**THE SOCIETY FOR LIBYAN STUDIES**

**Registered Charity no. 259262**

www.societyforlibyanstudies.org

**APPLICATIONS FOR AN INITIAL RESEARCH GRANT INVOLVING MORE THAN ONE PERSON OR A PROJECT OF MORE THAN ONE YEAR’S DURATION**

**Guidance Notes for Applicants**

The Society for Libyan Studies is able to offer a number of grants, **up to £7,500** in value, for research projects within its current scheme: *‘Social and cultural interactions across North Africa’*. These grants are intended for projects involving a group of researchers and/or projects that are planned to continue for more than one year. All projects should, in some way, have a relation to Libya as well as other countries within the region (Morocco, Algeria, Tunisia, Egypt, Niger, Mali, Chad, Sudan): interactions with Malta and Crete and other regions of southern Europe will also be considered. The Society will consider applications within the broad range of Humanities and Social Sciences.

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.

It is a requirement of the British Academy, the principal sponsor of the Society and its grants scheme, that all funded projects should ‘advance the UK research endeavour’. This is understood to mean that they must in some sense involve British nationals and/or British institutions.

Applications for larger grants (on Form B) should include a summary of project management elements including a risk assessment, details of an exit strategy where necessary, the potential impact of the applicant’s present employment on the completion schedule, and information about the applicant’s management of and responsibility for other team members.

**Application Deadline**

Annually, there are **TWO rounds of grants and TWO application deadlines**: applications for the first round of grants must be received by the General Secretary 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 names and contact details of TWO referees, 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. At least one of these referees should not be from the applicant’s own institution. **N.B. It will be the applicant’s responsibility to ensure that the Society receives these references by the application deadline: no application will be considered in their absence.**

An application for a new grant from a recipient who has previously received a grant from the Society will not be considered unless the terms of the previous grant (submission of report and accounts) have been fulfilled. **Such a report may be cited in place of ONE of the required references.**

**Publication**

Except by prior agreement, the opportunity of publication (whether as an article in the Society’s journal *Libyan Studies* or as a monograph) shall be offered in the first instance to the Society. If publication elsewhere is anticipated this should be indicated in the application.

**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 a one-off payment being made, and evidence of a publishable outcome should be presented within 24 months of payment (unless the application is for a project of more than one year’s duration). For multi-year projects, regular evidence of progress towards publication will be required.

**Principal Investigator**

Where a project is to be directed by more than one individual, only one person (the ‘Principal Investigator’) will be recognised by the Society as the applicant. He or she will be held responsible by the Society for the fulfilment of the terms of any grant awarded.

**Application Formats**

Applications may be submitted either by post or, preferably, by email. Please complete Form B (see page 3 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 B

|  |  |
| --- | --- |
| ***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:* |  |
| *Academic record of applicant (max. 1000 words):* |
|  |
| *Name, position and academic record of any collaborating partner(s) (max. 500 words each):* |
|  |
| *Please list five selected relevant academic publications by yourself or your collaborating partners:* |  |

***Project details***

|  |  |
| --- | --- |
| *Date, duration and location of project:* |  |
| *Outline of over-all project (including persons involved and publication plans) and intentions for this year (max. 2,000 words):* |
|  |
| *Layman’s summary of project (max. 100 words):* |
|  |
| *If your project involves travel outside the UK, what is the nature of your contacts with host institutions in the target country (e.g. with regard to necessary permissions)?* |  |
| *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):* |  |

***Project management***

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| --- |
| *Describe your risk assessment for this project and your provision for the health and safety of participants:* |
|  |
| *What would be your exit strategy from any relevant foreign country in an emergency?* |  |
| *Does time spent on this project fall within the remit (and timescale) of your present employment? If not, how will you find the time to complete it?* |  |
| *How will you ensure that any other team members will complete their responsibilities and submit timely reports (if relevant)?* |  |

|  |  |
| --- | --- |
| *Names and contact details of two referees:* |  |
|  |
| *If you have previously received an award from the Society, please indicate the project name and date:* |  |
| *Signature and date of application:* |  |