



Council for British Research in the Levant

## CBRL ANDREA ZERBINI AWARDS

### GUIDANCE NOTES

2023-24

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The **CBRL Andrea Zerbini Awards** are open to doctoral students from universities in the UK and the EU with:

- Up to a maximum of 12 years since the completion of their Master's degree
- A track record showing promise
- A compelling proposal.

Two travel grants of up to £4,000 each are available.

The awards are for research into: Ancient History; Landscape Archaeology; New Technologies/GIS Applications in Archaeology; Aerial Archaeology; Migration and Migrant Identities in the Near East from Antiquity to the Middle Ages; Protecting the Past.

One referee from the applicant's institution is required (normally the lead doctoral supervisor).

**Deadline for applications: 5.00pm GMT, Tuesday 31 October 2023**

**Deadline for references: 5.00pm GMT, Tuesday 31 October 2023**

Questions and queries, please write to: [info@cbrl.ac.uk](mailto:info@cbrl.ac.uk), which is also the address to submit the application and required reference.

**Eligible costs** include:

1. Economy travel to the Levant, travel within the Levant, visas (insurance should be covered by the home institution)
2. Local travel (e.g. car hire, fuel, bus and taxi fares, etc.)
3. Reasonable accommodation and food costs away from home (subsistence)
4. Consumables (e.g. stationery and office supplies, batteries, etc.)
5. Equipment hire, as relevant to the research
4. Language tuition

All expenditures must be supported by relevant receipts and vouchers.

**Ineligible costs** normally include: significant equipment and computer hardware purchases (e.g. above £250), institutional overheads, payment in lieu of salary.

Applications on the CBRL Andrea Zerbini Award 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 25 words) title, describe the doctoral research project in up to 500 words, and in up to 500 words then describe how the CBRL Andrea Zerbini Award will be used. Use 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 British Pound Sterling (£). As appropriate, 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, normally the doctoral thesis main supervisor.

Applicants for a grant should ensure that their referee writes to the UK Executive Officer ([info@cbri.ac.uk](mailto:info@cbri.ac.uk)) with the header **CBRL Andrea Zerbini Application Reference for [Name] by Tuesday 31 October 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 travel 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 (e.g. above £1,000). 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 travel 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/doctoral supervisor/committee. All grantees travelling to the region must consult the FCDO and/or their relevant embassy's travel advice regarding travel to the region.

#### *Payment of grant*

The award can be paid directly to the grantee or the grantee's institution. 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, as relevant. Payments will only be made to UK and EU bank accounts.

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

#### *Publication*

Applicants should outline their plans for dissemination, including contributing to CBRL's public engagement programme (blog, outreach event) and social media, and any plans for publication. CBRL publishes two journals, *Levant* and *Contemporary Levant*, and monographs. Applicants are strongly encouraged to consider CBRL in any future publication plans.

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 CBRL Andrea Zerbini Award given by the Council for the British Research in the Levant and the Andrea Zerbini Foundation.*

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 September 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 Instagram, 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 [info@cbrl.ac.uk](mailto:info@cbrl.ac.uk).

CBRL produces annual reports to showcase the research and individuals it sponsors. 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).

Grantees should provide CBRL with URLs 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 or university repository, 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!*