



## *The British Academy-Department for International Development Anti-Corruption Evidence (ACE) Programme*

### **2017 Competition**

### **Scheme Notes for Applicants**

#### **Summary**

1. In 2015 the British Academy (BA) initiated a new partnership with the UK's Department for International Development (DFID). This partnership supports a programme of grants and funds world-leading multidisciplinary research to enhance the development of more effective policies and interventions that will reduce corruption in developing countries and address its negative impact on people's lives. A first phase provided support for eight projects, as detailed here: <http://www.britac.ac.uk/anti-corruption>. As this partnership continues into a second phase, additional funding for new awards under the scheme is now being offered. Successful applicants will provide the operational evidence needed by DFID country offices and other policymakers to make a practical impact in reducing corruption; strengthen the evidence base for best practice in what works in addressing corruption across different contexts, and work with others in the programme to highlight interactions and interdependencies between different interventions; and will make the resulting evidence widely accessible in open access format to those seeking to develop and support the most effective anti-corruption policies and programmes.
2. This call for grants within the Anti-Corruption Evidence (ACE) Programme provides an opportunity for the world's best researchers to undertake two-year projects using interdisciplinary research methodology and, working with relevant partners, to develop studies focusing on improving the evidence base on what works in reducing corruption. The programme will fund projects of between £175,000 and £350,000 each, delivering research excellence with practical development impact.
3. The ACE Programme comprises two elements: the BA-DFID partnership, under which this call is issued, and a Research Partnership Consortium, headed by SOAS (<https://www.soas.ac.uk/news/newsitem114119.html>). Successful applicants will be required to contribute to the overall purpose of the BA-DFID partnership.

## Context

4. Corruption matters for development. It is linked to low growth, income inequality, poverty, and poor service provision. There are other less direct and measurable impacts, such as eroding public trust in government, as well as governance more generally. This weakens the ability of states to address poverty and sustain key public services, which in turn reduces the legitimacy and authority of governments, making them vulnerable to internal conflict and violence. For those living in poverty in developing countries, the prevalence of corruption means that essential services, such as health, education, water and sanitation, will either be absent or of poor quality. Prospects for decent work will be greatly reduced, as will personal safety and security. Tackling corruption is a priority for the UK Government.
5. While there is a robust evidence base demonstrating the various negative impacts of corruption, the evidence base on what works in addressing it is far weaker. Evidence for what works in different contexts, as well as the interactions and interdependencies between different interventions, has not been systematically developed, and there is little comparative work. Consequently, DFID country offices do not have the evidence they need to inform the design and implementation of the interventions that will have the most impact.
6. The need for this new research to be undertaken is pressing, given the damaging consequences of not investing in building the evidence to underpin a more effective approach to tackling corruption. In 2014/15, 83% of bilateral spend in Africa and 80% of bilateral spend in Asia was in countries rated by Transparency International as 'very corrupt'; and all nine of the countries where DFID is increasing spend by more than 50% are deemed highly corrupt.

## Programme Objectives

7. The ACE programme focuses on addressing the evidence gaps in demonstrating what works in reducing corruption. The strongly comparative dimensions of the programme will be continued, with projects supported under the programme actively networking with each other, facilitated by the British Academy, to help understand how relevant contextual factors impact on the efficacy of interventions across different environments and social groups. Projects will assess whether particular reforms reduce corruption or displace it into other sectors or practices.
8. Specific objectives will be:
  - To produce further world-leading research, and disseminate it in widely accessible format, to improve the evidence base on what works in tackling corruption;
  - To drive multidisciplinary approaches to developing and disseminating best practice through active stakeholder engagement; and
  - To support international collaboration and the development of research capacity.

## Research Themes and Focus

9. The focus for this research will be on [DFID Tier 1 countries](#) where corruption is a constraint and where a better understanding is needed of what kinds of intervention can make a difference and how that difference can be assessed. Unlike in the first round of grants, proposals this time may also include fragile or conflict-affected states. Countries of specific interest are Bangladesh, Ethiopia, Ghana, Kenya, Malawi, Mozambique, Nepal, Nigeria, Rwanda, Tanzania, Uganda, and Zambia, though proposals focusing on any DFID Tier 1 countries will also be considered. To ensure critical mass is best achieved across the ACE programme, this call is for projects which address one or more of the following four themes:

a. **International architecture and beneficial ownership:**

Of particular interest is research that addresses the link between high-level corruption in DFID Tier 1 countries and the enabling international architecture that supports illicit financial flows (for instance, in the banking sector, and the role of professional intermediaries such as agents, accountants and lawyers facilitating purchase of property and luxury goods, exploitation of tax regimes, and the use of offshore facilities). A better understanding is needed of how these links work in practice to support the emergence of transnational networks of corruption and the movement of stolen funds from poor to rich countries, encompassing a much broader range of corruption-related activities than just bribery.

