



Acadamh Ríoga na hÉireann Royal Irish Academy



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

Call for applications for Archaeology Legacy Projects Grants 2022

**Deadline for receipt of applications: 17:00 (GMT), Friday 8th
October 2021**

About this document:

This document outlines:

- What you need to know about funding for Archaeology Legacy Projects 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 archaeology projects provided annually by the Department of Housing, Local Government & Heritage through the National Monuments Service.

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

The maximum award available to a project under this round of funding is €30,000.

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

All queries can be sent to grants@ria.ie

Who can apply:

- This scheme is only open to post-excavation research (including publication and/or archiving) for Archaeological Research Excavations which were previously funded by the Royal Irish Academy and whose RIA excavation funding ended at least five years ago, here termed RIA-funded Legacy Project

- This scheme is open to archaeological researchers/archaeologists for work in Ireland (not including Northern Ireland). Undergraduate, postgraduate students, or PhD candidates may not be the lead applicant but may be involved in an application.
- The Committee does not normally consider projects where the applicant is not the excavation licence holder (unless there are exceptional circumstances which will be examined on a case-by-case basis). If the applicant is not the original licence holder, the applicant must demonstrate that s/he has full access to all the surviving records, finds and samples from the excavation and the approval to carry out this work from the licence holder, if s/he is still alive, or of the institution to which the licence holder belonged, if s/he is deceased.

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. (25%) – section 3
2. The ability of the applicant to carry out the proposed research, demonstrated through the proposed methodology and through a track record of relevant competencies. (25%) – section 4
3. Relationship of the proposal to the state of the art. (10%) – section 5
4. Evidence of plan for the preparation (including conservation, documentation and packing) and accession of finds to NMI and paper archives to the NMS and impactful and relevant dissemination. (20%) - section 6
5. Evidence that the applicant's proposal has provided for the necessary conservation and scientific resources for post-excavation. (20%) – section 7

The following stages, costs and activities of an RIA-funded Legacy Project will be considered for funding:

- Post-excavation Assessment – a thorough assessment of the outstanding post-excavation needs of the project, and a programme for completion of same; including a description of the site record, production of artefacts and ecofact catalogues, a structured stratigraphic account of the archaeological remains excavated, and a clear picture of the intended post-excavation analyses, interpretation and dissemination to follow.
- Further post-excavation to lead to completion of a final excavation report as per licence/consent and grant condition, including the production of plans/sections for publication, illustration of finds, specialist reports on artefacts and ecofacts, radiocarbon dates and other scientific analyses.
- Necessary conservation work on artefacts and preparation and listing of finds according to National Museum of Ireland guidelines to enable their accession to the National Museum
- Publication and dissemination of the project (distinct from final excavation report as per licence/consent condition) including editing and production of additional illustrations as necessary.
- Completion of the project, including archiving and accession of project records and artefacts to NMS and NMI as appropriate

Costs and activities which are ineligible:

- Applications from any applicant with one or more excavation reports outstanding to the Licensing Authority unless they have agreed a submission date for outstanding licenses and have official Compliance Letter from NMS agreeing to this;

- Applications from any applicant who has been previously funded by the Academy for projects which have not been completed to the standard required by the grant conditions;
- An application will be deemed ineligible if it does not include all required supporting documentation and confirmations listed below; and
- 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.

What is required to make an application?

A completed application form including:

- A letter verifying relevant competencies from one named referee who is independent of the project.
- Detailed costings of proposed project.
- Applicants are required to inform the RIA of any potential conflicts of interest. In this regard applicants proposing to employ family members or spouses during the course of a funded project are required to disclose this to the RIA in advance of the drawdown of funds.
- A clear outline of all efforts made to obtain additional funding from other sources and details of plans for both funding which is already secured and funding requested in this application.
- A justification for funding the project again, including an explanation of the renewed commitment or altered circumstance for the project. Please ask your referee to confirm this.
- If applicant is not the licence holder, correspondence from the licence holder confirming approval for application to be submitted or relevant permission from NMI/NMS in cases where the original license holder is deceased or not in a position to progress themselves.
- 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 are encouraged to 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- TWO

Please follow instructions on the application form.

