



# Acadamh Ríoga na hÉireann Royal Irish Academy



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

## **Call for applications for Research Excavation Grants 2019**

**Deadline for receipt of applications: 17:00pm (GMT), Monday 26<sup>th</sup>  
November 2018.**

### **About this document:**

This document outlines:

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

### **Background**

The Royal Irish Academy Standing Committee for Archaeology has the responsibility of allocating and administering funds for excavations provided annually by the Department of Culture, Heritage and the Gaeltacht through the National Monuments Service.

Applications for the 2019 season are now invited. Applicants are asked to read the guidelines to 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.

The application form is available [here](#).

All queries can be sent to [grants@ria.ie](mailto:grants@ria.ie)

### **Criteria and priorities**

In order to make a decision, each application will be assessed on the following 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%)
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. (30%)

3. Evidence that the applicant's proposal has provided for the necessary conservation and scientific resources. (10%)
4. Relationship of the proposal to the state of the art. (20%)
5. Evidence of plan for impactful and relevant dissemination. (10%)

**Applications are accepted for the following:**

- New projects (projects not previously funded by the Royal Irish Academy)
- 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
- Archiving 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. All expenditure must be vouched.
- 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 Academy 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 one or more excavation reports outstanding to the licensing authority or Royal Irish Academy

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

A completed application form including:

1. A photocopy of the relevant section of the Ordnance Survey map with the site or sites marked
2. An adequate site plan
3. A letter of verification from one named referee
4. Detailed costings of proposed excavation
5. Applicants are required to inform the Academy 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 Academy in advance of the drawdown of funds
6. 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.
7. In cases where the proposed excavation is of a National Monument or in close proximity to same letters from both the Senior Archaeologist and Senior Architect responsible for the National Monuments of the particular region stating that the applicant has discussed the application and that there is permission in principle for the excavation.

In both circumstances the following apply:

7.1 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

7.2 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 you that your application is ineligible and will not be assessed.

Your application will be assessed by the Grants subcommittee of the Archaeology Standing Committee 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 as indicated below. Failure to do so correctly may disqualify the applicant from consideration for funding.

### **SECTIONS ONE-THREE**

Please follow instructions on the application form.

#### **SECTION FOUR**

##### **Location map**

Upload a photocopy 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 areas 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 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**

**Criteria: 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 and a list of associated published references (Max 500 words).

6.3 Aims and central research questions: State your reasons for wishing to undertake this research excavation. 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 their proposal to the problems of Irish archaeology and that this proposal is aimed primarily towards solving such problems.

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

6.4 Methodology: Please detail your proposed investigative and analytical methods and your timeframe (Max 1000 words).

6.5 Outputs: Outline the expected outputs from the proposed season of work and the estimated contribution to the archaeological record (Max 1000 words).

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

6.6 Provide an outline of plan for dissemination. What plans are there for community engagement, conference papers or publications?

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

6.7 a) Indicate where the finds, excavation documents and field plans 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.

3.7 Provide the name and address of landowner(s). Provide evidence in writing from the landowner of their permission in principle for the excavation on his/her lands. In the case of a National Monument in state ownership or care provide written evidence of permission in principle from the relevant NMS and OPW staff.

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 /preservation following excavation.

**Criteria: 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 research (Max 1000 words).

3 h) Please give the names and addresses of two referees who will offer a guarantee for the conduct of the excavation 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 electronically scanned and uploaded with the application.

6.8 e) 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.

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

## SECTION SEVEN

### Excavation previously funded by the RIA only: Progress to date

Give a concise summary of:

- a) Progress to date (Max 500 words).
- b) Research questions to be addressed this season (Max 500 words).
- c) Name and qualifications of senior supervisor.

## SECTION EIGHT

### Estimated Costings: Detailed costings of proposed excavation

While general estimated excavation costs should be given on the application form, a full and detailed breakdown of estimated expenses must be included under the headings indicated on the form indicating the likely duration of the excavation and number of participants as follows:

*Staff expenses and pay* [possible examples]:

Supervisor:	€000 per week X weeks	€.....
Assistants:	€000 per week X weeks	€.....
General Operatives:	€000 per week X weeks	€.....
Volunteers:	€000 per week X weeks	€.....
Sub-total		€.....

*Directorial expenses:*\*

€000 per day or per week X weeks	€.....
<b><u>Sub-total</u></b>	<b>€.....</b>

*Other running costs* [possible examples, list not exhaustive]:

Insurance:	€.....
Hire of equipment:	€.....
Consumable equipment (polythene etc):	€.....
Drawing paper:	€.....
<b><u>Sub-total</u></b>	<b>€.....</b>
<b><u>TOTAL</u></b>	<b>€.....</b>

**\*Please note** that all expenditure must be vouched.

*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 successful applicants:**

### **General:**

- Following the award of a research excavation grant applicants 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 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 excavation.
- The Standing Committee for Archaeology will appoint one or more members to act as mentors for the project, who will normally visit an excavation not only to see work in progress but also to discuss with the excavators their research questions and any issues or problems they may have as the project proceeds.
- 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 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 applicants or imposed upon on proposal by the Committee, or with the conditions of the excavation licence, may disqualify the candidate from future funding.
- The Academy 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:**

Depending on the stage of the Project you will be required to submit one or more of the following reports:

#### *Reports under licence requirements:*

- I. Preliminary report – to be submitted in line with the requirements of the letter of offer. Applicants are required to outline their research questions from their original research design, their results, and issues relating to the conservation of artefacts and of the monument arising from the season's excavation.

2. Final stratigraphic report – to be submitted in line with the requirements of the letter of offer, upon completion of the excavation. This report should include data on the completed season and all previous seasons, with reference to research questions of initial research design, and how they have been addressed, and include a list of tasks required to complete final full report including all specialisms, dating, conservation and archiving.
3. Final full report (post excavation) – to be submitted within one year of completion of the excavation. Applicants are required to outline issues relating to the conservation of artefacts and of the monument arising from the season's excavation.
4. Summary of Geophysical report including interpretation and discussion.

*Reports under RIA requirements:*

5. 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.
6. 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 any of the above reports in a timely fashion will disqualify applicants from further funding.

#### *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. Publication should normally take place within three years of the last award of post-excavation funding.

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 by a detailed statement of vouched expenditure for that period of excavation. This is to include scanned copies of receipts, and must be submitted in line with the date indicated within the letter of offer.

Submission of reports 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 excavation licence requirements.

## **Payment and expenses**

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.

### **Conditions for initial payment:**

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](http://www.revenue.ie). Failure to confirm valid tax clearance 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 excavation and post-excavation work.

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.

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 excavation 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 Royal Irish 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.

Excavation and post-excavation 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 RIA.

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.