Under this theme research is welcomed that, for example, explores the anti-corruption impact of existing Anti-Money Laundering bodies such as FATF (Financial Action Task Force). Areas of particular interest might include the potential effect and utility of such things as “beneficial ownership” rules and “unexplained wealth orders” in seeking to address the operation of transnational corruption networks by disrupting the capacity of increasingly mobile elite actors to exploit what have been called Global Wealth Chains.<sup>1</sup> Amongst other areas of exploration, applicants might consider whether such initiatives would simply divert stolen assets elsewhere, and what other interventions would be needed to prevent that happening.

b. **Commodity trading and potential responses:**

A core element of corruption in relation to commodity trading is that it offers a vehicle for hiding the proceeds of crime, and for moving value to hide its origin. The magnitude has never been systematically examined, but it is known that it is vast and encompasses such issues as: tax evasion, capital flight, transfer of wealth, illicit cross-border trade, underground financial systems, trade diversion, transfer pricing, and abuse of invoicing. For anti-corruption research, all/any of these could be a valuable focus – if researchers can access or create suitable data.

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<sup>1</sup> Defined as ‘transacted forms of capital operating multi-jurisdictionally for the purposes of wealth creation and protection’ by Leonard Seabrooke and Duncan Wigan in, ‘The Governance of Global Wealth Chains’, *Review of International Political Economy* 24:1 (2017).

For example, amongst the various dimensions of commodity trading corruption that could be explored are how it works in practice, notably in extractive industries and natural resources, and what kinds of regulatory regimes may be effective in combating it.<sup>2</sup> Equally, another aspect of commodity trading corruption entails collusion with financial institutions to keep the nature of transactions hidden. More research is needed on issues such as, but not limited to, underground finance (informal value transfer systems); casinos (acting as quasi-financial institutions, but not regulated as such); smuggling; mobile phone-based payments; misuse of the international gold trade; real estate purchases; virtual currencies (bitcoins, M-Pesa, etc); and shell companies.

Similarly, research is welcome into whether and how these various dimensions of commodity trading abuse can be countered. For example, open procurement and contracting initiatives may help to address some types of risk; for others, advances in data capture potential and analytics to capture trading-related anomalies (for instance in relation to invoicing practices) could offer promising avenues for exploration.

**c. Promoting integrity and systems of integrity management in both public and private sectors:**

Integrity is often posited as the opposite of corruption. However, much of the attention devoted to integrity has been implicit. Rather than exploring in depth what should be understood by integrity in public life, and how to achieve it, researchers, activists, and policymakers have often seemed to assume that integrity will result simply from the elimination of corruption. Policies designed to combat corruption are usually developed as a reaction or response to specific scandals, or else are designed to *prevent* particular forms of behaviour. They are driven by an attempt to address the visible expression of corruption, focusing primarily on institutional configurations or regulatory frameworks, and stressing *compliance*, rather than the promotion of pro-integrity values amongst public officials or private sector actors.

There is a need to understand better how integrity can be identified in *practical* terms and promoted in both the public and the private sectors in order to build effective models of integrity management – that is, the formal frameworks and informal mechanisms that ensure public officials and private corporations engage in ethical behaviour, acting with honesty and fairness whilst complying with prevailing legal norms. For example, research might explore challenges to developing a focus on integrity in endemically corrupt settings, and what mechanisms could be employed to cultivate what the OECD describes as a ‘whole-of-society culture of public integrity’.

**d. Corruption at different levels:**

The dominant approach to studying corruption and anti-corruption has focused on nation states as the unit of analysis, largely driven by attempts to understand the causes and effects of corruption by using country rankings as proxy dependent or independent

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<sup>2</sup> As noted in the UK Open Government National Action Plan 2016-18, ‘Payments from physical commodity trading companies to governments and state-owned enterprises for the sale of oil, gas and minerals – which account for the majority of government revenues in countries such as Iraq, Libya, Angola and Nigeria – remain largely opaque’.

variables. Whilst this work has been valuable in identifying broad patterns, it can mask significant variation in corruption *within* countries, and between different sectors. Research is welcome that explores anti-corruption interventions at sub-national level (both in *regions* and, especially, in *cities* which serve as the prime drivers of the global economy). Similarly, there is a need to understand better how anti-corruption interventions may operate at the *sector level*, and how sector-specific tools can be developed, for instance in health, education, police, judiciary, mining, commerce, and so forth.

A further potential area for exploration is the impact of what has been seen as a blurring of the boundaries between public and private policy development and implementation on the opportunities for corruption. This might include, for example, research on how such blurring has shaped not just the nature and modalities of corrupt exchanges, but also what implications it has for the development of effective anti-corruption strategies.

