An Roinn Turasóireachta, Cultúir,
Ealaíon, Gaeltachta, Spóirt agus Meán
Department of Tourism, Culture,
Arts, Gaeltacht, Sport and Media

Call for applications for the Commemorations Bursary 2024
in honour of the late Dr Éamon Phoenix

Deadline: 17:00p.m. (GMT), Friday 9th August 2024

This document outlines:
- What you need to know about the Royal Irish Academy Commemorations Bursary
- How to make your application
- How we assess and decide on your application
- How we process your application

Applicants are required to read the guidelines to applicants carefully before submitting an application.

Background

The Royal Irish Academy (RIA) were pleased to undertake the development and delivery of the Decade of Centenaries Bursary scheme which ran in 2022 and 2023 at the invitation of the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media. Following on from the success of this scheme the RIA is pleased to partner with the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media once again to invite applications under the new Commemorations Bursary scheme.

- The aim of this scheme is to encourage new local research and local history studies (local, national and regional) as a means of recognising the significant contribution of local historians in furthering fields of study relating to the Commemoration of events associated with the early years of the state as well as other significant historical anniversaries, events and themes;
- The scheme also aims to prioritise making the outputs of the research freely available to the public with a view to contributing to a significant and publicly accessible legacy of Commemorations;
- The purpose of this grant is to provide support for the direct costs of research up to a maximum of €10,000;
- Applications are invited for amounts from €1,500 to €10,000
- All projects must be completed, and all associated reports and invoices/financial details submitted by 31st October 2025

The application form is available here
All queries can be sent to grants@ria.ie

Applications are welcomed which focus on any of the themes listed below:

Community-led commemoration and reflection; Remembering local legacies, personalities, places, events, and themes that had particular significance for counties and communities in 1924 and in the early years of the State. Exploring local connections with nationally important events and how these events were experienced or received locally.

Ireland and the Wider World; Exploring the international dimension, including local connections, emigration, and the role of the Irish Diaspora in the events that occurred during the early years of the State. Exploring how events in Ireland were received and reported abroad.

Experiences of Women; Exploring the experiences of women during the early years of the State and their contribution to the events that occurred, including their changing role in society.

Democracy and Politics; Exploring the prominent personalities and local issues associated with elections during this period.

Establishing a New Order; Exploring the evolution of political and administrative structures at national and local government level; Exploring the establishment and development of the various institutions of the State; Exploring the development of new infrastructure, e.g. transportation, communications, postal services, energy, etc.

Re-building a Nation; Reflections on healing, repairing and re-building in the context of the traumatic legacy of the Civil War.

The partitioning of Ireland; Exploring the impacts and legacies on communities living along the newly established border and further afield.

A changing society during the early years of the State; Exploring the themes below in the context of the early years of the State.

- Popular social, cultural, and civic movements;
- Social class and gender;
- The Irish language;
- Social policies and welfare;
- Education;
- Family life and children in the early years of the State;
- Labour and employment;
- Land and rural life;
- The role of religion and faith;
- The significance of sport in communities;
- Experiences of people in Ireland during this period who would today identify as part of the LGBTQ+ community;
- Experiences of immigration to the local authority area and of minority ethnic groups in Ireland;
- Innovation and developments in the fields of industry, agriculture, science, commerce, health and medicine, communications, technology, recreation.

Emotions, experiences, and expectations; Exploring what was felt and what was hoped for following the Civil War and in the developing Irish State.

Creative thinking and the arts; Exploring poetry, literature, music, theatre, and other art forms from 1924 and the early years of the State.

Other significant anniversaries, events and themes; Exploring other historical events and related themes, and their significance for the local authority area (e.g. the Great Famine; the Catholic Emancipation Act of 1829; the 75th anniversary of the Republic of Ireland Act).

