



# Acadamh Ríoga na hÉireann Royal Irish Academy

## R.J. Hunter Research Bursary

### Notes for Applicants

The R.J. Hunter Grants Scheme was established in 2014 using funding generously made available by his daughter, Ms Laura Hunter Houghton, through the Community Foundation for Northern Ireland.

R.J. (Bob) Hunter was a highly respected (and much loved) historian of the Ulster plantation, who spent the bulk of his academic career teaching at the University of Ulster. His varied research interests included the role of the English settler in the Ulster plantation, the history of Ulster trade and migration from and to Britain and North America, the development of towns, and the cultural and intellectual history of Ulster from 1580 to 1660. In light of the breadth of these research ambitions, it is no surprise to find that, upon his untimely death in 2007, his private papers (now lodged in the Public Record Office of Northern Ireland) attest to a great body of unfinished research. If you are interested in learning more about the life and work of Bob Hunter, please visit: <http://www.therjhuntercollection.com>.

### Research Aims

The R.J. Hunter Grants aim to build on his unique academic legacy by encouraging and promoting writing on the history of plantation and settlement in Ulster in the early modern period (c. 1550s-1750s) including patterns of migration from and to Britain and North America. The scheme also promotes cognate areas of research on early modern Ulster, including urban growth, local administration, social structure, religion, print culture, political interaction, trade and commerce and economy.

### Overview

Applications are invited for research bursaries up to a maximum of €2,500 for a clearly defined piece of research, in line with the research aims as identified above, which will have an identifiable outcome on completion of the project.

## **Eligibility**

- Applications are open to both postgraduate and postdoctoral researchers. Applications from researchers outside the academic sector, particularly those active in local learned and historical societies, are also welcome.
- Applications must satisfy the assessment panel that their research is likely to constitute a significant and scholarly contribution to knowledge in line with the stated research aims of the scheme.
- Applicants can submit one application per grant round.
- Applicants **must** be ordinarily resident in either Ireland (North or South) or Britain.
- Irish based researchers (including those based in Northern Ireland) may apply for funding for research in libraries, archives or museums within Ireland or abroad.
- British based researchers **may only** apply for funding for research in libraries, archives or museums in Ireland (including Northern Ireland).

## **Eligible costs**

Grants may be sought to cover the direct expenses incurred in planning, conducting, and developing the research and all purchases must be supported with vouched expenditure. The costs incurred include:

- Project planning and development costs (cost of travel for discussion in Ireland and overseas; initial workshops with potential partners).
- Travel and maintenance for Irish scholars.
- Travel and maintenance for overseas scholars engaged in collaborative research activity with Irish partner(s).
- Research assistance (based in Ireland or abroad).
- Limited consumables (to a maximum of €500) to include specialist software, photocopies etc.

The only expenses payable are the costs directly related to the research being carried out, up to a maximum of €2,500. All expenses must be supported with vouched expenditure. Please note that these costs are subject to the subsistence rates as set out by the department of finance. **A per diem rate is not offered to grantees in cases where vouched receipts are not provided.**

**Items not eligible for funding:** institutional overheads, or any element that should properly be ascribed to institutional overheads; computer hardware including laptops, electronic notebooks, digital cameras, etc; lab / bench fees, books and other permanent resources; the preparation of camera-ready copy, copy-editing, nor any other editorial task; subventions for direct production costs, costs of publication in electronic media; payment to the principal researcher(s) in lieu of

salary, replacement teaching costs; travel and maintenance expenses for purposes such as lecture tours or to write up the results of research.

**Please note:** only one R.J. Hunter grant may be held, or applied for, at any one time, and an application cannot be accepted if there is a report outstanding on any previous research grant awarded by the Academy to the principal investigator named in the current application.

#### **Assessment criteria:**

The primary considerations will be:

- The research background of the applicant.
- The strength of the applicant in the area of proposed research.
- The strength of the research proposal.
- The potential contribution to the research aims of the R.J. Hunter Scheme.

## **Completing the Online Application**

#### **How to apply**

Applicants must complete the online application form by the close of business on the closing date as stated.

Applications, in all cases, **must** be accompanied by a letter from the head of department or academic supervisor (in the case of postgraduate students) confirming leave of absence will be given if the visit is to take place during term time. If the visit is intended to take place outside of term time, a letter of support from your institution is still required.

Applications from independent scholars are also welcome. If you are not currently working under contract to any one institution please attach a brief explanatory note giving details of your current employment or status.

#### **Section A – Applicant Details**

**Applicant contact details and academic training:** Section A must be completed by the applicant, providing their most recent contact details. Please note that all correspondence will be sent **only** to the named individual at the address specified on the form. The applicant must also supply the details of their current employment status, and a **brief** summary of their academic career, where appropriate, listing principal previous appointments.

