



# Acadamh Ríoga na hÉireann Royal Irish Academy



**An Roinn Tithíochta,  
Rialtais Áitiúil agus Oidhreachta**  
Department of Housing,  
Local Government and Heritage

## **Call for applications for Directed Archaeological Research for World Heritage Sites 2023**

**Deadline for receipt of applications: 17:00 (GMT), Friday 21<sup>st</sup>  
October 2022.**

### **About this document:**

This document outlines:

- What you need to know about 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 (RIA) has the responsibility of allocating and administering funding from the National Monuments Service (NMS) of the Department of Housing, Local Government and Heritage 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](mailto:grants@ria.ie) with the subject line: DRWHS

### **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 (OUV) 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 make a decision, each application will be assessed on the following weighted criteria :

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

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 archaeological researchers/archaeologists for work in Ireland (not including Northern Ireland). It is not open to undergraduate or postgraduate students, or PhD candidates.

**Costs and activities which are eligible**

Research costs, travel and subsistence based on vouched expenditure. Please remember that expenses should be kept within reasonable bounds and are subject to specific Department of Public Expenditure and Reform regulations.

**Costs and activities which are ineligible**

- An application will be deemed ineligible if it does not include all required supporting documentation and confirmations listed below
- Applications for projects directly connected to postgraduate studies in a third level institution are excluded
- 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 project e.g. travel, accommodation, subsistence etc.
- 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
- Applications from any applicant who has under a statutory/consent or licence, an outstanding requirement to submit a report shall be ineligible unless they have agreed a submission date for outstanding licenses and have official Compliance Letter from NMS agreeing to this

### **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
- Where relevant, a letter from the NMS stating that the applicant has discussed the application and that there is permission in principle for the proposed work
- A copy of the relevant section of the Ordnance Survey map with the site or sites marked.
- Where relevant a copy of a quote received from proposed specialist/s

### **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 will automatically receive feedback on your application, recognising the RIA's focus on fostering excellence in research.

### **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.

#### **SECTION ONE**

##### **Project Overview**

Please fill in the relevant project details

#### **SECTION TWO**

##### **Details of applicant**

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

#### **SECTION THREE**

##### **Project Rationale**

Criterion: The relevance of the proposal to the furtherance of archaeological knowledge of the World Heritage Site and its OUV (weighting 30% maximum 2000 words)

### **Details of proposed project**

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

### **Role your proposed project will play**

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.]

## **SECTION FOUR**

### **Employment and Experience**

Criterion: Ability of applicant to carry out the proposed research (weighting 30% maximum 1500 words)

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

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

## **SECTION FIVE**

### **Project design**

Criterion: Relationship of proposal to state of the art analytical techniques and/or research methods (weighting 10%)

The Grants subcommittee will wish to see that the applicant has considered how their proposal reflects cutting edge developments in Archaeology. This may relate to analysis (e.g. new scientific techniques), to dissemination (e.g. open access publication formats), or to archiving (e.g. digital scanning). Please address the following points in your research design (Max 1000 words in total):

**Aims** and central research questions: State your reasons for wishing to undertake this research (maximum 250 words)

**Methodology:** Please detail your proposed investigative and research methods and your timeframe (maximum 250 words)

**Outputs:** Please outline expected outputs and how do these address the criteria for the scheme (maximum 250 words)

**Existing Research:** Supply a brief description of the site and a list of published references. Please provide details of any research visits proposed as part of this application (maximum 250 words)

## **SECTION SIX**

## **Conservation and scientific facilities**

Criterion: Evidence that proposal has provided for necessary conservation and scientific resources (weighting 10%)

## **SECTION SEVEN**

### **Dissemination**

**Criterion:** Evidence of plan for impactful and relevant dissemination (weighting 20%)

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. For large publication projects we encourage open access publication.

What are your plans for:

- community engagement (Max 250 words)
- conference papers (Max 250 words)
- publications (Max 250 words)

## **SECTION EIGHT**

### **Costings**

Please note that a detailed breakdown of estimated expenses will aid the assessment of your application. Where specialist expertise is anticipated as part of your project please ensure that a quote from the intended specialist or specialists are uploaded.

### **Terms and Conditions for successful recipients**

#### **General:**

- 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 Monuments Act 1930 (as amended by Section 5 of the National Monuments (Amendment) Act 2004), consent from the Minister for Housing, Local Government and Heritage 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.
- Recipients are not allowed to claim a directorial salary from funds awarded. The grant, upon the submission of vouched expenditure, in line with DEPR regulations may be used to pay out of pocket directorial expenses accrued as a result of working on the project e.g. travel, accommodation, subsistence etc.
- 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 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 recipients or imposed upon on a project by the Standing Committee for Archaeology 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 Publication:**

### *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

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.

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 Academy. All such publications must acknowledge the assistance of the RIA and the NMS as appropriate. Recipients 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 and 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.

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.

### **Financial Report**

The final report form must be accompanied by a statement of income and expenditure. This 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 itemised list of receipts (copies of receipts will suffice, please keep the original receipts) and then uploaded to the final report form.

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**

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.

For payments greater than €10,000 the recipient must forward their valid tax clearance certificate number. (The online verification facility on the Revenue Commissioners' website – [www.revenue.ie](http://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 e.g. travel, accommodation, subsistence etc.

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.