Terms & Conditions

RSE Arts & Humanities Research Grants
Research Networks, Research Workshops and Small Grants

These are the terms and conditions of the RSE Arts & Humanities Research Grants. All applicants should read these carefully before completing and submitting an application. should be read carefully alongside the guidelines before completing the application form.

INTRODUCTION

As Scotland's National Academy, the Royal Society of Edinburgh (RSE) combines the roles of the Royal Society of London and the British Academy within a Scottish context. The Society, with support from the Scottish Government and private funding, has for many years supported the sciences by allocating funds for post-doctoral research. It also administers a scheme to fund research in the Arts and Humanities which is supported by the Scottish Government and was launched in 2007. Scotland is the home of many distinguished scholars in philosophy, literature, languages, history, theology, law, and in the theory and criticism of the visual and performing arts. There are also many excellent creative artists. In developing an association with scholars, practitioners, and policy makers, and in assisting the promotion of their research, including, as appropriate, its practical application and dissemination, the RSE seeks to enhance its mission 'to promote the Advancement of Learning and Useful Knowledge'. An outline of the full Programme of Awards is given below.

APPLICANT ELIGIBILITY

1. The awards are open to applications from Principal Investigators who are one of the following: a full or part-time academic in the arts and humanities employed by a Higher Education Institution in Scotland; a full or part-time practitioner or research-active member of staff in the creative, visual or performing arts employed by a Scottish Cultural Institution with a demonstrable commitment to teaching and research within said institution; or a retired academic in the arts and humanities who retains demonstrable links with a Scottish Higher Education or Cultural Institution.

2. Applicants on short or fixed-term contracts should ensure their contracts extend for at least 3 months after the end of the proposed project. Early career researcher on staged contracts to permanent lectureship positions are eligible but must be in contract for the duration of the award.

3. Joint applications are accepted for the Workshop and Network schemes where there is evidence of the partners having worked together successfully, bringing individual but complementary skills and experience. Collaborations may be: between Scottish or overseas Higher Education Institutions and/or Cultural Institutions, provided that the lead applicant is based in Scotland and the key principles of the awards scheme are recognised; and interdisciplinary (including beyond the arts and humanities),

PROJECT ELIGIBILITY

1. The RSE Arts and Humanities funding remit, in line with the Arts and Humanities Research Council, covers the following research areas: History, Cultures and Heritage – Archaeology, Classics, Cultural and Museum Studies, Development Studies, History, Information and Communication Technologies (where they are applied to the humanities), Law and Legal Studies, Library and Information Studies, Philosophy, Political Science and International Studies, Theology and Divinity and Religion. Creative and Performing Arts – Dance, Design, Drama and Theatre Studies, Media, Music and Visual Arts. Literature and Languages – Languages and Literature and Linguistics. Please visit https://ahrc.ukri.org/funding/research/subjectcoverage/ahrc-disciplines/ to see a further breakdown of eligible subjects.

2. The project proposed should involve research as defined for the Purposes of the Awards. This definition is drawn from the definition employed in the RAE 2008, specifically as it applies to the Arts and Humanities:

   a) 'Research' ….is to be understood as original investigation undertaken in order to gain knowledge and understanding. It includes work of direct relevance to the needs of commerce, industry, and to the public and voluntary sectors; scholarship*; the invention and generation of ideas, images, performances, artefacts including design, where these lead to new or substantially improved insights; and the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products and processes, including design and construction. It excludes…. the development of teaching materials that do not embody original research.

   * Scholarship for the RAE is defined as the creation, development and maintenance of the intellectual infrastructure of subjects and disciplines, in forms such as dictionaries, scholarly editions, catalogues and contributions to major research databases.

   b) 'Applied Research' should be informed by the intellectual structure of scholarly research in the field—applying or exchanging enhanced knowledge, methods, tools, and resources of other types of research and contributing to scholarly research through systematic dissemination of its results. Outputs of Research-as-Practice, Practice-led-Research and Practice-based Research are welcomed, provided that they meet the definition of research as defined above.