10. All research funded will have a strong focus on identifying how the impact of anti-corruption interventions will be assessed and measured, for instance in relation to scale, change over time, causality and attribution to reform.
11. The comparative element to understanding what works in different jurisdictions and settings, as well as different contexts, is an important feature of this scheme.
12. All projects must be [ODA eligible](#). Only proposals which aim to support the 'economic development and welfare of developing countries' will be supported under this call. The primary objective of the proposed project must thus be directly and primarily relevant to the problems of developing countries in order for the research to be counted as ODA. The British Academy will require applicants to demonstrate that their proposals are ODA eligible. ODA eligibility is an essential criterion – projects will only be deemed eligible for funding if they can demonstrate that they satisfy ODA eligibility criteria.

### **Scope of the Call**

13. This call is open to researchers from anywhere in the world. There is no requirement that a UK-based partner be involved in the proposal. Principal Investigators (PIs) must, however, be prepared to commit to travelling to London to take part in at least three events organised by the British Academy during the course of the awards – an introductory event, a mid-term event, and a final networking event.
14. Projects supported under this call are expected to have a clear and significant role for relevant stakeholders in the areas and territories that are the subject of the bids. This should be a meaningful engagement which supports capacity development for all partners. The British Academy encourages collaboration with relevant non-academic stakeholders. Applicants should also demonstrate the relevance of their research outcomes to practitioners and policymakers.
15. Researchers in research institutions based outside the UK must contact the British Academy at the time a decision is made to apply for the call to ensure that their employing institution

meets the Academy's administrative eligibility requirements. An appropriately designated authoriser must be identified who is able to commit the institution concerned to meeting the Academy's terms and conditions of award, including the financial requirements described in this application; this authoriser must not herself/himself be an applicant for an award (i.e. normally s/he would be an administrator, not an academic). The institution will be required to confirm that the grant proposal meets with its approval, and that it will provide sufficient and appropriate support should the proposal be successful.

16. While the British Academy does not have any other preconceived ideas regarding the exact type of project, outputs and dissemination of the research, the onus is on applicants to convince the Academy that their projects fully address the aims described above.

### **Period of Award**

17. Projects will be funded for two years beginning from 1 March 2018.

### **Value of Award and Purpose of Funding**

18. Grants made under this programme will be for sums of between £175,000 and £350,000, payable in two instalments. The first instalment will be paid immediately on acceptance of the award. Payment of the second instalment will be dependent on the submission of a satisfactory interim report and financial statement after 12 months. A final statement of expenditure will be required within two months of the end date of the award, and any underspend will be required to be refunded to the programme.
19. Funds may be used to pay for: the time of the PI and any Co-Applicant(s) involved in directing the project (the minimum commitment of a PI is expected to be equivalent to at least 4 hours per week across the period of the award); postdoctoral research assistance; travel and related expenses; networking costs, including travel to London to attend three events organised by the British Academy; and a contribution to university costs in hosting and supporting the research team. Award-holders based in the UK will be expected to base the division of spend on the Full Economic Costing basis.
20. Applicants are also advised to note that results from all projects funded by DFID, including those supported under this joint call with the British Academy, are expected to be published in open access format. The British Academy notes that the next Research Excellence Framework will have an open access requirement.
21. The following items are not currently eligible for funding:
  - a. computer hardware including laptops, electronic notebooks, digital cameras, etc.
  - b. books and other permanent resources
  - c. the preparation of camera-ready copy, copy-editing, proof-reading, indexing, nor any other editorial task
  - d. the creation of a project-related website

- e. subventions for direct production costs (printing, binding, distribution, marketing etc.)
- f. costs of publication in electronic media
- g. travel and maintenance expenses for purposes such as lecture tours or to write up the results of research.

## **Methodology**

- 22. Successful projects will be likely to employ a variety of research methods and will include a collaborative group of researchers across relevant cross-disciplinary fields. In all cases it is for the applicant to demonstrate the feasibility of their proposed research methodology.

## **Communication of Findings**

- 23. All proposals must include relevant plans for the appropriate communication and dissemination of findings. This will include, but will not necessarily be limited to, publication in quality peer-reviewed open access journals; production of reports, policy briefs and other written outputs such as fact sheets, evidence summaries or online blogs specifically targeted at relevant policymakers or other non-academic audiences; and oral presentations at conferences and meetings with relevant stakeholders. All projects will be expected to send representatives to take part in three events at the British Academy in London during the course of the award, including one introductory meeting when the projects formally begin, an interim meeting after twelve months, and a final meeting to discuss future directions and outcomes.

