



Acadamh Ríoga na hÉireann Royal Irish Academy

Royal Irish Academy Standing Committee for Archaeology

Call for applications for Research Excavation Grants 2017

The Royal Irish Academy Standing Committee for Archaeology has the responsibility of allocating and administering funds for research excavation provided annually by the Department of the Arts, Heritage, Regional, Rural and Gaeltacht Affairs.

Applications for the 2017 season are now invited. Applicants are asked to read the terms and conditions and the notes to applicants carefully before submitting an application.

The deadline for receipt of applications is 23:55pm (GMT), Thursday 20 October 2016.

The application form is available here: [Archaeology Research Excavations Application Form](#)
All queries can be sent to grants@ria.ie

Criteria

In order to make its decisions, the committee must consider the following:

- The security of the country's dwindling archaeological resource base
- The relevance of the proposal to the furtherance of archaeological knowledge
- The ability of the applicant to carry out a competent excavation and analysis of the results
- Evidence that the applicant will be able to call upon necessary conservation and scientific resources
- The likelihood that adequate publication will follow

Applicants will be required to submit a detailed research design for their proposed project. If approved, funding may be allocated for one or more of the following stages of a project:

- 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 (see point 9 below)
- Post-excavation analysis and preparation of a full report
- Publication of the results
- Archiving of the excavation material

Terms and Conditions:

1. The committee does not normally consider projects which have already been initiated or are already being funded by another body. However an application which proposes co-funding, from the initial stage, with another body will be acceptable and applicants are required to outline any other such sources of funding.
2. The committee does not normally consider projects where the applicant will not be the excavation license holder
3. All excavations require a letter from the landowner or in the case of research excavations in proximity to a National Monument in state care, the Senior Archaeologist and the Senior Architect responsible for the National Monuments of the particular region, stating that the applicant has discussed the excavation and that there is permission in principle for the excavation.
 - 3.1 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
 - 3.2 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.
4. Proposals to excavate at or very near a National Monument in state care cannot be considered by the Committee unless the above mentioned discussions have taken place and the officials concerned have provided a letter indicating there are no objections to the proposal.
5. 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 Arts, Heritage, Regional, Rural and Gaeltacht Affairs will be required before any works can take place at 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.
6. Applications for the funding of development-led excavations are not considered and rescue excavations are not normally considered.
7. Applications for projects directly connected to postgraduate studies in a third level institution will not be considered.
8. Following the award of an 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.

9. Monies may be made available for multi-season excavation projects but no more than three seasons of excavation will normally be funded. Likewise, no more than two years of post-excavation work will normally be funded. 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.
10. It is the practice of the Archaeology Committee that no one grant should exceed 25% of the total grant funding for that year.
11. 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 excavation. All expenditure must be vouched. It is not possible to claim a general subsistence rate.

Failure to comply with any conditions in these Terms and Conditions and Notes to Applicants or imposed upon the excavation by the Committee, or with the conditions of the excavation licence, may disqualify the candidate from future funding.

Notes to applicants

Reports and publishing

At the end of each season's excavation, excavators **must promptly** supply to the Committee a very short report accompanied by one or more suitable photographs illustrating their results. 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) and may figure in other publications of the RIA or NMS.

Depending on the award and the progress of the Excavation you will be required to submit one or more of the following reports:

Reports under licence requirements:

- a) Preliminary report – to be submitted by the end of October of the year of excavation after the initial excavation. Applicants are required to outline their research questions from their original research design, their results, and issues relating to the conservation of artefacts of the monument arising from the season's excavation.
- b) Final stratigraphic report – to be submitted by the end of October of the year of excavation on 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.
- c) Final full report (post excavation) – to be submitted within one year (where possible) of completion of the excavation. Applicants are required to outline issues relating to the conservation of artefacts of the monument arising from the season's excavation
- d) Summary of Geophysical report including interpretation and discussion.

Reports under RIA requirements:

- e) Web summary (Half page, 500 words) – to include a high resolution image for publication on the Academy website. This is intended for a general audience.
 - f) Oral report – a presentation to the Standing Committee for Archeology at the Academy updating the Committee on the findings/progress. Applicants must deliver an oral report on completed excavation work to the Committee at its meeting in November of each year.
1. The Committee 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.
 2. Failure to supply any of the above reports in a timely fashion will disqualify applicants from further funding.

3. 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.
4. Those who have failed to meet the publishing criteria will be precluded from applying for future funding under this scheme.
5. 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.
6. 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 period of excavation, this is to include copies of receipts, and must be submitted by the end of October each year.