Who can apply:

- We invite applications from researchers across all career stages, both professional researchers including doctoral and postdoctoral students as well as local historians, independent scholars etc. whose research focuses on a region or locality
- There is no requirement for an applicant to be a university graduate however applicants must demonstrate that their research is likely to constitute a significant and scholarly contribution to historical knowledge
- The grant is open to candidates engaged in historical research on fields of study relating to the Commemoration of events associated with the early years of the state as well as other significant historical anniversaries, events and themes in line with the themes listed below.
- All applicants, whether based in Ireland or elsewhere must propose working on a local history project, drawing on Irish-based sources

Criteria and priorities

Each application will be assessed on the following criteria:

- Academic merit, taking into account originality, relationship to, and the volume of, existing research in the field and the scholarly importance of proposed research
- suitability of methodology, and feasibility of project (bearing in mind relevant experience)
- intended outcomes and dissemination of research (plans for publication or other public dissemination)

Assessors will evaluate the ability of the applicant to undertake the proposed research. The primary assessment of quality will be based on the specific research objective of the proposal, and whether the methodology and research outlined are likely to lead to successful achievement of this objective. The Academy also values the significant role of public libraries and archives - not only as depositories of unique archival materials of local significance but also as safe, accessible spaces at the heart of their communities. Applications to carry out research while partnering with relevant local libraries, local studies departments or archives are welcome.

Costs and activities which are eligible:

- Proposals for a clearly defined piece of research or research activity with an output which will be made available to the public via the Royal Irish Academy's website and by other appropriate means.
- The only expenses payable are the costs directly related to the project planning and development being carried out, for amounts between €1,500 and €10,000 per project. All costs must be supported by evidence of payment (itemised receipts, invoices etc.) upon completion of the project.

Examples of direct research costs:

- Travel and subsistence expenses for research purposes
- Books/journals, relevant library subscriptions or specialist software
- Any external specialist costs associated with research outputs (other than by the grant-holder)
- Attendance at conferences related to research project
- Appropriate translation costs
- Consumables (including the purchase of datasets, printing etc, and any other minor items that will be used up during the course of the project)

Costs and activities which are ineligible:

- Only one Commemorations Bursary may be held, or applied for, at any one time, and an application cannot be accepted if the applicant has a report or monies outstanding on a previous RIA Grant
- Institutional overheads, or any element that should be ascribed to institutional overheads
- Projects seeking less than €1,500

- Computer hardware including laptops, electronic notebooks, digital cameras, etc
- Any costs incurred as part of a profit-making initiative (including publication costs)
- Payment to the principal researcher(s) in lieu of salary, replacement teaching costs, editing or copy-editing, write up the results of research etc
- Research assistant costs or any such costs which could be defined as wages/honorariums
- Applications to solely organise a conference
- Any part of an activity that has already taken place. Any activity that is related to costs in budget expenditure cannot begin until we have made a decision on an application

What is required to make an application?

A completed application form, which will include the name and contact details of two referees and a detailed breakdown of costs associated with the proposal.

How applications are processed and assessed

Applications that are deemed eligible will progress to the assessment stage by the Commemorations Bursary Assessment Committee. If your application is ineligible, you will receive a letter informing you that your application will not be assessed.

Eligible applications will be assessed by the Commemorations Bursary Assessment Committee of the Royal Irish Academy (RIA) based on the criteria and guidelines within this document. Decisions on successful applications will be made by the assessment committee based on the budget and the applications received. You will then receive a letter of decision. If your application has been successful, we will include information about what you should do next. If you have not been successful you may contact the RIA for feedback on your application.

It is anticipated that decisions in relation to this scheme will be communicated before the end of September 2024 and all projects must be completed by 31st October 2025.

Role of the Chair of the Assessment Committee

The primary role of the Chair is to facilitate the Assessment Committee in making its assessment, and to make sure that fair decisions are made in as efficient a manner as possible. In conjunction with RIA staff, the Chair must also ensure that assessments are made in line with the published criteria and that assessment procedures are followed. In general, the Chair does not have a voting role in the assessment. The exceptions to this are:
- when consensus cannot be reached, and a casting vote is necessary
- when a conflict of interest is declared by another Assessor member.