## **Eligibility to Lead and Be a Named Participant in a Project**

- 24. Each research group will be led by a named Principal Investigator (PI). The PI is expected to be the person acting as the lead investigator on the project, directing the research and the management of the project, including responsibility for the overall project reporting requirements. The PI will be expected to commit a minimum amount of time to the project during the course of an award equivalent to at least four hours per week. The PI must hold a position, which is either permanent or lasts at least the duration of the award, at an eligible research or higher education institution, which can be in the UK or overseas. The PI must have a minimum of three years postdoctoral (or equivalent) research experience. All grants will be paid to the employing institution of the PI, not to the individual researchers involved, and institutions must be officially recognised by the British Academy prior to an application being submitted.
- 25. An individual cannot be the PI on more than one bid. The PI must also not hold another British Academy award under the following funding schemes: the Sustainable Development Programme, the Cities & Infrastructure Programme, the Early Childhood Development Programme, or the Tackling Slavery, Human Trafficking and Child Labour in Modern Business Programme.
- 26. Collaboration between researchers is encouraged, and applications may include named Co-Applicants who will also be actively assisting in the direction and management of at least

parts of the project. They may be expected to be in a position to take over the leadership of the project in the event that the PI is unable to continue in the role. No individual may be a Co-Applicant on more than two projects (nor may a PI be additionally a Co-Applicant on more than one other project). Co-Applicants must also have at least three years postdoctoral (or other relevant) experience, and must be in a permanent position or one which lasts at least the duration of the award, at an eligible research or higher education institution, which can be in the UK or overseas.

27. Projects may also include any number of specified 'other participants', who may, for example, be relevant stakeholders participating in networking or dissemination events, academic or policy advisers, and so on.
28. There is no provision for any paid researcher under this programme to be a doctoral or other postgraduate student.

### **Application Process**

29. All applicants and authorised approvers in their host institutions must register in the British Academy's online Flexi-Grant system to enable the processing and assessment of their application.
30. All applications must be submitted in English.
31. All applications will be subject to an eligibility check undertaken by appropriate British Academy staff before being put forward for assessment.
32. The deadline for submissions is **Wednesday 15 November 2017 (17.00 UK Time)**. Host institutions must approve applications by **Thursday 16 November 2017 (17.00 UK Time)**. Please note that the deadline given on the Flexi-Grant application form refers to the institutional approval deadline only; applicants must submit their proposals by 5pm UK time on Wednesday 15 November 2017 for them to be considered eligible. The website will be monitored, and any attempts to change proposals or submit them after the applicant deadline will render your application ineligible.

### **Ethics**

33. Applicants must ensure the proposed research will be carried out to a high ethical standard and must ensure that any potential ethical issues have been considered and explain how these will be addressed. The British Academy requires the research it funds to be conducted in an ethical manner. The host institution is responsible for ensuring that ethical issues relating to the research project are identified and brought to the attention of the relevant approval or regulatory body. Ethical approval to undertake the research must be granted by the relevant authority before any work requiring approval begins. Wherever necessary, appropriate consent should be obtained from or on behalf of participants or others affected by the research. Applicants will be asked to indicate whether their proposed research raises any special ethical issues, and whether their application has been approved by the institution's Research Ethics Committee or other relevant authority.



## Risk Management

34. Researchers funded under this programme may choose to undertake fieldwork in the course of the research project. Depending on the country/region concerned, there is a risk that the researchers will be in an area of civil unrest, violence and/or crime. All research groups will be required to indicate if (and where) they intend to undertake research in the field. For countries/regions considered by the UK Government's Foreign and Commonwealth Office as a host nation of medium or high risk, the application will also require researchers to demonstrate that the PI (and the PI's host institution) understand the risk management implications and can monitor and manage the risks effectively. This aspect will be explicitly covered in the approval of any application by the appropriate authorities at the PI's host institution, to confirm that the duty of care responsibility rests with the host institution. Part of the funding may also be used for specialist and ongoing training for researchers undertaking fieldwork in areas of medium or high risk.

## Selection Principles

35. All eligible applications submitted in response to this call will be assessed by relevant British Academy-selected peer reviewers, who will be asked to assess applications against the following criteria:
- The quality, significance, and originality of the proposal. Research excellence is an essential assessment criterion.
  - Evidence that the project is [ODA eligible](#). Only projects that demonstrate that they satisfy ODA eligibility criteria will be eligible for funding.
  - How clearly the project demonstrates that it will address the overarching priority of understanding what works in different contexts in addressing anti-corruption, consistent with the Research Themes and Focus outline in para 9 (above). All research funded will have to be able to demonstrate its potential to engage relevant experts to discuss the research findings, delivering the evidence that policymakers need to address corruption.
  - How clearly the PI and project group demonstrates that it will ensure that the research is 'problem orientated', addressing the needs of relevant policymakers and other users.
  - Evidence of how the project will bring together relevant interdisciplinary expertise to address the problem identified, and also how the project will involve researchers from appropriate target countries.
  - The ability of the PI and Co-Applicant(s) to deliver this kind of research project within budget and on time, based on their demonstrable track record to date.
  - The feasibility of the proposal in terms of appropriate and robust methodology, and appropriate timing and plan of action.
  - The feasibility of appropriate plans to manage the project and disseminate findings to relevant audiences.
  - Value for money.

## Code of Practice

36. The British Academy has a Code of Practice for assessing research applications, setting out the principles of equity, integrity, and confidentiality governing the treatment of all applications for research support. The Code of Practice also covers Data Protection, the Academy's ethics policy and the appeals procedure. The Code of Practice may be viewed on the Academy's website at [www.britac.ac.uk/code-practice](http://www.britac.ac.uk/code-practice).