3. There are three types of Arts and Humanities grants. Applicants may submit only one proposal to each scheme. If an applicant applies to more than one scheme, then the applications must be for different projects. Applicants submitting more than one proposal should ensure that they detail how they will manage their time on all projects if each are successful. Applicants should apply to the scheme best suited to the proposed project.

   a) **Research Networks** are designed to create and/or to consolidate collaborative partnerships over a two-year period. 'Partnerships' may be defined in a range of ways, and may involve collaboration between colleagues in different disciplines and institutions. The award may be used to expand the activities of existing Research Workshops, or to initiate new projects, although evidence of previous successful collaborative work amongst the participants will be an advantage. Any events organised must be outwith the Society's and Young Academy's own programme of meetings.

   b) **Research Workshops** are designed to encourage collaborative investigation into a research proposition that is at an early stage of its development. A Workshop is regarded by the RSE as "the coming together of scholars at the early stage of planning and developing a collaborative research initiative." Please note that this award is to encourage and support a range of colloquia to advance the exploration of the topic, and that a single event sharing completed or advanced research is not eligible under this scheme. Successful completion of

the workshop stage will not normally lead to a major grant application, but possibly to a Network application.

c) **Small Grants** are designed to support personally conducted research. They are designed to encourage innovation and to integrate with the overall programme of awards such that successful applications may lead to future bids for Workshop or Network funding, or act as preliminary investigations for Major Research Grants. Small Grants offer an opportunity to scholars in the early stages of their career, part-time academics, and those who have had a family career break.

SELECTION PROCESS

1. Applications will be assessed by a peer review panel composed of Fellows of the Royal Society of Edinburgh with specialist expertise in the study and practice of the Arts and Humanities. In the case of an interdisciplinary proposal, or one which falls outside the disciplines represented on the panel, it will seek comments from other Fellows or from external assessors. We usually aim to communicate decisions within 2-3 weeks of the Committee meeting date.

SELECTION CRITERIA

1. Applications for Networks and Workshops are assessed against their adherence to the key principles of the RSE Arts & Humanities awards programme: they should be collaborative, resonate with Scottish culture and society, and include plans for dissemination which address both a traditional academic audience and the wider public. It is desirable for the Small Grants scheme to adhere to these key principles but it is not essential.

2.

FUNDING
1a) The RSE will fund the following:

Type of Cost	Small Grant – up to £7,500	Workshop – up to £10,000	Network – up to £20,000
Travel - Travel (international and local; rate – economy or equivalent booked well in advance; including Tourist Tax) - Visa - Accommodation - Subsistence	Yes – to archives, libraries, other repositories, conferences, colloquia and workshops	Yes – for organisers and speakers to attend the events organised	Yes – to archives, libraries, performances, exhibitions, conferences etc. by the participants

Event costs - Post-event speaker dinner - Venue/room hire (expectation that host institute will contribute. Costs should be no more than equivalent-sized rooms at the RSE) - Catering - AV hire - Professional photographic services - Filming and editing - Interpreters (e.g. BSL) - Event materials (fliers, posters, brochures, banners, delegate packs) - Publicity - Receptions (excluding alcohol costs)	No	Yes	Yes
Administration assistance on an hourly or daily basis	No	No	Yes
Library fees, illustration permissions, copyright fees, photographic services	Yes	No	Yes
Translation services and transcription of interviews	Yes	No	No
Assistance with publication costs (in the form of guarantee against loss or for illustrative material)	Yes	No	No
Costs associated with disseminating results arising from the project – through publication or presentation at specialist conferences, normally up to a maximum of 10% of the requested budget. Includes publisher costs: project management, copy editing, proof reading, index, maps, design, layout and typesetting, cover design and film, printing and binding	Yes	Yes	Yes

b) The RSE will not fund the following:
- Travel insurance
- Medical expenses
- Computer hardware
- Bench fees
- Laboratory costs
- Departmental costs
- Excess baggage costs
- Expenses related to accompanying dependents