## **Section B – Research Proposal**

**Please supply the title of the proposed research subject:** Assessors will evaluate the proposal on the basis of:

- It's academic merit and scholarly importance (taking into account its originality and the volume of research already in the field)
- It's contribution to knowledge in line with the stated research aims of the scheme
- the suitability of the methodology
- the feasibility of the research programme
- the specificity of the scheme of research
- the presentation and intended outcomes

Assessors will evaluate the ability of the principal investigator to undertake the proposed research, taking into account their track record in terms of research and publication. The primary assessment of quality will be based on the specific research objective of the proposal (which must tie in with the research aims of the scheme), and whether the methodology and research programme outlined are likely to lead to successful achievement of the objective.

The details of how the objective will be achieved will be assessed only in relation to each individual application. No preference will be shown between individual or collaborative modes of research. There are no quotas for different types of application, and no comparisons will be made across applications on the grounds of their operational and financial specifications. Comparative judgements about value for money may be taken into account at the final stage of assessment.

**Outline of research proposal (maximum 1000 words):** Applicants are advised that failure to provide adequate detail on the research proposal in the space allocated may seriously disadvantage their application.

The proposal must:

- clearly specify the context, and research objectives of the proposed study
- describe the methodology to be used, and
- set out a realistic research programme, describing the activities that will take place, and explaining how they will contribute to the achievement of the research objectives.

Applicants should give an account of their research which is complete of itself, and not rely on special prior knowledge on the part of assessors.

It is essential that applicants clearly state the reasons why funds are needed. For example, it is not sufficient to state that the applicant will visit a particular archive: adequate details must be provided

of sources to be consulted, and the length of visit must be clearly justified. The applicant should briefly explain why alternative access to material, such as microfilm/digital copy, is not appropriate.

Grants are intended only for the planning and conduct of primary research. They are not available to cover the costs of spending time at another institution for purposes such as the writing up of primary research. All applications must clearly itemise the **research programme** to be undertaken at any location. Convenience is not a justification.

Please identify the primary product of your research. In assessing value for money, the assessors may take into account the intended outcome as compared with the amount of money sought, although it is fully appreciated that some modes of research are more expensive than others and proposals will not be discriminated against on grounds of cost alone.

The Academy attaches importance to the dissemination of research, and assessors will take into account how far the plans for publication or other dissemination have been developed.

**Research Aims:** Please describe how the proposal provides a scholarly contribution to knowledge in line with the stated research aims of the scheme (Maximum 300 words).

**Outcomes:** Please provide a concise list of the intended outcomes from the proposed research activity (Maximum 300 words).

### **Sections C – Institutions to be visited**

**Please list the institutions to be visited and their locations.** You must also supply a full list of any contacts you have had with the institution(s) in question and the reason for your choice. Where appropriate, please provide the names of any individuals, within these institutions, whom you intend to liaise with. This information is used for monitoring purposes.

### **Section D – Duration of Visit**

**Please state the start and end dates of the current proposal.** A good estimate is sufficient, but evidence of forward planning will be viewed favourably.

### **Section E – External Support**

**Please provide details of other support given or applied for in connection with the current proposal.** The Academy has no objection to its grants being held in conjunction with awards from other bodies, provided that there is no duplication of expenditure. Applicants must clarify why they need additional Academy funding. **Applicants are requested to keep the Academy informed of the outcomes of any other applications.** Failure to do so may jeopardise the application's prospects of success. In cases where simultaneous applications to the Academy and to other funding

agencies covering the same elements of a project are both successful, the applicant will be asked to choose which award to accept. Only if there is no duplication and no unnecessary inflation of a project will an applicant be permitted to retain both awards (subsequent requests to alter the plan of research simply to allow the applicant to retain both awards are unlikely to be considered favourably).

### **Section F – Previous RIA Awards/Fellowships**

***Please provide details of previous research grant applications submitted to the Royal Irish Academy within the past five years.*** Please note that a full and final report for any previous grants awarded by the Academy must be submitted before further funding can be considered. Applicants may hold a maximum of three Academy awards in any five year period.

### **Section G – Publications**

***Please list all recent principal publications relevant to this application (to a maximum of six).*** The evaluation of a proposal may take into account the applicant's track record in terms of publication.

### **Section H – Costings**

Applicants should prepare accurate costings for the proposed research expenses and should be particularly careful not to overestimate the resources required. Applicants are advised that competition for funds can be fierce and proposals on the margin for award may have a greater chance of success if they are modestly costed. Costs should be clearly itemised and justified in terms of the research programme. If the Academy is being asked to support only a proportion of the total costs, please list all the expenses connected with the particular phase of research for which support is sought from the Academy, as assessors will wish to gauge the scale of the whole project. In this case, please indicate which costs are being sought from the Academy by typing in bold, or asterisking the relevant items. It is advised that travel costs should be fully itemised, that the length of time for which subsistence is sought should be justified in the application and that *per diem* rates should be explained.

