

January 2023

---

# CBRL Open Call Research Grants 2023-24 GUIDANCE NOTES



# CBRL OPEN CALL RESEARCH GRANT APPLICATIONS

## CBRL GUIDANCE NOTES

### CBRL GRANT OPPORTUNITIES 2023-24

CBRL offers a variety of funding opportunities for research on the Levant in the humanities, social sciences and related fields. The grants are open, but prospective applicants are encouraged to become a member of CBRL [[join CBRL](#)] to take full advantage of CBRL's up-to-date experience and knowledge regarding research in the Levant. The Levant is defined as Cyprus, Israel, Jordan, Lebanon, Palestine and Syria. We particularly encourage applications addressing topics relating to one or more of our five current major research themes [[see here](#)]:

1. Heritage – understanding the past and its present impacts
2. States, societies and cultures of the Levant
3. Cities and urbanisation
4. Refugees, migration, displacement, and diasporas
5. Challenges of sustainability and resilience

The listed subtopics are indicative only – proposals on other topics will be assessed on their merits. Disciplinary and interdisciplinary approaches are equally welcome. Please note that because of a generous private donation, additional funding is available this year for work relating to Gaza.

#### **Funding opportunities include:**

1. *Project Grants* for early career and established researchers based at one of the UK's Higher Education Institutions (HEI) or research organisation, for example to undertake pilot work to establish the feasibility of a larger project, or to bring an established project to completion;
2. *Residential Fellowships* for early career and established researchers, either based in a UK HEI or research organisation or within ten years of obtaining a PhD at a UK university if based in one of the countries within CBRL's remit ([The Levant - CBRL](#)), to undertake a period of research (normally three months) at the CBRL's institutes in Amman and/or Jerusalem (the Kenyon Institute);
3. *Travel Grants* for doctoral students registered at a UK HEI or post-doctoral members of staff at a UK HEI or research organisation to undertake travel in the region (or outside, if a convincing case can be made that the research proposes is essential to a Levantine research topic);
4. *Research Support Grants* for researchers based in one of the countries within CBRL's remit ([The Levant - CBRL](#)).

Proposals for other types of research support will be considered on their merits.

### Eligible costs include:

1. *Project Grants*: travel and maintenance costs away from home; consumables; fees (e.g., to interpreters, government fieldwork representatives); specialist project staff; direct costs of scientific analyses; illustration costs; transcription and translation (maximum grant: £10,000)
2. *Residential Fellowships*: free accommodation provided at the Kenyon Institute. For Amman, include an additional request for accommodation costs. For both locations, include requests for subsistence needs, travel, and visas. Reasonable subsistence needs include meals, new medical or health costs, and local travel.
3. *Travel Grants*: economy travel and maintenance costs away from home (maximum grant: £1,200)
4. *Research Support Grants* for graduate students registered at a university in the Levant: costs of academic enrolment for the research to be undertaken; reasonable subsistence costs, consumables (maximum grant: £1,200).

All expenditures must be supported by relevant receipts and vouchers.

**Ineligible costs** include: computer hardware, conference attendance, equipment [except for Schemes 2, 3 and 4 where a case must be made that they are essential], institutional overheads, payment in lieu of salary, publication, replacement teaching.

### APPLICATION DEADLINES:

Applications open: **16 January 2023**

Deadline for Applications: **Friday 10 March 2023 at 5.00pm**

Deadline for References: **Friday 10 March 2023 at 5.00pm**

Results will be announced no later than **Friday 5 May 2023**

Applications on the CBRL Application Form should be submitted to the UK Executive Officer at ([info@cbrl.ac.uk](mailto:info@cbrl.ac.uk)).

### RESEARCH STATEMENT

Provide a short (under 50 words) title and describe the research project in no more than 2,000 words for a *Project Grant* or *Residential Fellowship* and 1,000 words for a *Travel Grant* or *Research Support Grant*. Describe in non-technical language avoiding jargon. There is no set format, but a proposal will normally: explain the significance of the project in terms of the intellectual framework in which it is situated; describe the methodology to be used and the schedule of activities; provide any further information to persuade the assessors of the project's feasibility; and describe the planned outcomes.

### BUDGET

Give the total budget in £ and show in **bold** those items for which CBRL funding is requested. Include a unit cost and a multiplier for each item of expenditure, with justification for these amounts. Funds are cash-limited, and there is no scope for supplementation of a grant; projects should be fully costed from the outset. Detail other sources to which application is being made (specifying amounts), and the result where known.

## REFEREE

ONE referee is required, external to the applicant's institution, **except** in the case of Student Travel Grants and Student Support Grants. For students, the referee would normally be the thesis main supervisor. For the other schemes, the referees should not have a formal or informal Conflict of Interest with the applicant in the sense of working closely with them but be informed enough about the applicant's CV and research plans to be able to provide a detailed comment on his/her ability to undertake the proposed research.

Applicants for a grant should ensure that their referee writes to the UK Executive Officer ([info@cbrl.ac.uk](mailto:info@cbrl.ac.uk)) with the header **Grant Application Reference for [Name] by Friday 10 March 2023**.

Applications are expected to have the approval of the applicant's institution.