SECTION THREE

Criterion: The relevance of the proposal to the furtherance of archaeological knowledge, in the context of the finite nature of the archaeological resource. (weighting 25%)

- Supply a brief description of the site (Max 250 word) and a list of published references

- Outline the extent of post-excavation (and where relevant archiving) carried out to date and a brief update/audit on the status of the artefacts, their condition and the level of reporting carried out to date.
- State the central research question you wish to address by undertaking this 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.
- Outline plans for adherence to best practice in archiving and reporting on artefacts and ecofacts (including inventories, packing etc.) to enable future research access
- Please provide a clear outline of all efforts made to obtain additional funding from other sources and detail of such funding.
- Please provide a justification for funding the project again, including an explanation of the renewed commitment or altered circumstance for the project. Please ask your referee to confirm this.
- If the applicant is not the licence holder, correspondence from the licence holder confirming approval for application to be submitted or relevant permission from NMI/NMS in cases where the original license holder is deceased or not in a position to progress themselves.

SECTION FOUR

Criterion: The ability of the applicant to carry out the proposed research, demonstrated through the proposed methodology and through a track record of relevant competencies. (weighting 25%)

- Please provide a detailed methodology and detailed programme for the work proposed under the current application (Max 1000 words). If the current application does not provide for the completion of the project (including publication, archiving and accessioning into NMI and NMS) please provide a methodology and longer term programme for the completion of the project.
- Please provide details of your qualifications, employment and experience, directly relevant to the application, which demonstrate your ability to carry out the proposed project (Max 1000 words).
- Please provide the names and addresses of two independent 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.
- Please provide the names and qualifications of key members of the project team as proposed, and confirm their willingness to be involved in this project.
- Please provide detailed references to publications of the last two excavations you have directed, or reasons for non-publication (if applicable).
- 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.

Please note that the Grants subcommittee is obliged to disqualify an applicant with one or more excavation reports outstanding to the Licensing Authority.

- 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.

SECTION FIVE

Criterion: Relationship of the proposal to the state of the art. (weighting 10%)

The Grants subcommittee will wish to see that the applicant has considered how their plans to complete the legacy project reflect cutting edge developments in Archaeology. This may relate to post-excavation analysis (e.g. new scientific techniques), to dissemination (e.g. open access publication formats), or to archiving (e.g. digital scanning).

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

Timeframe: Please outline the timeframe for the proposed project (Max 500 words):

Outputs: Outline the expected outputs from the proposed schedule of work (Max 500 words)

SECTION SIX

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

Provide an outline of plan for dissemination.

What plans are there for full publication of the excavation, other peer reviewed publications, conference papers and public engagement (Max 750 words)

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.

SECTION SEVEN

Criterion: Evidence that the applicant's proposal has provided for the necessary conservation and scientific resources for excavation and post-excavation. (weighting 20%)

- 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 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 which in the case of artefacts is the NMI, while all paper archives must be deposited with the NMS.
- Please indicate what access you have to conservation and specialist and scientific expertise and facilities. The Grants subcommittee must be assured that post-excavation conservation will be available to the applicant and that such specialist and scientific studies will be undertaken.
- Please indicate what specialist/expert involvement you anticipate your project will need based on what you know about the project. Please name the individuals whose expertise you will enlist, and demonstrate that these specialist/experts have been involved in this project design, and have confirmed their willingness to be involved in this project.

SECTION EIGHT

Where specialist expertise is anticipated as part of your project please ensure that a quote from the intended specialist or specialists are uploaded.

Estimated Expenses: Detailed breakdown of estimated expenses

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

Post-Excavation (incl Publication, Archiving & Accessioning)			
Staff costs	€ per week	Number of weeks	Subtotal
e.g. <i>Supervisor, Surveyor, Illustrator, Editor</i>	€00	X	€XX
Other running costs	Detail of each expense		Subtotal
e.g. <i>Insurance, office, consumables</i>			€
Analysis	Detail of each expense		Subtotal
e.g. <i>Specialist consultation, Specialist analysis, Dating</i>			
Post-Excavation Total			€

For specialist work and publication costs please supply written quotations.

At the time of final grant reporting and recoupment 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.

Terms and Conditions of funding for grant recipients:

General:

- Following the award of an RIA-funded legacy excavation grant, and if the recipient is not the excavation licence holder they 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.
- 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 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 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. Applicants should note that no payments will be made towards the administration of any funds granted by the RIA. 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 original 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.