

CBRL WORKSHOP GRANT OPPORTUNITIES 2025-26

GUIDANCE NOTES

CBRL offers Workshop Grants to facilitate collaborative academic activity between researchers based in the UK and the Levant working in the humanities, social sciences and related fields.

Workshops can be held anywhere, including at CBRL in Amman with prior agreement. Hybrid events are encouraged to maximise participation, but some degree of in-person meeting of academics from the UK and the Levant is required.

Successful applications will include a tangible output, such as:

- a collection of papers for a special edition of one of our journals (Levant or Contemporary Levant; applicants should be able to demonstrate initial interest from one of the journal editors in their application);
- a collaborative funding proposal (ideally with CBRL as named partner);
- or an innovative academic network/partnership of some sort.

We particularly encourage applications addressing topics relating to one or more of our five current major research themes [[see here and below](#)], and those which address regions and research not traditionally associated with CBRL's activities.

Current Research Themes:

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

Disciplinary and interdisciplinary approaches are equally welcome, as are collaborative applications which include in-country partnerships and/or co-investigators.

Please note:

- **CBRL grants are paid to a host institution and not to an individual.**
- **Registered employees of a UK university or recognised heritage institution, at the time of applying and for the duration of the grant activity, can apply if they are hosting their workshop at their host institution or elsewhere.**
- **Those interested in applying who do not have a suitable host institution may collaboratively apply with a colleague whose own institution will act as host.**
- **Alternatively, where CBRL in Amman will host the workshop, CBRL can also host and administer the workshop grant. Agreement must be secured from CBRL's director in advance of the application. This agreement is not guaranteed.**

- CBRL's Workshop Grants are not intended to support research activity, rather they focus on facilitating academic output. Therefore, no approved ethics or data management plans are required from the host institution.
- CBRL will only consider applications that involve international travel, where the international travel has been approved by the host institution's Risk Assessment process. Applicants are required to check in advance whether the proposed international travel will be approved by their host institution, before making an application to CBRL.
- Due to the broader socio-political context of the region, applications must demonstrate feasibility.
- Grant payment is made *only* on receipt of institutionally approved risk assessments, which must be issued before travel takes place. Under no circumstances will CBRL release a grant without this document, or if the document has been issued retrospectively.
- Applicants must ensure they will obtain all necessary documentation, visas and approvals in order to complete the workshop on time.
- Those directly associated with CBRL (either as Trustee or staff member), cannot apply for CBRL grants as PI, but can apply as Co-I. Trustees or staff members who have applied for a particular grant will not sit on the relevant assessment panel.
- Applicants should be mindful of CBRL's Publications Ethics Statement, the terms of which also apply to the research we support: <https://www.cbri.ac.uk/wp-content/uploads/2024/11/CBRL-Publications-Ethics-Statement.pdf>.

FURTHER DETAILS

CBRL invites applications for **Workshop Grants for between £4,000 - 5,000**, for early career and established researchers.

Eligible costs include: travel and maintenance costs for participants away from home; consumables; fees (e.g., visa costs); catering.

Ineligible costs include: computer hardware, equipment, institutional overheads, payment in lieu of salary, room hire.

APPLICATION DEADLINES:

Applications open: **Monday 6th January 2025**

Deadline for Applications, including the submission of the reference: **Thursday 6th March 2025**

Results will be announced **in April 2025**.

Applications on the CBRL Application Form should be submitted to the UK Executive Officer at info@cbri.ac.uk

HOW TO COMPLETE YOUR APPLICATION

Please use the application form provided.

WORKSHOP STATEMENT

Provide a short (under 100 words) title and describe the workshop output within the wordcount of the application form. Describe in non-technical language avoiding jargon.

SUMMARY OF WORKSHOP

There is no set format, but a proposal will normally:

- explain the significance of the workshop in terms of the intellectual framework in which it is situated;
- Outline the participants, including their academic background, relevant to the workshop and whether they will be attending in person or online.
- Outline the proposed venue and approximate dates. Successful applications will demonstrate that the venue has confirmed that there will be no charge for room hire, or that cost of room hire will be covered by other funding, and the approximate dates can be accommodated.
- Describe the schedule of activities;
- Demonstrate feasibility;
- Describe the planned outcomes and why these are important.

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. Detail other sources to which application is being made (specifying amounts), and the result where known.

REFEREE

One Reference is required.

Applicants must ensure that their referee sends their completed Referee Form to the UK Executive Officer (info@cbri.ac.uk) with the header **Grant Application Reference for [Your Name] by Thursday 6th March 2025.**

GRANT CONDITIONS

Project execution, budget expenditure, equipment

The grant is to support the workshop described in the application. Prior approval must be sought from CBRL by contacting the UK Executive Officer if it is proposed to vary the programme, or use of budget, in any significant way. A valid reason for the proposed change must be provided.

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

Ethical and professional standards

CBRL requires the activity it funds to be conducted in an ethical and legal manner, and within a framework of best practice, as defined by the host Institution.

Payment of grant

The grant will be paid to the host institution; the grant is made on the understanding that the institution pays the grant to the grantee in full. Once CBRL has received all relevant documentation, we will release funds. Please allow at least two weeks to process payments. Payments will only be made to UK bank accounts. Alternatively for workshops being held at CBRL Amman, the grant will be held and administered by CBRL.

Grants must be claimed by 31 December 2025 (latest) unless prior written approval has been granted for an extension to this date. All grants must be expended by the end of February 2026. Grant monies paid but remaining unspent must be returned to the CBRL.

Publication

Except by prior agreement, the opportunity of publication 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 Workshop Grant 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) within one month after the end date of the workshop. 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.

As part of the award, we ask that you submit text, relevant links and an image about your workshop for the CBRL research project webpages. We may also contact successful applicants for a story in our monthly newsletter. This is a mandatory part of the conditions of the grant.

All grant recipients will be required to sign CBRL's Code of Conduct and Terms and Conditions, and comply with the CBRL Research Manual prior to commencing their activities.

Further engagement with CBRL

When submitting applications elsewhere for follow-on funding that draw on CBRL-funded activity, 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, e.g. seminars, workshops, partnership working. Where a CBRL award has facilitated subsequent successful funding, please report this to the CBRL for our records. We want to hear about your successes!

Data protection

CBRL adheres to the Data Protection Act 2018. Please see the CBRL Research Manual for guidance on data management.

Guidelines reviewed December 2024