## Application Information and Deadline

Applications can only be submitted online using the British Academy's online Flexi-Grant® Grant Management System (GMS) system via (<https://britishacademy.flexigrant.com/>). Further information about the GMS can be found here: <http://www.britac.ac.uk/flexi-grant>. If you have not previously used the British Academy's Flexi-Grant® GMS, please follow the registration process from the Flexi-Grant® homepage. Applications cannot be submitted on paper or in any other format. ***The deadline for applications to be submitted is Wednesday 15 November 2017 (17:00 UK time). Host institutions must approve applications by Thursday 16 November 2017 (17.00 UK time).*** Please note that the deadline given on the Flexi-Grant application form refers to the institutional approval deadline only; applicants must submit their proposals by 5pm UK time on Wednesday 15 November 2017 for them to be considered eligible. The website will be monitored, and any attempts to change proposals or submit them after the applicant deadline will render your application ineligible. The application will be treated as confidential at all times.

### **When completing your application on Flexi-Grant®, it is recommended that you take particular note of the following points:**

- ***Personal details:*** When registered in the British Academy Flexi-Grant® system, a user has the option to add or update personal information such as contact details, log-in details (including email address and password), interests, research, and employment details, at any time. **This does not form part of the specific application form for any individual scheme**, but represents a personal record of your account in the system. It is useful if this information is kept up to date, but it is not essential to the progress of an application.
- ***Automatic log-out:*** You are strongly advised to save your work regularly to prevent accidental loss of information. In particular you should be aware that if the system does not detect any activity for 2 hours it will log out and save the application at that time. Please note that moving between *pages* within an application form will save the page that you are exiting but completing a field on a page is not considered an activity. It is recommended that you write the text for longer sections/fields in a word processor such as Word and then copy and paste into the relevant text box to avoid being timed out in this way.
- ***Multiple sessions:*** You should not have multiple browser windows/tabs of your application open at the same time as this may cause information to be lost. Only one user should edit an application at a time, otherwise changes might be lost.

- **Word limits:** When completing boxes that have a restricted length (note that it refers to words) you should note that if you exceed the specified amount you will not be able to save when you press the save button. You should type the text for the longer-length boxes in a word processor. You will then be able to check the word count and paste it into the British Academy Flexi-Grant® system. You will then still have a copy of the text to return to in the word processor. The word limit applies to text boxes.
- **Plain text:** If entering plain text, please avoid using symbols as some may not be accepted by the British Academy Flexi-Grant® system. You should generate and view a PDF of your application to check that the application appears as you want it to by clicking on 'print form'.
- **Uploading PDF documents:** When uploading PDF documents, please add your name and a heading at the top of every page to show what the document is. Please avoid uploading documents containing illustrations with fine details or colour as this can cause problems when creating a PDF of the application. Please note we will only print your applications in black and white. Each PDF cannot exceed 3 Mb in size.
- **Email addresses:** The British Academy Flexi-Grant® system relies heavily on automatic email contact. It is essential that you ensure you enter accurate email addresses where requested as it may cause considerable delay in the submission/processing of your application if any of these are incorrect. You cannot make changes to email addresses after your application has been submitted for approval.
- **Submission:** You will not be able to submit your application until you have completed each section in full. ***It is your responsibility to ensure that your application is submitted in good time, and in sufficient time, for it to be approved by your employing institution. You should submit your application for approval by a designated approver at your host organisation at least 5 working days before the closing date to allow for your host organisation's administrative procedures.***
- **Application sharing:** All applications must be started by the applicant who is to be the **Principal Investigator (PI) on the award.** You can invite other contributors to join the application (e.g. Co-Applicant, Nominated Referee, Head of Department, Finance Office contact etc), but in order to do so your contributor will need to be registered in the British Academy's Flexi-Grant® system first. You will need to ensure you have their registered email address to invite them to participate in your application. You can let other British Academy Flexi-Grant® users view your draft application, in advance of submission, by providing their email address and entering the permissions you want them to have. They will be able to log in using their existing password and also see and, depending on permissions, amend your application.
- **Application deletion:** You can delete your application at any time although it is often a lot easier to just re-edit your existing application. We will be able to recover a deleted application for a period of 7 days after deletion. After this it will be permanently removed from the system.

- **Application returned for editing:** The approver can return your application to you for further editing.
- **Guidance:** In the tables below you will find in the left-hand each question as set out in the application sections and in the right-hand column useful guidance on its completion.
- **Further clarification:** If any of this advice is unclear, or you need further information, please do not hesitate to seek clarification from the British Academy's International Awards Team (contact details at the end of these notes).

