure. Subsistence rates or per diem rates cannot be claimed. Vouched expenditure is the only form under which expenses will be refunded. 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.

Please remember that expenses should be kept within reasonable bounds and are subject to specific department of Public Expenditure and Reform regulations.

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 project.

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 in line with the industry norm and standards.

Applicants or other staff who are in full-time employment (established or on contract) at the time of the proposed project 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 and are subject to specific department of Public Expenditure and Reform regulations.

It is a condition of acceptance of a grant that the applicant indemnifies the 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.

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 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 or its Officers.

Payment will be made when all the correct documentation has been received. Once approved the successful applicant can start the process to draw down 50% of the grant.

Any references to reports, publicity or publications related to successful projects will state 'This project received funding from the Royal Irish Academy through the Directed Archaeological Research at World Heritage Sites scheme 2019 which is funded by the National Monument Service of the Department of Culture, Heritage and the Gaeltacht' in line with 'Guidelines for Acknowledging funding' as contained within each successful applicant's letter of offer.

The remaining 50% will be paid on receipt of your detailed report submitted to the Academy, which will include a fully vouched and detailed statement of income and expenditure. The deadline for submission of your report will be outlined in your letter of offer.