## GRANT CONDITIONS

### *Project execution, budget expenditure, equipment*

The grant is to support the research project described in the application. Prior approval must be sought from CBRL by contacting the UK Executive Officer if it is proposed to vary the project or programme in any significant way.

Expenditure should be made in accordance with the items originally set out in the application. Expenditure may be varied between budget heads, within reason, but prior approval must be sought from CBRL by contacting the UK Executive Officer if it is proposed to vary expenditure in any significant way. Please note CBRL is not responsible for arranging or securing visas.

Grantees must comply with CBRL's policy on travel and subsistence. (See CBRL Research Manual Section 7 – Travel, Subsistence and Expenses)

Items of equipment purchased with the help of a CBRL grant must normally be deposited on the expiry of the grant 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 grantee.

### *Ethical and professional standards*

The CBRL requires the research it funds to be conducted in an ethical and legal manner. It is the grantee's responsibility to ensure that the research is organised and undertaken within a framework of best practice, as defined by the Home Institution. 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 (see CBRL Research Manual Section 4 – Research Ethics).

Grantees will be assigned a CBRL Lead Contact during the research period covered by the grant (see Research Manual Section 3.2.2 – Lead Contacts).

### *Health and safety; risk assessment*

Before undertaking the research, the grantee must submit to CBRL the Risk Assessment documentation that has been submitted to, and approved by, their institution. All grantees travelling to the region must consult the FCDO travel advice regarding travel to the region.

### *Payment of grant*

Except in the case of student Travel Grants and Research Support Grants, the grant will usually be paid to the employing institution to administer; the grant is made on the understanding that the institution pays the grant to the grantee in full. Payment of the sum granted will be made at the request of the grantee when expenditure is about to be incurred. When requesting payment, allow for at least two weeks to process payments. Grantees should additionally make allowance for the time needed by their own institution to complete its accounting procedures. Payments will only be made to UK bank accounts except for Research Support Grants.

Grants must be claimed by 31 December 2023 (latest) unless prior written approval has been granted for an extension to this date. All grants must be expended by the end of August 2024. Grant monies paid but remaining unspent should be returned to the CBRL.

### *Publication*

Except by prior agreement, the opportunity of publication (whether as an article in CBRL's journals, *Levant* or *Contemporary Levant*, or as a CBRL monograph) shall be offered in the first instance to CBRL. If publication elsewhere is anticipated, this should be indicated in the application.

Grantees shall acknowledge the support of CBRL when making any public announcement or in any publication arising from a successful grant. In the case of publication this is the recommended form of words *This research was supported by a Project Grant/Residential Fellowship/Travel Grant/Research Support Grant [delete as appropriate] awarded by the Council for the British Research in the Levant (CBRL).*

Grantees should provide the CBRL's Executive Officer with information on all publications relating to their project. A copy of any other publications must be provided for the CBRL library.

### *Reporting Requirements*

The **Grant Report Form** sent to successful applicants must be submitted to the UK Executive Officer ([info@cbri.ac.uk](mailto:info@cbri.ac.uk)) within one month after the end date of the research covered by the application (or the end date approved by CBRL in the case of change), and no later than one month after the end of August 2024. The Report Form asks for a statement of what was achieved with the grant and details of its expenditure. Accounts must be supported by relevant receipts and vouchers where not administered by a university or research organisation.

Grantees are expected to provide at least one piece of research content for CBRL's online channels, such as a video, blog post or podcast. Please discuss the preferred content format with CBRL's communications team upon taking up the grant.

CBRL would also like to feature CBRL sponsored research and fieldwork updates across CBRL's **social media channels**. If the grantee uses Twitter and/or Facebook, it is asked that grantees tag CBRL (Twitter @CBRL\_news, Facebook: CBRL London) and CBRL will retweet/share these with CBRL's wide network.

If the grantee would like to offer to organise or co-organise an event (webinar, in person seminar, lecture, conference, etc.), please contact the CBRL Comms Team: [comms@cbri.ac.uk](mailto:comms@cbri.ac.uk).

CBRL produces annual reports and an electronic *Year in Review*, issued in December, to highlight all CBRL funded research and activities. CBRL will select a small number of research projects that demonstrate the range of disciplines/themes and geographical scope of CBRL's activities and ask those grantees to write a longer-read piece (e.g. around 750 words). The Comms Team will contact the grantee should the research be selected.

Grantees should provide CBRL with the URL of web pages containing information concerning the funded project. Pertinent information should be provided for the CBRL website where these are not provided. If no such information is provided, CBRL may abstract information from application forms and report submissions.

Digital data, together with documentation, should be offered for deposit, such as at the Arts and Humanities Data Service or ESRC Data Archive, within a reasonable time after the completion of the project.

**All grant recipients will be required to sign CBRL's grant Terms and Conditions and comply with the CBRL Research Manual prior to commencing their research, including submitting an ethical declaration form and completing the risk assessment template.**

*When submitting applications elsewhere for follow-on funding that draw on CBRL-funded research, please consider including CBRL in your application: how CBRL may support your research and you support the ongoing mission work of CBRL and its institutes in the region. Where a CBRL award has facilitated subsequent successful funding, please report this to the CBRL for our records, even if some time after the period of the original award. We want to hear about your successes!*