

**APPLICATION FOR A GRANT FOR FIELDWORK AND RELATED SUPPORT
[IN SUBJECTS WITHIN THE REMIT OF THE CENTRE FOR ADVANCED WELSH
AND CELTIC STUDIES]**

NOTES AND INSTRUCTIONS FOR APPLICANTS

1. **FORMS** and **ENCLOSED DOCUMENTS** should be typed and electronically submitted.
2. **CLOSING DATES FOR APPLICATIONS** are 1 September (for a decision in October) and 1 March (for a decision in April).
3. **APPLICATION FORMS SHOULD BE SENT TO:**

Administrative Officer
University of Wales Centre for Advanced Welsh and Celtic Studies
National Library of Wales
Aberystwyth
Ceredigion SY23 3HH
☎ (01970) 636543 ✉ A.Elias@Cymru.ac.uk

4. **PROCEDURE FOR CLAIMING A GRANT**

The decisions taken by the Publication and Collaborative Research Committee of the University of Wales will be notified as soon as possible. Applicants, when they wish to take up the grant, should write to the Administrative Officer (address as above). Payments will normally be made within a month.

The University requires grants to be taken up before the end of the financial year following that in which the grant is awarded. The financial year ends on 31 July. Grants which are not taken up by that deadline will be deemed to have lapsed.

5. **RESEARCH REPORTS**

Within 12 months of the receipt of the grant, the recipient(s) will be expected to submit a report to the University, summarizing the academic results of the work, together with a statement of the accounts. The University regards the receipt of a satisfactory report as a precondition for the consideration of a further application from the recipient concerned. At the end of a project, a final report and statement of the accounts should be submitted and the University should be informed of any publications which result from the work; these publications should contain due acknowledgement of the support given by the University. Any unexpected balances remaining at the end of the project should be returned to the University.

6. **FURTHER INFORMATION**

If applicants need any further guidance or information, they should approach the Administrative Officer at the above address.

Section A: Details of Applicant

- 1. Name and Title
- 2. Address
..... (Postcode)
- 3. Daytime Telephone Number
- 4. Qualifications and Present Position of Applicant
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- 5. Research Interests and Relevant Publications (maximum of 6 publications)
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Section B: Project Information

- 1. Title of project
- 2. Summary of fieldwork or related activity (maximum 300 words)

3. Amount Requested.....
4. Other applications relevant to this proposal
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5. Date(s) and Duration of Proposed Research
6. If relevant, location of Site / Area, with National Grid Reference
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Section C: Statement of the Aims and Scope of the Project

The statement should be enclosed with the application form and should follow the guidance outline set out below.

Guidance Outline:

1. The background and context of the project should be defined, including the significance of the project in a wider context and any innovations in the approach.
2. The objectives of the proposed research.
3. A description of the fieldwork to be done and how it will be conducted, including a timetable for the fieldwork. If the fieldwork will be undertaken as part of a larger project, the statement must also provide a timetable for the whole project, including, where applicable, anticipated post-excavation work. If relevant, a sketch-plan of the site/area, indicating those portions which it is planned to survey and/or excavate should be attached.
5. A justification of resources covering:
 - Consumables;
 - Costs of assistants required to undertake fieldwork;
 - Clerical assistance detailing costs per hour/day and number of days for which assistance is required;
 - Travel and subsistence (at home institution rate);
 - Fees for library access, searches or databases;
 - Costs of producing illustrations or preparing materials for archiving;
 - Where appropriate, it should also indicate which bodies are anticipated to fund the project and the likely overall cost. The costs and medium of publication should also be specified.

THE STATEMENT SHOULD NOT EXCEED 1,000 WORDS IN LENGTH.

Section D: Permissions / Access

1. Are there any special permissions required for the fieldwork?

YES/NO

2. If YES, please indicate how these will be secured in advance of the fieldwork

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3. Is ethical approval necessary for the fieldwork?

YES/NO

4. If NO, please provide an explanation

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5. If YES, please indicate what ethical issues are relevant to the fieldwork and what procedures will be followed to obtain ethical approval.

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For applications relating to archaeological fieldwork:

6. Is the site a Scheduled Ancient Monument or Site of Special Scientific Interest?

YES/NO

7. If the site is scheduled, do you have a Scheduled Monument Consent?

YES/NO

8. Have the relevant authorities and /or owners given permission for the project?

YES/NO

Section E: Excavation Project Details

1. What arrangements have been made for the conservation of the finds?

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2. Where is it proposed to deposit the finds?
 3. Where is it proposed to deposit the records?
 4. Do you have any excavations which are as yet unpublished? If so, please list (a) University of Wales funded projects and (b) others.

Section F: Insurance Arrangements

If the research involves excavation-, laboratory- or field-work, the Director is required to take out appropriate insurance to cover accidents involving third parties. The following details of the Insurance Policy are required:

1. The organization issuing the policy
2. The amount of cover provided £
3. The period of the Policy

Section G: References

Two references are required. The applicant should approach the referees and request them to send references to the Administrative Officer at the University of Wales Centre for Advanced Welsh and Celtic Studies. The references should arrive before the closing date for the application (see p. 1, Note 2).

Names and Addresses of Referees:

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| 1. | 2. |
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Applicant's Signature

Date