

## **CBRL: Conditions for Pilot Study Awards 2018/19**

### *Use of Award*

1. The award is to support the research project described in the application. If it is proposed to vary the project or programme in any significant way, prior approval must be sought from CBRL by contacting the UK Executive Officer.
2. Expenditure should be made in accordance with the items originally set out in the application. Expenditure may be varied between budget heads, within reason. Small adjustments may be made without recourse to CBRL, but if any significant adjustment to the proposed expenditure is envisaged, prior permission should be sought from CBRL.
3. Any items of equipment and research resources purchased with the help of a CBRL award must be deposited on the expiry of the award with an institution (usually the recipient's own, CBRL, or otherwise as agreed with CBRL). Such items do not become the personal property of the award-holder.

### *Research Ethics*

4. The CBRL attaches considerable importance to the maintenance of high ethical standards in the development, conduct and reporting of the research it supports and to ensure that it is conducted in a professional manner and will not give rise to distress or annoyance to individuals.
5. It is the responsibility of the award-holder's institution to ensure that your research is organised and undertaken within a framework of best practice and CBRL expects research to be conducted in accordance with the highest standards of integrity and research methodology. Ethical issues should be interpreted broadly and may encompass, among other things, relevant codes of practice, the involvement of human participants, tissue or data in research, research that may result in damage to the environment and the use of sensitive economic, social or personal data.

### *Health and Safety*

6. The award-holder's institution is responsible for ensuring a safe working environment is provided for all individuals associated with a research project and to undertake appropriate risk assessments. Its approach and policy on health and safety matters must meet all regulatory and legislative requirements. Where an award-holder does not have an institutional base, they should consult with the CBRL in advance of travel to the region. All award holders are advised to consult the FCO travel advice.

### *Payment of Award*

7. Wherever possible, awards are paid to the employing institution, in order that the funds may be accounted as a research income. The CBRL's awards, however, are made on the understanding that they do not attract institutional overheads.

8. Payment of the sum awarded will be made at the request of the award-holder, when expenditure is about to be incurred. The full amount of the award will then be paid directly to the award-holder's institution or – exceptionally and only if specifically requested – to the award-holder in person. When requesting payment please allow for at least two weeks for payments to be processed. Award-holders should additionally make allowance for the time needed by their own institution to complete its accounting procedures.
9. Award-holders are urged to start work on their project promptly, and to claim the award as soon as costs begin to be incurred. Should work be seriously delayed, CBRL may be obliged to cancel the award and reallocate the funds, although without prejudice to its consideration of any subsequent application on its merits. Awards unclaimed at the end of the financial year (31 March) will be automatically cancelled, unless prior written permission has been obtained from the CBRL for an extension. Similarly, award monies paid but remaining unspent at the end of the financial year should be returned to the CBRL, unless prior written approval has been granted for them to be carried over to the following financial year.

#### *Accounting for Award*

10. All award holders must complete a CBRL Pilot Award Report Form and submit it to the Administrative Secretary to arrive no later than 1 month after the end of the financial year to which the award relates (i.e. by 30 April in the following financial year). In addition to a statement of accounts relating to the CBRL award, the report should also provide details of any other grants received by the project and how they were spent. In cases where the award has been paid directly to the applicant, rather than administered by an institution, the accounts must be supported by relevant receipts and vouchers.

#### *Reports*

11. All CBRL-supported projects are expected to publish their work promptly in an appropriate medium (monograph, journal article, PhD thesis, etc) including any required by local statutory authorities.
12. Award-holders are required to provide a report for the *Bulletin* no later than 1 month after the end of the financial year to which the award relates (i.e. by 30 April in the following financial year).
13. The CBRL publishes an international peer-reviewed journal, *Levant*, and a monograph series (*Levant Supplementary Series*), which focus on the past of the Levant. Contributions to *Levant* are sought from a wide variety of areas, including anthropology, archaeology, geography, history, language and literature, religion and tourism. Award-holders whose research is primarily archaeological, or material-culture based, should be aware that *Levant* no longer publishes preliminary field reports, and that they are encouraged instead to submit a substantive research publication to the journal. CBRL also published the new peer-reviewed journal, *Contemporary Levant*, which focuses on the present day and modern history. Award-holders are encouraged to consider publishing in these outlets.

14. Award-holders should provide the CBRL's Administrative Secretary with information on all other publications relating to their project on an annual basis for inclusion in the *Annual Report*, which goes to press in September. A copy of the publications must be provided for the CBRL library.
  15. Award-holders should provide CBRL with the URL of web pages that contain information concerning the project funded. Where these are not provided suitable information should be provided for the CBRL web site. If no such information is provided then CBRL may abstract information from application forms and *Bulletin* submissions.
  16. Scholars who are producing digital datasets must deposit material, where appropriate, with the Arts and Humanities Data service (details at [www.ahds.ac.uk](http://www.ahds.ac.uk)) or the UK Data Archive for the social sciences (details at [www.data-archive.ac.uk](http://www.data-archive.ac.uk)).
  17. Due acknowledgement of support received from the CBRL should be made in any presentation or publication resulting from the research, whether an article, a book, or any other form of output, including web pages.
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### **CBRL Contact Points and Publications**

CBRL Award Report forms, including details of accounts, should be submitted to the UK Executive Officer, [cbri@britac.ac.uk](mailto:cbri@britac.ac.uk). All other information should be sent to this address, except for submissions being made directly to *Levant* or *Contemporary Levant*.

All award-holders are required to write reports intended for the *CBRL Bulletin* which should be written in an engaging and accessible style suitable for a general audience. Instructions for authors can be found at <http://www.tandfonline.com/toc/ycbr20/current>. Reports may be up to 1,500 words with 2-3 illustrations. Any queries concerning contributions to the *CBRL Bulletin* should be sent to the UK Executive Officer ([cbri@britac.ac.uk](mailto:cbri@britac.ac.uk)). Please submit completed reports and illustrations to the UK Executive Officer, ([cbri@britac.ac.uk](mailto:cbri@britac.ac.uk)).

Brief guidance on submissions to *Levant* is provided in 'Summary Instructions for Contributors' which appears in the latest volume of *Levant*. A full set of instructions can be found on the *Levant* website at <http://www.tandfonline.com/toc/ylev20/current>. All submissions should be sent by email attachment in electronic format to the Honorary Editor of *Levant*, Prof. Graham Philip ([graham.philip@durham.ac.uk](mailto:graham.philip@durham.ac.uk)).

Brief guidance on submissions to *Contemporary Levant* is provided in 'Summary Instructions for Contributors' which appears in the latest volume of *Contemporary Levant*. Prospective authors can also contact the Honorary Editor of *Contemporary Levant*, Dr Michelle Obeid ([michelle.obeid@manchester.ac.uk](mailto:michelle.obeid@manchester.ac.uk)) to discuss papers in advance of submission.