



Acadamh Ríoga na hÉireann Royal Irish Academy

**R.H. Hunter Research Bursary scheme
2023
Guidelines for applicants**

**Deadline for receipt of applications: 17:00
(GMT), Thursday 13th April 2023**

About this document:

This document outlines:

- What you need to know about the Royal Irish Academy R.J. Hunter Research Bursary
- How to make your application
- How we assess and decide on your application
- How we process your application

Background

The R.J. Hunter Grants Scheme was established in 2014 using funding generously made available by his daughter, Ms Laura Hunter Houghton, through the Community Foundation for Northern Ireland.

R.J. (Bob) Hunter was a highly respected (and much loved) historian of the Ulster Plantation, who spent the bulk of his academic career teaching at the University of Ulster. His varied research interests included the role of the English settler in the Ulster Plantation, the history of Ulster trade and migration from and to Britain and North America, the development of towns, and the cultural and intellectual history of Ulster from 1580 to 1660. In light of the breadth of these research ambitions, it is no surprise to find that, upon his untimely death in 2007, his private papers (now lodged in the Public Record Office of Northern Ireland) attest to a great body of unfinished research.

Applications are now invited. Applicants are asked to read the guidelines for applicants carefully before submitting an application.

Please click on this [link](#) to access the online application form.

All queries can be sent to grants@ria.ie with the subject line: Hunter Research Bursary.

Aims and Priorities

The purpose of this grant is to provide support for the direct costs of research on aspects of Ulster History during the period 1500-1800, up to a maximum of €2,500.

Assessment criteria

In order to make a decision, each application will be assessed on the following weighted criteria:

- Demonstrable ability and experience of applicant to carry out the proposed project (30%)
- Significant and scholarly contribution to knowledge in line with the stated focus of the scheme, namely research on aspects of Ulster History during the period 1500-1800 (30%)
- Suitability of methodology and feasibility of project (20%)

- Dissemination of research (plans for publication or other dissemination) (20%)

Who can apply:

- Researchers who are resident in Ireland (North or South) or Britain may apply
 1. Irish based researchers (including those based in Northern Ireland) may apply for funding for research in libraries, archives or museums within Ireland or abroad.
 2. British based researchers **may only** apply for funding for research in libraries, archives or museums in Ireland (including Northern Ireland).
- We are seeking applications from researchers across all career stages
- 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 on aspects of Ulster History during the period 1500-1800.
- Applications from researchers active in local learned and historical societies are welcome.

Costs and activities which are eligible

- Project planning and development costs (including cost of travel for discussion in Ireland and overseas; initial workshops with potential partners)
- Travel and maintenance for researchers based in Ireland or Northern Ireland
- Travel and maintenance for overseas scholars engaged in collaborative research activity with Irish partner(s)
- Research assistance (based in Ireland or abroad)
- Limited consumables (to a maximum of €500) to include specialist software etc.
- Expenses related to accessing digital images, photocopying etc.

The only expenses payable are the costs directly related to the research being carried out, up to a maximum of €2,500.

Costs and activities which are ineligible

- Only one R.J. Hunter Research Bursary may be held, or applied for, at any one time, and an application cannot be accepted if the applicant has a report outstanding on a previous R.J. Hunter Research Bursary.
- Institutional overheads, or any element that should be ascribed to institutional overheads; computer hardware including laptops, electronic notebooks, digital cameras, etc; lab/bench fees, books and other permanent resources; the preparation of camera-ready copy, copy-editing, nor any other editorial task; subventions for direct production costs, costs of publication in electronic media; payment to the principal researcher(s) in lieu of salary, replacement teaching costs; travel and maintenance expenses for purposes such as lecture tours or to write up the results of research.
- Attendance at conferences is not an allowable expense.

What is required to make an application?

- A completed application form

How applications are processed and assessed

- Applications that are deemed eligible will progress to the assessment stage by the Hunter Committee. If we decide that your application is-ineligible, you will receive a letter informing you that your application is ineligible and will not be assessed.