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 license requirements.

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.

Other

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.

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 Excavation grant.

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.

If, during the course of the project, previously unknown monuments are discovered, details should be forwarded to the Archaeological Survey of Ireland, DAHRRG, for inclusion in the Sites and Monuments Record.

The committee, as far as possible, gives priority to post-excavation funding following the final season of fieldwork, but applications may be considered after one or more seasons work. Applications must be accompanied by full details of costings (estimated or otherwise) for all proposed post-excavation work.

Online Application Form and Appended Information

Applicants must complete the online application form with the appended information (sections 1-7) as indicated below. Failure to do so correctly may disqualify the applicant from consideration for funding.

SECTION ONE

1. Location map

Upload a scanned photocopy of the relevant section of the Ordnance Survey map (1:10560 or larger as appropriate) with the site or sites marked.

SECTION TWO

2. 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 if such a connection exists. If funds are limited, the Committee 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 THREE

3. Proposed Research Design

Please address the following points in your research design:

- 3.1 Existing Research: Supply a brief description of the site and a list of published references (Max 250 words).
- 3.2 Aims and central research questions: State your reasons for wishing to undertake this research excavation (Max 250 words). The Committee will wish to see that the applicant is aware of the relevance of his or her proposal to the problems of Irish archaeology and that this proposal is aimed primarily towards solving such problems.
- 3.3 Methodology: Please detail your proposed investigative and analytical methods and your timeframe (max 500 words)
- 3.4 Outputs: Please outline expected outputs. What is the estimated contribution to archaeological knowledge?

- 3.5 Dissemination: What plans are there for community engagement, conference papers or publications?
- 3.6 Indicate where the finds, notebooks and field plans will be housed until publication. Excavation finds are State property and their ultimate resting place shall be the National Museum. 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. 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 Indicate what access you have to conservation and scientific facilities. The Committee 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. They are empowered to allocate funds for such work.
- 3.8 Provide the name and address of landowner(s). Provide evidence in writing from the landowner and their agreement to permit 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.
- 3.9 Indicate the likelihood of the site being recommended for conservation / presentation following excavation.
- 3.10 Project Team: It will be assumed that the applicant will be present on site for the duration of the excavation and that he / she will employ suitably qualified supervisory staff. The name and qualifications relevant to project of the senior personnel for the project should be supplied.

SECTION FOUR

4. Details of employment or experience

4.1 Details of employment or experience directly relevant to the application (Max 250 words).

If you are not in the permanent employment of a recognised archaeological institution or department, please provide the name and address of employer and a description of the position you hold. **Please also provide a summary of your qualifications and relevant experience.**

4.2 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 practising archaeologist or resident in Ireland. A letter of support from one of the named referees must be electronically scanned and uploaded with the application.

SECTION FIVE

5. Details of previous excavations

List the following:

- 5.1 The last two excavations you have directed with references to publications or reasons for non-publication.
- 5.2 The names of any other unpublished excavations with reasons for non-publication. The Committee 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 (DAHRRG), or to the Committee.
- 5.3 If you have not previously directed excavations, list the last four excavations you have attended, indicating duration of participation and positions of responsibility held. Also indicate when you became eligible to hold an excavation licence.

SECTION SIX

6. Continuing Excavation only: Progress to date

Give a concise summary of:

- 6.1 Progress to date (Max 250 words).
- 6.2 Research questions to be addressed this season (Max 250 words).
- 6.3 Name and qualifications of senior supervisor (see also section 3.7 above).

SECTION SEVEN

7. 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	€.....
Sub-total	€.....

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

Insurance:	€.....
Hire of equipment:	€.....
Consumable equipment (polythene etc):	€.....
Drawing paper or film:	€.....
Photographic film etc:	€.....
Sub-total	€.....
TOTAL	€.....

***Please note** that all expenditure must be vouched. Subsistence rates should only be used to calculate estimates but subsistence rates alone will not be reimbursed. Only vouched expenditure will be reimbursed to the grant holders.

NB: Applicants should note that no payments will be made towards the administration of any funds granted by the RIA.

Payment and expenses

7.1 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.

7.2 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.

- 7.3 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.
- 7.4 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 couched can be reimbursed.
- 7.5 Please remember that expenses should be kept within reasonable bounds and are subject to specific department of Public Expenditure and Reform regulations.
- 7.6 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.
- 7.7 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.
- 7.8 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.
- 7.9 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.
- 7.10 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 committee or its Officers.
- 7.11 Payment will be made when all the correct documentation has been received. Once approved the successful applicant can start the process to draw down 80% of the grant.