- Contributions towards salaries (except for business support for administration for the Network award only)
- Participation fees
- Alcohol costs
- Professional copy-editing
- Subventions for publishing
- Taxis to Edinburgh airport
- Replacement staff
- Equipment

2. Please take account of the following important notes:
   - Where travel costs are concerned advantage should be taken of any discount or concessionary fares available
   - Similarly, advantage should be taken of appropriate inexpensive accommodation available if relevant to the application.
   - Full employment costs cannot be provided
   - Full Economic Costs are not provided

3. An RSE Arts & Humanities Grant may be topped up by an awardee's institution.

REPORTING REQUIREMENTS FROM SUCCESSFUL APPLICANTS

1 a) Research Workshops and Small Grants: Within six weeks of the conclusion of the period of the award, the recipient(s) should submit a written report to the RSE peer review panel. This report must include details of the outputs and outcomes of the award and how they contribute to one or more of the Scottish Government's National Outcomes. A template report form will be provided when the offer of an award is made.
b) The host institution must submit a final statement of expenditure to the RSE.

2a) Research Networks: At the end of year one, an interim report should be submitted to the RSE.
 b) A final report should be submitted within 3 months of the conclusion of the period of the award. Template report forms will be provided when the offer of an award is made.

3 **Review of reports**
   a) Reports will be checked for accuracy by officers, and then submitted to the Convener of the panel who, in consultation with relevant colleagues, will comment on the conduct, delivery and impact of the research.

   b) Should a report not be submitted by the due date, or if it be deemed incomplete or unsatisfactory, the recipient of the award will be invited either to submit it within two weeks or to revise the report in line with the assessors' comments.

   c) If the report is still not forthcoming, or if the Convener continues to be dissatisfied with the report, the peer review panel will consider what sanctions are appropriate. Sanctions may include:
      - Request for refund of award
      - Letter to head of institution in which the recipient of the award is based
      - Penalty listing of recipient of award
      - Penalty listing of institution at which the recipient is based

3. Financial reporting

    a) Workshops and Small Grants:
    <u>Within a month of the completion of the award, the host institution should submit a final statement of expenditure to the RSE.</u>

    b) <u>Network:</u>
- An interim statement of expenditure should be submitted at the end of the first year of the project.
- A final statement of expenditure should be submitted within six weeks of the completion of the project.

4. Statements of expenditure should: be on headed paper; detail the amount received, amount spent and any outstanding balance to be returned to the RSE; and be signed off by a senior member of finance staff at the institution.

5. Unspent funds over £30 should be returned to the RSE.

ADDITIONAL TERMS AND CONDITIONS

1. The length of the awards will not be extended for successful candidates who are in part-time posts; the award will remain fixed at one year for Workshop Awards and Small Grants and two years for Network Awards.
4. Any events organised must be outwith the Society's and Young Academy's own programme of meetings.
    3. It is a requirement that any publications that arise from the award of a scholarship, and which are authored or co-authored by the scholar, should acknowledge the support of the RSE

MISCONDUCT

16. In accepting this award, the host institution is expected to have in place policies covering research misconduct together with procedures that would be applied were the awardee(s) to fail to abide by them. This award may be withdrawn should the awardee be found guilty of misconduct or unacceptable behaviour (both personal and work-related).
17. The RSE adopts the UK Research Integrity Office (www.ukrio.org) Code of Practice. Definitions of good conduct and misconduct are available on our website: https://www.rse.org.uk/codes-of-conduct/.

ACCEPTANCE OF REGULATIONS

18. By signing this application form and accepting the grant offer letter both the Host Institution and the applicant for the award agree to be bound by the Guidelines and Terms and Conditions upon acceptance of the award by the Host Institution. Each of the Funder and the Royal Society of Edinburgh shall be entitled to enforce these Regulations.