The only expenses payable are the costs directly related to the research being carried out, up to a maximum of €2,500. All expenses must be supported with vouched expenditure. Please note that these costs are subject to the subsistence rates as set out by the department of finance. **A per diem rate is not offered to grantees in cases where vouched receipts are not provided.**

## **Subsistence:**

The Academy will offer no more than €2,500 per month for subsistence away from home. Maximum daily rates for shorter visits will be in line with the guidelines provided by the Department of Finance.

For a full list of subsistence allowances abroad please see here:

<http://circulars.gov.ie/pdf/circular/finance/2008/11.pdf>

Subsistence rates are to include food, accommodation and local daily travel. Applicants are asked to quote daily rates dependant on location as per the guidelines from the Department of Finance. No payments can be made to the principal investigator or co-investigator either for their own salary costs or for replacement teaching. Grants are cash-limited, and there is no scope for supplementation of an award. Failure to present costed budgets may invalidate your application.

**Successful recipients must provide receipts for all vouched expenditure relating to the grant - this includes expenses incurred within the subsistence rates. The Academy does not pay per diem rates and will only cover expenses that are vouched by receipt.**

## **Supporting Documentation (refer to page 3)**

**Institutional authorisation is required** to validate the application. Authorisation is required even if you anticipate travelling outside of term time. Applications that are not validated will not be accepted. As noted, independent scholars are required to supply an explanatory note in place of formal institutional authorisation.

## **Applicants Declaration**

Please note that submitting the application form constitutes confirmation that the information provided is complete and accurate, and acceptance of all terms, conditions and notices contained in the *Notes for Applicants*. Subsequent discovery of any deliberate falsehood will automatically render the application null and void. If an award has been made, the Academy may require a full refund.

**It is the applicants' responsibility to ensure the application is received by the close of business on the closing date as stated on the application form. Late applications will not be accepted. No exceptions will be made to this rule.**

## **Outcome of application**

Please note principal investigators will be notified of the outcome of their application approximately **10 weeks after** the closing date. Results are issued by letter or email only and cannot be communicated by telephone. All queries must be addressed in writing. Academy staff cannot entertain any queries relating to the results of the scheme by telephone. Formal requests for feedback, upon completion of the assessment process, must be made in writing to the Academy. Payment of an award may be withheld if there is an *overdue report* on any other grant awarded by the Academy to the principal applicant, pending submission of the relevant final report. A full list of successful projects will be published on the Academy website.

## **Long-Term Outcome of Research**

The Academy is interested in learning about the long-term research impacts of its funded research and will follow-up with successful grantees once the funded period of the research is over.

## **Research Ethics**

The Academy requires the research it funds to be conducted in an ethical manner: it expects accurate reporting of findings and a commitment to enabling others to replicate results where possible; impartiality of researchers to the subject of the research; fair dealing in respect of other researchers and their intellectual property. Applicants should indicate whether their proposed research raises any special ethical issues. All applicants must confirm that they have (as necessary):

- secured approval for the proposed research from their respective institutions Research Ethics Committee (or its equivalent)
- are aware of and signed up to their respective institutions Code of Good Research Practice

Independent researchers without access to formal ethical scrutiny and approval should briefly describe any special ethical issues, and explain how they will be addressed. Independent researchers should observe, where appropriate, the standards of research practice set out in guidelines published by scientific and learned societies, and other relevant professional bodies. All researchers should be aware of the legal requirements that regulate their work.

## **Reporting Guidelines - Online Grants Report Form**

Following the conclusion of your research trip, you are required to complete the online *Grants Report Form* covering your visit, together with a detailed statement of income and expenditure.

The reporting requirements include; a background to the proposal, all travel details, institutions visited, details of the central objectives, the research activities and outcomes, plans for and/or details of the dissemination of research achievements resulting from the trip, disclosure of financial details and a request for general feedback of the scheme.

### **Financial Details**

A statement of income and expenditure must be submitted together with a scanned copy of all relevant receipts. It is important to retain all original receipts as you may be requested to supply your receipts for additional monitoring and auditing purposes. *Please note - all expenditure must be vouched with original receipts, as any unspent funds must be returned to the Academy.*

**The deadline for completed reports is usually on the first Friday in December following the end of the grant period. Please refer to the letter of offer with the confirmed date that reports are due.**

### **Further Information**

If you have any questions regarding the online application and reporting procedures or if you would like to receive further information on the Academy's grants schemes, please email: [grants@ria.ie](mailto:grants@ria.ie)