Role of the Assessment Committee

Based on the applications presented to them members of the Assessment Committee are asked to use their expertise and knowledge to assess, score and make decisions in line with the published criteria for the award and in the context of available funds. The RIA staff member (Senior Programme Manager) who is present at the Assessment panel does not have a vote in the scoring of applications. However, the staff member is there to offer support and advice to the working group when needed. Those who are involved in assessing are required to review and assess material in advance of the Assessment Committee meeting and on the day to score each application against the criteria and to articulate the rationale for their support or otherwise of an application. They are also asked to assist the Chair in ensuring that all decisions are made within the allocated time period for the meeting. Assessors cannot abstain from making decisions unless in the case that a conflict of interest is declared. All Members of the working group and the Chair must complete both conflict of interest and confidentiality declaration forms.

Assessment criteria

Assessment of applications will be carried out in line with published criteria for the grant scheme outlined above. Applications are assessed in a competitive context and with consideration of the available resources. Assessors are requested to familiarise themselves with the specific grant criteria

in advance of making their review or assessment. There are no quotas for different types of application. Comparative judgements about value for money may be taken into account at the final stage of assessment.

Payment

Each grant will be paid in two parts. 50% of the allocated funding will be made available once the Royal Irish Academy is furnished with the following:

- Confirmation of acceptance of the grant and all its conditions
- A copy of the grantee's online tax clearance verification number (if applicable)
- Notification of any potential conflicts of interest which might arise during the course of the project.

The remining 50% of the grant (Payment Two) will be released upon safe receipt of the following:

- A fully detailed statement of income and expenditure using the template available from
- **grants@ria.ie**
- Submitted receipts for each expense incurred (Important: Only fully itemised, vouched expenses can be reimbursed)
- Submission of a detailed report by the date outlined in the letter of offer
- Submission of a 'final report' (template available from grants@ria.ie) and a relevant high-quality image (300dpi) that provides a concise overview of the project, main findings and impacts of the research

The RIA reserves the right to publish relevant details of recipients and funding including, but not necessarily limited to, the names of recipients, the amount of the funding offered and a summary of the proposed activity.

The RIA reserves the right to seek the full repayment of the grant if the applicant fails to comply with any of the reporting and publication requirements in these guidelines for applicants.

Royal Irish Academy Statement on Diversity and Inclusion

It is Academy policy to ensure that its procedures for the nomination and elections of Members; membership of Council, Multidisciplinary and other Academy committees; nominations of candidates for international prizes and membership of international committees; awards of Academy medals, prizes, and research fellowships; and appointments of all staff are fair and equitable. No one should be disadvantaged or receive less favourable treatment because of gender, institutional affiliation, discipline, marital status, family status, age, disability, sexual orientation, race, religion, or membership of the Traveller community. To view the Academy's statement on Diversity and Inclusion please see here.

Application Information

How to apply

Applicants must complete the online application form by **17:00p.m. (GMT), Friday 9 August 2024**

Section one: Contact details of applicant

a) Name
b) Address
c) Phone
d) Email

- All correspondence will be sent to the named individual at the email address specified on the form.

Section two: Project details

Criterion A: Academic merit, taking into account originality, relationship to, and the volume of, existing research in the field and the scholarly importance of proposed research. (30%)

a) Title of proposed project
b) Please provide a brief abstract (for publicising funded projects etc,) Maximum 350 words
c) Please indicate which of the themes (listed above) the proposal falls under
d) Please provide a longer summary of the project taking into account its originality and contribution to research on furthering fields of study (maximum 1,000 words)

