**THE SOCIETY FOR LIBYAN STUDIES**

**Registered Charity no. 259262**

www.societyforlibyanstudies.org

**APPLICATIONS FOR A SUBSEQUENT INSTALMENT OF AN AGREED MULTI-YEAR RESEARCH GRANT**

**Guidance Notes for Applicants**

These grants are offered to applicants for the RENEWAL of a multi-year research grant, which has been previously approved in principle by the Society. Research may take place within the region, or be UK-based, depending on its nature. Grant applications may form a contribution to a larger project fund, in which case it should be clear which element is being funded. Grants may be dependent on the applicant’s success with other funding bodies.

**Application Deadline**

Annually, there are **TWO rounds of grants and TWO application deadlines**: the first round of applications for grants provisionally approved for this year (on Form C, below) must be received by **the last day of July**, for consideration by the Society’s Research Grants Committee. Applicants will be notified of the outcome by the end of October. The deadline for the second round is the **last day of November**, with applicants notified of the outcome by the end of the following February.

**Referees**

Applicants are required to supply the name and contact details of ONE referee, who should be asked to write directly to the Society with an assessment both of the value of the project and of the ability of the applicant to bring it to a successful conclusion. **N.B. It will be the applicant’s responsibility to ensure that the Society receives this reference by the application deadline: no application will be considered in its absence.**

**Reporting and Terms**

Any grant awarded must be requested from the Society’s Honorary Treasurer within 12 months of the award being made. A report on the expenditure of the grant money will be required within 12 months of the payment being made. Reports of progress towards publication must be submitted by applicants for consideration by the Society’s Publications Committee by **30 April and 15 September** each year – from that time until the material is ready for publication.

**Application Formats**

Applications may be submitted either by post or, preferably, by email. Please complete Form C (below) and submit to:

**Pauline Graham, General Secretary, The Society for Libyan Studies
c/o British Academy, 10-11 Carlton House Terrace, London SW1Y 5AH**

**Tel: +44 (0) 20 3174 2412**

**Email:** **gensec@societyforlibyanstudies.org**

**FORM C**

|  |  |
| --- | --- |
| ***Title of project:*** |  |

***Personal data***

|  |  |
| --- | --- |
| *Surname of applicant:* |  |
| *First name(s):* |  |
| *Postal address:* |  |
| *Email address:* |  |
| *Telephone contact no(s).:* |  |
| *Date of birth:* |  | *Nationality:* |  |
| *Present position or occupation:* |  |

***Project details***

|  |  |
| --- | --- |
| *Date, planned over-all duration and location of project:* |  |
| *Progress to date (including reference to material already published, if appropriate, and expenditure of funds already received from the Society):* |
|  |
| *Proposal for publication (with timescale):* |  |
| *Breakdown of estimated expenditure over the lifetime of the project (including publication costs):* |  |
| *Amount requested from the Society in this and subsequent years:* |  |
| *Other bodies applied to (with amounts requested or obtained):* |  |

***Project management***

|  |  |
| --- | --- |
| *Have there been any changes to your previous submissions with regard to risk assessment, emergency plans or strategy for publication?* |  |
| *Have your employment circumstances changed? If so, how may this affect the project?* |  |
| *How will you ensure that any other team members will complete any outstanding responsibilities and submit timely reports (if relevant)?* |  |

|  |  |
| --- | --- |
| *Name and contact details of referee:* |  |
| *Signature and date of application:* |  |