**PLEASE NOTE THAT IT IS ESSENTIAL THAT YOU CREATE A PDF OF YOUR COMPLETED APPLICATION (by clicking 'Download as PDF'), AND CHECK IT THOROUGHLY, INCLUDING EMAIL ADDRESSES AND UPLOADED PDF FILES, BEFORE SUBMITTING IT FOR APPROVAL BY YOUR HOST ORGANISATION. IT MAY NOT BE POSSIBLE TO RECTIFY MISTAKES IN TIME FOR THE DEADLINE.**

**WORD LIMITS APPLY TO PLAIN TEXT ONLY. PAGE LIMITS APPLY TO PDFs ONLY.**

**ALL FIELDS MARKED WITH AN ASTERISK\* ARE MANDATORY.**

**YOU SHOULD NOT HAVE MULTIPLE BROWSER WINDOWS/TABS OF YOUR APPLICATION OPEN AT THE SAME TIME AS THIS MAY CAUSE INFORMATION TO BE LOST. ONLY ONE USER SHOULD EDIT AN APPLICATION AT A TIME, OTHERWISE CHANGES MIGHT BE LOST.**

**Completing the application form:** The application can be completed by using the navigation tabs on the application summary page, with each page categorised as follows:

Page 1: Eligibility

Page 2: Lead Applicant Details

Page 3: Lead Applicant Career Summary

Pages 4-9 (as applicable): Co-Applicant Career Summary

Page 10: Research Proposal

Page 11: Financial Details

Page 12: Equal Opportunities

A full list of question fields to be completed as part of the application can be found in the following table. Each box in the table represents a page of the application form: the left-hand column contains the questions within each of these pages as set out in the form; the right-hand column contains useful guidance on its completion. A red asterisk (\*) indicates which questions are mandatory and therefore must be complete before the application can be submitted. **Please read the guidance notes carefully before completing the form.**

## Completion of application

**PLEASE BE AWARE: It is your responsibility to ensure that you complete your application in time for the host organisation to process it and provide their approval by the approval deadline. Once they have checked your application they will contact you if any changes are required. It is recommended that you allow at least five working days for this process.**

### SUMMARY

Summary table	When your application form is complete, all sections on this summary table will be marked as 'Complete'. The <b>'Complete' status will only appear when all the mandatory fields in that section have been completed.</b> All mandatory fields are marked with an asterisk '*'. Only then will a 'Submit' button appear for you to be able to submit your application.
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### PAGE 1: ELIGIBILITY

Eligibility*	Please confirm that you meet the eligibility criteria as stated on pages 7-8 of these guidance notes.
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### PAGE 2: LEAD APPLICANT PERSONAL DETAILS

Title, Names, Address, Email address etc.	Please take care to review and complete your personal details accurately. Errors in this section can cause difficulties in the processing of your application. Please use the search bar to find your home institution and add the organisation to your application. If your organisation is not available, then it may not be registered in our system. Before requesting the addition of a new organisation, please check that it is not affiliated with any organisation that is already registered. If it needs to be added please email us at <a href="mailto:badfid@britac.ac.uk">badfid@britac.ac.uk</a>
Co-applicants	Please note that all applications must have one lead applicant, although applications on behalf of more than one person are welcome. Please note that all correspondence is sent via the system <b>only</b> to the individual in whose name the application is submitted on the British Academy Flexi-Grant® system. The applicant is responsible for notifying any other parties. If there is more than one applicant, or the research involves other partners, please complete this section, and the relevant sections of the co-applicant personal details and co-applicant career summary. A 'co-applicant' is a joint director of the project with equal responsibility for the academic management of the project. Postgraduate students are <b>not eligible</b> to apply for grant support from the Academy, and applicants (and co-applicants) are asked to confirm in the personal details section(s) that they are not currently working towards a PhD, nor awaiting the outcome of a <i>viva voce</i> examination, nor awaiting the acceptance of any corrections required by the examiners. Other participants in a project, whose involvement does not equate to being a 'co-applicant', should be named in the relevant section ('Other Participants') in the Research Proposal section.

### PAGE 3: LEAD APPLICANT CAREER SUMMARY

<b>Present Appointment, Employing Institution and Department</b>	Please give details of your current appointment. The Principal Investigator must be based at an eligible UK or overseas university or research institute, and must be of postdoctoral (or above) or equivalent status. The Principal Investigator must either be in permanent position at the institution, or have a fixed term position for the duration of the award.
<b>Permanent position</b>	Applicants must be in established academic posts that will continue at least beyond the end of the funded period of the grant. If your post is not permanent, please explain further in the personal statement how you meet the terms of eligibility for these grants.
<b>PhD confirmation/PhD awarded date</b>	Eligible applicants must have at least three years' postdoctoral experience. <b>Applicants working towards a PhD, or awaiting the outcome of their viva/submission of corrections are not eligible to apply.</b> Please therefore confirm that you have a PhD by answering yes. If you are an established scholar with relevant equivalent experience, but no doctorate, please select 'no' and indicate in the 'personal statement' field why you should be eligible for consideration.
<b>Personal statement</b>	Please use this space to explain your eligibility, if necessary, or to add any other relevant information that is not clear from the other answers in this form. This field is optional, and has a limit of 150 words.
<b>CV upload</b>	A brief CV should be uploaded here as a <b>PDF file</b> .

