*Confidential*

**WORKSHOP GRANTS REFERENCE FORM 2025-26**

**APPLICANT**

Please complete sections 1-6 and forward the form to your referee together with a copy of your application. Please allow the referee enough time to complete the reference and send to the CBRL UK Executive Officer at [info@cbrl.ac.uk](mailto:info@cbrl.ac.uk) by **Midnight GMT, Thursday 6th March 2025**.

**REFEREE**

Please complete the reference (sections 7 – 12), sign and return the completed form to: the CBRL UK Executive Officer at [info@cbrl.ac.uk](mailto:info@cbrl.ac.uk) by **Midnight GMT,** **Thursday 6th March 2025.**

**Conflict of Interest:**Before you complete a reference please ensure that you do not have a conflict of interest with the proposal. We consider that a conflict of interest exists where:

• The applicant is a close friend or relative

• You are directly involved in the work the applicant proposes to carry out

• You may benefit financially from the work

• You work closely with the applicant(s) (e.g. as a co-author or PhD supervisor) or have done so within the last five years.

**Please comment in your reference on:**

* How long you have known the applicant and in what capacity
* The quality of the proposed project (originality, significance and approach)
* Suitability of the candidate to undertake the research (training, experience and track record)
* Feasibility of the proposed project (likelihood of completion and delivery on time)
* Any other comments you may wish to add

*We thank you for your time and co-operation.*

1. Name of Applicant

|  |
| --- |
|  |

2. Title of Workshop

|  |
| --- |
|  |

3. Research Theme

Heritage – understanding the past and its present impacts ☐

States, societies and cultures of the Levant ☐

Cities and urbanisation ☐

Refugees, migration, displacement, and diasporas ☐

Challenges of sustainability and resilience ☐

4. Title of Referee

|  |
| --- |
|  |

5. Full Name of Referee:

|  |
| --- |
|  |

6. Email address of Referee, current role and institution where applicable:

|  |
| --- |
|  |

**REFERENCE**

7. Your capacity to review the reference.

What level of expertise do you have in the subject area of this application (please tick one box)?

|  |  |
| --- | --- |
|  | High - High level of expertise |
|  | Medium - Sufficiently knowledgeable to provide an informed opinion |
|  | Low - Providing a generalist opinion only |

Which aspects of the application are you commenting on?

|  |  |
| --- | --- |
|  | (a) Whole application |
|  | (b) Particular aspects (please specify): |

8. Cost effectiveness of the application.

CBRL must ensure that resources are allocated to ensure optimal value for money, considering the financial resources requested against the outputs proposed. The applicant’s relevant track record, as well as factors such as impact and in-kind contributions, should be considered.

In your opinion, does this application represent (please tick one):

|  |  |
| --- | --- |
| Excellent value for money |  |
| Very good value for money |  |
| Good value for money |  |
| Satisfactory value for money |  |
| Poor value for money |  |

9. Reference

Please consider the proposal's particular strengths and weaknesses, assessing the workshop aims, objectives and outputs, and the applicant’s ability to deliver on the plans (unlimited wordcount).

|  |
| --- |
|  |

10. Overall research assessment.

Please to judge the excellence of the workshop proposal by ticking one box

|  |  |
| --- | --- |
| Outstanding: exceptional scholarly merit and originality; expected to have major scholarly impact. |  |
| Excellent: at the forefront of the field; will advance understanding. |  |
| Very good: generally competitive scholarship. |  |
| Good: quality scholarship, but not leading edge |  |
| Of merit: modest advance in the field |  |
| Will probably not advance the field or produce new, useful knowledge |  |
| Will not advance the field |  |

11. Based upon your assessment of excellence, risk-reward and cost effectiveness (see below), would you recommend this proposal for funding?

|  |  |
| --- | --- |
|  | Yes |
|  | No |

12. Signature and date

Double-click to upload signature file

|  |
| --- |
|  |
| Print Name: |
| Date: |

Applications and references should be sent electronically to: CBRL Executive Officer: [info@cbrl.ac.uk](mailto:info@cbrl.ac.uk) **Deadline for applications and references:** **Midnight GMT,** **Thursday 6th March 2025**

By completing and submitting this form and so entering into this correspondence, you give consent for CBRL to hold and process your personal data in line with CBRL’s privacy policy. See our [GDPR policy](https://www.cbrl.ac.uk/wp-content/uploads/2024/05/GDPR-Policy-April-2024.pdf) for more details.