

# BRITISH INSTITUTE FOR LIBYAN & NORTHERN AFRICAN STUDIES

Registered Charity no. 259262

www.bilnas.org

## APPLICATIONS FOR PROJECT GRANTS

### Guidance Notes for Applicants

BILNAS is able to offer a number of grants, **up to £8,000** in value, which can be renewed. These grants may be used to undertake pilot work to establish the feasibility of a larger project (typically under £3,500) or to support larger research projects, including those that involve a group of researchers and/or projects that are planned to continue for more than one year. Research may take place in Northern African countries within the remit of BILNAS (Libya, Morocco, Algeria, Tunisia, Egypt, Niger, Mali, Chad, Sudan), or be UK-based, depending on its nature. Grant applications may form a contribution to a larger project fund, in which case it should be clear which element is being funded. Grants may be dependent on the applicant's success with other funding bodies. Applicants must be postdoctoral scholars (at any career stage) ordinarily resident in the UK.

All applications should demonstrate that funds are sought for a clearly defined, discrete piece of research, which will have an identifiable output on completion of the BILNAS-funded component of the research.

#### Eligibility

Research Grants are open to post-doctoral scholars who are ordinarily resident in the United Kingdom. Applicants must hold a PhD. To be 'ordinarily resident' in the UK you must show that you habitually and normally reside in the UK from choice and for a settled purpose, year after year. Co-applicants may be from anywhere in the world, but the Principal Applicant must be ordinarily resident in the UK.

Applications from early career researchers are particularly encouraged, as well as from established researchers. Joint applications may be made (with UK or international partners), but only one person (the 'Principal Investigator') will be recognised by BILNAS as the applicant. The Principal Investigator will be held responsible by BILNAS for the fulfilment of the terms of any grant awarded.

#### What can be funded:

Awards are available for the direct costs of primary research, including (at the discretion of BILNAS):

- travel and maintenance away from home
- consumables, including expendable field equipment or laboratory costs
- specialist software
- costs of government representatives in the field
- research assistance or short-term costs for specialist staff
- in certain cases, costs of preparing illustrative material and fees for reproduction rights
- essential charges made by local government agencies

#### The following items are **not** eligible for support:

- FEC or other institutional overheads
- computer hardware
- books
- permanent resources or equipment, such as vehicles or EDMs
- publication costs
- payment in lieu of salary, or for personal maintenance at home
- replacement teaching costs
- expenses for attendance at conferences

Please note that research assistance cost for UK-based research assistants should normally be based on the University pay scale, with point 24 (c.£14 per hour) suggested for those with a Masters degree and point 29 (c. £16 per hour) for those with a Doctorate. If a variation on this figure is requested, please supply justification.

## Referees

Applicants are required to supply the names and contact details of **ONE referee**, who should be asked to write directly to BILNAS with an assessment both of the value of the project and of the ability of the applicant to complete it successfully. The **referee must not be your PhD supervisor or a member of your own institution or university but should be familiar with your work**. Please note that referees cannot be members of the BILNAS Grants Committee, BILNAS Council, or BILNAS staff. N.B. It will be the applicant's responsibility to ensure that BILNAS receives the reference by the application deadline: no application will be considered in their absence.

An application for a new grant from a recipient who has previously received a grant from BILNAS (formerly the Society for Libyan Studies) will not be considered unless the terms of the previous grant (submission of report and accounts) have been fulfilled.

## Publication

Except by prior agreement, the opportunity of publication (whether as an article in the Institute's journal *Libyan Studies* or as a monograph in the BILNAS series) shall be offered in the first instance to BILNAS. If publication elsewhere is anticipated, this should be indicated in the application.

## Reporting and Terms

Any grant awarded must be disbursed by **30 June 2023** and spent by **31 March 2024**. Research Awards are only awarded for a single year. In the case of unforeseen delays to the planned research, a formal request for extension should be made by **1 February 2024** at latest. A report on the expenditure of the grant money will be required by **30 April 2024**. Evidence of a publishable outcome should be presented within 24 months of award.

## Application Formats

Applications should be submitted by email. Please complete the form and submit it to:

**Pauline Graham, General Secretary, BILNAS**  
**gensec@bilnas.org**

## PROJECT GRANT FORM

<b>Title of project:</b>	
<b>Abstract of Project (150 words):</b>	

**Personal data**

Surname of applicant:			
First name(s):			
Postal address:			
Email address:			
Telephone contact no(s):			
Date of birth:		Nationality:	
If you are not of British nationality, please confirm that you are normally resident in the UK.			
Present position or occupation:			
Academic record (max. 500 words):			
Please list up to five selected relevant academic publications:			

**Project details**

Date, duration, and location of project:			
<b>Outline of project (max. 1000 words).</b> Clearly specify the rationale and research objectives of the proposed project, the methodology to be used, and the research programme.			
If your project involves travel outside the UK, what is the nature of your contacts with host institutions in the target country (e.g. with regard to necessary permissions)?			

<i>Please confirm that you will follow the guidelines for ethical field research and health and safety (including risk assessment and travel insurance) recommended by your academic institution.</i>	
<i>Proposal for publication (with timescale):</i>	
<i>Itemised breakdown of estimated expenditure (including all costs up to the point of submitting a report for publication):</i>	
<i>Amount requested:</i>	
<i>Other bodies applied to (with amounts requested):</i>	

<i>Names and contact details of referee:</i>	
<i>If you have previously received an award from BILNAS (formerly the Society for Libyan Studies), please indicate the project name and date:</i>	
<i>Please state briefly how you heard about this grant scheme:</i>	(e.g., familiar with BILNAS website; web search; departmental contact; other)
<i>Signature and date of application:</i>	