#### PAGES 4-9: CO-APPLICANT CAREER SUMMARY

<b>Present Appointment, Employing Institution and Department</b>	<p><b>Your co-applicant(s) will need to register themselves on the British Academy Flexi-Grant® system before they are able to complete this section.</b> If applicable, please enter all the details of your co-applicant(s) by clicking 'Contributors' tab on the Application's 'Summary' page. Please click on the 'Invite' button, enter the co-applicant's email address and then click 'Send Invitation'. If necessary, it is possible to enter additional co-applicants by repeating the instructions above. Once you have clicked on the 'Send Invitation' button, your co-applicant will be able to view your application and, depending on permissions, amend and submit your application.</p> <p>Please give details of your current appointment. Co-Applicants must have at least three years' postdoctoral experience (or equivalent).</p>
<b>Permanent position</b>	The Co-Applicant must either be in permanent position, or have a fixed term position for the duration of the award. If your post is not permanent, please explain further in the personal statement how you meet the terms of eligibility for these grants.

<b>PhD confirmation</b>	<b>Applicants working towards a PhD, or awaiting the outcome of their viva/submission of corrections are not eligible to apply.</b> Please therefore confirm that you have a PhD by answering yes. If you are an established scholar with relevant equivalent experience, but no doctorate, please select 'no' and indicate in the 'personal statement' field why you should be eligible for consideration.
<b>Personal statement</b>	Please use this space to explain your eligibility, if necessary, or to add any other relevant information that is not clear from the other answers in this form. This field is optional, and has a limit of 150 words.
<b>CV upload</b>	A brief CV should be uploaded here as a <b>PDF file</b> .

### PAGE 10: RESEARCH PROPOSAL

<b>Subject area</b>	Please select the subject most relevant to your research from the drop-down menu.
<b>Starting date/ end date</b>	To select a date in the future using the calendar feature in the British Academy Flexi-Grant® system, click on the month and year in between the two arrows at the top of the box. A second box will appear where you can select the month you wish and then you can type the year you require in the box provided. Click 'Okay' and the calendar will take you to the month and year you have selected. Please note that awards must be held over a period of 24 months from a fixed starting date of 1 March 2018.
<b>Abstract</b>	Please provide a short abstract summarising your proposed research in terms suitable for an informed general audience, not one specialised in your field. This is a mandatory field and the limit is 150 words.
<b>Principal aims of project</b>	Please outline which research theme(s) your proposal falls under as described in the scheme guidance notes. Please state briefly in a sentence or two why your application is particularly relevant to this theme.
<b>Proposed programme</b>	This field should be used to describe the proposed research, including objectives, methodology and hypotheses, and the country/ countries to which it is relevant. Please state why the focus of the research is a high priority in this sector and country setting. Please state clearly whether the project is a new initiative or links to/builds on a project of longer standing. If appropriate, explain any achievements to date. Please explain briefly the project's intended audience and explain its potential impact in addressing the issues to be tackled. Please set out explicitly in this field the ways in which the proposed research links to the core aims and objective of the overall programme. The limit on this field is 1500 words.
<b>Plan of action</b>	Please set out the proposed plan of action covering activity to be undertaken during the course of the one year of the award. This should be as detailed as is

	practicable, but suitable allowance may be made for variation in the event of an award being offered. The limit on this field is 800 words.
<b>Planned research outputs/plans for publication/dissemination</b>	Under 'planned research outputs', please only state the type of output expected. Please give more detail about potential publishers etc. under 'plans for publication', for which the limit is 500 words.
<b>Deposit of datasets</b>	Please provide details of how and where any electronic or digital data (including datasets) developed during the project will be stored, along with details on the appropriate methods of access. It is a condition of award that all data be freely accessible by both the British Academy and DfID during, and beyond, the lifetime of the project. If it is anticipated that no electronic data of any sort will emanate from the award in question then please state this in the field along with the justification for this.
<b>Other participants/ Role of other participants/ Added value of collaboration</b>	Under 'other participants' please give the names, appointments, and institutional affiliation of any other participants in the proposed research. Please describe the contribution to the project to be made by other participants, citing any particular specialisms and expertise, under 'role of other participants'; and under 'Added value of collaboration', please provide any comments you wish to make on the particular relevance, timeliness or other aspects of the collaboration, and the benefits envisaged.
<b>Ethical Issues</b>	Are there any special ethical issues arising from your proposal that are not covered by the relevant professional Code of Practice? Have you obtained, or will you obtain ethical approval from your employing institution or other relevant authority? If the answers are yes to special ethical issues and no to having obtained prior approval, please describe in the available space the non-standard ethical issues arising from your research and how you will address them. Applicants must ensure the proposed research will be carried out to a high ethical standard and must ensure that any potential ethical issues have been considered and explain how these will be addressed. The British Academy requires the research it funds to be conducted in an ethical manner. The host institution is responsible for ensuring that ethical issues relating to the research project are identified and brought to the attention of the relevant approval or regulatory body. Ethical approval to undertake the research must be granted by the relevant authority before any work requiring approval begins. Wherever necessary, appropriate consent should be obtained from or on behalf of participants or others affected by the research.
<b>Risk management</b>	Researchers funded under this programme may choose to undertake fieldwork in the course of the research project. Depending on the country/region concerned, there is a risk that the researchers will be in an area of civil unrest, violence/crime. At this stage, all research groups are required to indicate if (and where) they intend to undertake research in the field. For countries/regions considered by the UK government's Foreign and Commonwealth Office as a host nation of medium or high risk, applicants are also required to demonstrate that the PI (and the PI's host institution) understand the risk management implications and can monitor and manage the risks effectively. This aspect will be explicitly covered in the approval of any application by the appropriate authorities at the