Criterion B: Suitability of methodology, demonstration of relevant experience of applicant and feasibility of project within timescale (40%)

e) Institution (if applicable)
f) Current position (if applicable)
g) Please give a summary of your research experience to date, list (if applicable) previous appointments, academic training (including degree name and date) and publications that would demonstrate to the panel your ability to conduct the research you are proposing
h) Please use this space to detail any additional relevant experience and achievements that would demonstrate to the panel your ability to conduct the research you are proposing
i) Please describe the proposed methodology for the project; the research questions and approach to be taken (maximum 350 words)
j) Please outline the timeline of the proposed project describing the different stages of the project and how they will be achieved (maximum 750 words) Please note the requirement for all projects to be completed by 31st October 2025.
k) Costings: please provide a breakdown of your estimates costs within the three areas (project planning and development costs, travel and subsistence and limited consumables). Please note that all costs must be supported by evidence of payment (receipts, invoices etc.) upon completion of the project and only costs which are supported by correct eligible documentation will be reimbursed

   Applicants should prepare accurate costings for the proposed research expenses. Funding is offered competitively, and proposals on the margin for award may have a greater chance of success if they are accurately and modestly costed. Costs should be clearly itemised and justified in terms of research.

   If the RIA is being asked to support only a proportion of the total costs, please list all the expenses connected with the research, as assessors will gauge the costs with reference to the scale of the whole project. Please indicate which costs are being sought from the Academy.

   Points to note:
   In assessing value for money, the working group will consider the intended outcome relative to the amount requested. However, it is appreciated that some modes of research are more expensive than others and proposals will not be discriminated against on these grounds.

Criterion C: Intended outcomes and dissemination of research (30%)

l) Please provide a concise list of the intended outcomes from the proposed research activity, to include proposed publications, public lectures etc
m) Please indicate the format, details etc. of how you intend to make the outputs from this project freely available to the public

Section three: Previous RIA Awards/Fellowships

a) Please give details of any research grants you have received from the Academy within the last five years**.**

Please note only one Commemorations Bursary may be held, or applied for, at any one time, and an application cannot be accepted if the applicant has a report or monies outstanding on any previous RIA grant.

Section four: References

a) Please provide the names and contact details of two referees, and outline the relevance of their experience in supporting this application who have confirmed that they are happy to be contacted in relation to this application.
b) Please upload a letter of verification (pdf file) from one named referee confirming the applicant's ability and suitability to undertake the research

Section five: Declarations

Research Ethics
The Academy requires the research it funds be conducted in an ethical manner. It expects accurate reporting of findings and a commitment to enabling others to replicate results where possible; impartiality of researchers to the subject of the research; fair dealing in respect of other researchers and their intellectual property. Applicants should indicate whether their proposed research raises any special ethical issues.
All applicants must confirm that they:
*   have secured approval for the proposed research from their respective institutions *Research Ethics Committee* (or its equivalent)
*   are aware of and signed up to their respective institutions *Code of Good Research Practice.*

Independent researchers
Independent researchers without access to formal ethical scrutiny and approval should briefly describe any special ethical issues and explain how they will be addressed. Independent researchers should observe, where appropriate, the standards of research practice set out in guidelines published by scientific and learned societies, and other relevant professional bodies. All researchers should be aware of the legal requirements that regulate their work.

Subsistence Rates:
The Academy will offer no more than €2,000 per month for expenses away from home if applicable. Eligible expenses, which **must be itemised and receipted** include food, accommodation and local daily travel and cannot exceed the daily totals within the guidelines provided by the department of Public Expenditure and Reform: For a full list of subsistence allowances abroad please see here. The Academy does not pay per diem rates and will only cover expenses that are vouched by receipt.

Mentors
The Assessment Committee may appoint one or more members to act as mentors for the project, who will normally contact a grant recipient to enquire about work in progress and discuss with the grant recipient their research questions and any issues they may have as the project proceeds.

Declaration
Please note that submitting the application form constitutes confirmation that the information provided is complete and accurate, and acceptance of all terms, conditions and notices contained in the *Guidelines for Applicants.* Subsequent discovery of any deliberate falsehood will automatically render the application null and void. If an award has been made, the RIA may require a full refund.
A full list of successful projects will be published on the RIA website.