- Your application will be assessed by the Hunter Committee of the Royal Irish Academy (RIA) based on the criteria and guidelines within this document. Recommendations will be made to the RIA for ratification 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 May 2023 and all projects must be completed by Friday, 10th May 2024.

Role of the Chair of the working group

The primary role of the Chair is to facilitate the working group 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 Hunter Committee

Based on the applications presented to them members of the Hunter 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 an 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 your online tax clearance verification number (if applicable)

- Notification to the RIA of any potential conflicts of interest which might arise during the course of the project

The remaining 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 vouched expenses can be reimbursed)
- Submission of a detailed report by the date outlined in the letter of offer
- Submission of a 'web report' (maximum 200 words) and a relevant high-quality image (300dpi) that provides a concise overview of the project, main findings and impacts of the research

The grant, upon the submission of vouched expenditure, in line with DPER regulations may be used to pay out of pocket expenses accrued as a result of working on the project e.g. travel, accommodation, subsistence etc.

Please remember that expenses should be kept within reasonable bounds and are subject to specific Department of Public Expenditure and Reform regulations.

Subsistence rates set down by the Department of Public Expenditure and Reform can be used as a guideline but only expenditure that is vouched can be reimbursed.

Recipients are required to retain accounts of expenditure and all receipts for a period of not less than six years from completion of all project work. No card machine receipts can be accepted when submitting vouched expenses.

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](#)

Online application form

Applicants must complete the online application form with the appended information as indicated below. Failure to do so correctly may disqualify the applicant from consideration for funding.

Section one: Contact Details of applicant

- All correspondence will be sent to the named individual at the address specified on the form.
 - a) Name
 - b) Address

- c) Phone
- d) Email
- e) Institution (If applicable)
- f) Current position (if applicable)

Section two: Project details

Please ensure that all criteria are addressed appropriately as laid out below:

- Demonstrable ability and experience of applicant to carry out the proposed project
- Significant and scholarly contribution to knowledge in line with the stated focus of the scheme, namely research on aspects of Ulster History during the period 1500-1800
- Suitability of methodology and feasibility of project
- Dissemination of research (plans for publication or other dissemination)

Criterion A: Demonstrable ability and experience of applicant to carry out the proposed project

- a) Please give a brief summary of your academic career to date, listing (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.
- b) Relevant experience: Please use this space to detail any relevant experience that would demonstrate to the panel your ability to undertake the project you are proposing.
- c) Other professional qualifications and distinctions

Criterion B: Significant and scholarly contribution to knowledge in line with the stated focus of the scheme, namely research on aspects of Ulster History during the period 1500-1800

- d) Please provide a title for the project and a brief abstract for administration and to aid in the promotion of successful projects. (maximum 350 words)
- e) Please provide a longer summary of the project taking into account its originality and contribution to research on aspects of Ulster History within the defined time period. (maximum 1,000 words)

Criterion C: Suitability of methodology and feasibility of project within timescale

- f) Please describe the proposed methodology for the project: the research questions and approach to be taken. You should also set out a realistic timetable, describing the different stages of the project and how they will be achieved. (maximum 750 words)
- g) Please outline the timeline of the proposed project taking note that all projects must be completed, and all associated reports and invoices/financial details submitted by Friday, 10th May 2024.

Criterion D: Dissemination of research

- h) Please provide a concise list of the intended outcomes from the proposed research activity to include proposed publications, public lectures etc.

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

Section four: References

- a) Please provide the names and contact details of two referees who have confirmed that they are happy to be contacted in relation to this application.

Section five: Costings

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.

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 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: <https://circulars.gov.ie/pdf/circular/per/2017/07.pdf> The Academy does not pay per diem rates and will only cover expenses that are vouched by receipt.

- a) Project planning and development costs: Including cost of travel for discussion in Ireland and overseas; initial workshops with potential partners
- b) Travel and maintenance costs
- c) Research assistance costs (based in Ireland or abroad) not to include wages or honorariums
- d) Limited consumables (to a maximum of €500) to include specialist software, photocopies etc.
- e) Total amount requested from RIA

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 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.

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, and if an award has been made the RIA may require a full refund.

A full list of successful projects will be published on the Academy website. See [here](#) for previously funded projects.