	PI's host institution, to confirm that the duty of care responsibility rests with the host institution. The limit on this field is 750 words.
<b>Measurement</b>	Please use this field to address explicitly the question of what measures are expected to be used to demonstrate the success of the project. The British Academy and DFID believe it is essential that appropriate longer-term outcomes from the research funded through this programme should be achieved.
<b>Fit with field</b>	Please explain what is new, innovative or different about the work that is proposed to be undertaken if funded under this programme, and therefore, conversely, how what is proposed fits with work already done in the field.
<b>Other relevant information</b>	Please use this space to provide details of any other relevant information.

## PAGE 11: FINANCIAL DETAILS

<p><b>Financial Details/Justification</b></p> <p><b>*Please refer to pages 6-7 above for a full list of eligible costs.</b></p>	<p>Eligible purposes for the funding include the time of the PI, and any Co-I (Co-Investigators) involved in directing the project (the minimum commitment of a PI is expected to be equivalent to 4 hours per week across the period of the award); postdoctoral research assistance; travel and related expenses; networking costs, including travel to London to attend three events organised by the British Academy; and a contribution to university costs in hosting and supporting the research team. Award-holders based in the UK will be expected to base the division of spend on the Full Economic Costing basis.</p> <p>Please use the table to indicate the figures for such costs (in GBP equivalent) between the various headings.</p> <p>Research costs: please include any costs (other than travel and accommodation) associated with networking events or activities.</p> <p>Travel costs: please include all costs associated with travel, whether by the PI, Co-Is or other participants. Remember to include the cost of travel to London for 3 events organised by the British Academy.</p> <p>Accommodation: please include all costs associated with accommodation for any participants in the project.</p> <p>Consumables: please include all costs of preparing printed material or other related costs.</p> <p>Research/clerical assistance: please include all costs of research or clerical assistance.</p> <p>Investigators (Directly Allocated): please include all costs related to payment for the time of the PI and any Co-Is.</p> <p>Other Directly Allocated Costs: please include any other related costs; for example, for UK-based applicants, and University estates costs.</p>
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	<p>Other Costs: please include any contribution to be made to the employing organisation – for example, University Indirect Costs.</p> <p>Training Costs: please include any costs related to specific training, including specialist and ongoing training for researchers undertaking fieldwork in areas of medium or high risk.</p> <p>In the justification box, please make a clear statement about the expected division of costs between the headings – indicating, for example, the amount of paid time to be spent on the project by the PI and any Co-Is, the number of research assistants and the amount of time they will be paid to work on the project, the expected costs of travel, networking, and related expenses and so on.</p>
<p>Applications to Other Funding Bodies</p>	<p>The British Academy does not require applicants to demonstrate that the research has also attracted funding from other bodies, but please use this space to indicate if it has done so. The limit on this field is 750 words.</p>

**PAGE 12: EQUAL OPPORTUNITIES**

<p>Equal opportunities/ Co-Applicant Equal Opportunities</p>	<p>This section is optional. The Academy would however, greatly appreciate it if you complete the details.</p> <p>You must either complete the form or tick the box stating that you do not want to complete the form. If you do not tick one or other of the boxes the system will regard your application as incomplete and will not allow you to submit it.</p> <p>The British Academy is committed to its policy of Equal Opportunity in the provision of its grants and awards. Please help us to monitor the effectiveness of this policy by providing the following information concerning your age, gender, ethnic origin and disabilities (if any).</p> <p><b>This information will be kept separately from the rest of your application and will not be seen by those involved in making decisions in the selection process, including referees etc.</b></p>
<p>Date of birth</p>	<p>To select a date in the past using the calendar feature in the British Academy Flexi-Grant® system, click on the month and year in between the two arrows at the top of the box. A second box will appear where you can select the month you wish and then you can type the year you require in the box provided. Click ‘Okay’ and the calendar will take you to the month and year you have selected.</p>