



Acadamh Ríoga na hÉireann Royal Irish Academy



**An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreacht**
Department of Housing,
Local Government and Heritage

**Call for applications for
Archaeology Legacy Projects Grants 2025**

**Deadline for receipt of applications:
17:00 (GMT), Wednesday 16th October 2024**

About this document

This document outlines:

- What you need to know about funding for Archaeology Legacy Projects Grants
- How to make your application
- How we assess and decide on your application
- How we process your application

Background

The Royal Irish Academy (RIA) Standing Committee for Archaeology ('the Committee') has the responsibility of allocating and administering funding provided annually by the Department of Housing, Local Government & Heritage through the National Monuments Service.

Applications for 2025 are now invited. Applicants are asked to read the guidelines for applicants carefully before submitting an application.

The maximum award available to a project under this round of funding is €30,000.

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

All queries can be sent to grants@ria.ie with the subject line 'Archaeology Legacy Projects'

Applications are accepted for the following:

Proposals for post-excavation work on RIA-funded excavations that took place over five years ago, including post-excavation assessment, analyses, reporting, publication and archiving, as follows:

- Post-excavation Assessment – a thorough assessment of the outstanding post-excavation needs of the project, and a programme for completion of same; including a description of the site record, production of artefacts and ecofact catalogues, a structured stratigraphic account of the archaeological remains excavated, and a clear picture of the intended post-excavation analyses, interpretation and dissemination to follow.
- Further post-excavation to lead to completion of a final excavation report as per licence/consent and grant condition, including the production of plans/sections for publication, illustration of finds, specialist reports on artefacts and ecofacts, radiocarbon dates and other scientific analyses.
- Necessary conservation work on artefacts and preparation and listing of finds according to National Museum of Ireland guidelines to enable their accession to the National Museum
- Publication and dissemination of the project (distinct from final excavation report as per licence/consent condition) including editing and production of additional illustrations as necessary.
- Completion of the project, including archiving and accession of project records and artefacts to NMS and NMI as appropriate.

Aims and Priorities

- The completion of legacy archaeological excavation projects in a timely and managed way.
- The furtherance of archaeological knowledge in the context of the finite nature of the archaeological resource

Assessment Criteria

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

1. The relevance of the proposal to the furtherance of archaeological knowledge, in the context of the finite nature of the archaeological resource. (30%) – section 3
2. The ability of the applicant to carry out the proposed research, demonstrated through a track record of relevant competencies (30%)
3. The design, resources and methodologies that are being brought to this project to enable its success, including personnel, skills, equipment, facilities, technologies and materials. Highlight those that are innovative or State of the Art (20%)
4. Evidence of plan for impactful and relevant dissemination (20%)

Who can apply

- This scheme is only open to post-excavation research (including publication and/or archiving) for Archaeological Research Excavations which were previously funded by the Royal Irish Academy and whose RIA excavation funding ended at least five years ago, here termed RIA-funded Legacy Project.
- This scheme is open to archaeological researchers/archaeologists for work in Ireland (including Northern Ireland). Undergraduate, postgraduate students, or PhD candidates may not be the lead applicant but may be involved in an application.
- The Committee does not normally consider projects where the applicant is not the excavation licence holder (unless there are exceptional circumstances which will be examined on a case-by-case basis). If the applicant is not the original licence holder, the applicant must demonstrate that they have full access to all the surviving records, finds and samples from the excavation and the approval to carry out this work from the licence holder, or of the institution to which they belonged, if they are not in a position to carry out the work.

Costs and activities which are eligible

- Post excavation costs including staff*, post excavation management and running costs, specialist consumables, travel and subsistence expenses, specialists' fees, scientific analyses.

*Salary costs of grant recipients are considered an eligible cost if, in order to participate in the project they must have their time 'bought out', or they must take time out from their usual employment, or would not be financially supported to do this work without the grant funding and are not simultaneously in receipt of another income. As the Academy can only reimburse costs which are supported by evidence of payment any request to reimburse salary costs must be supported by evidence that the salary has been paid (in the form of payslips, paid invoices etc.) from the employing body.

Costs and activities which are ineligible

- Institutional overheads, or any element that should properly be ascribed to institutional overheads (e.g. computer hardware including laptops, electronic notebooks, digital cameras, etc; lab / bench fees, books and other permanent resources).
- Applications from any applicant with one or more excavation reports outstanding to the Licensing Authority unless they have agreed a submission date for outstanding licenses and have an official Compliance Letter from NMS agreeing to this.
- Applications from any applicant or co-investigator who has been previously funded by the Academy for projects which have not been completed to the standard required by the grant conditions, including projects where the applicant was a co-investigator.

What is required to make an application?

A completed application form including:

- A letter verifying the applicant's competency to undertake the research from one named referee who is independent of the project.
- Detailed costings of proposed project (using template form provided).
- A clear outline of all efforts made to obtain additional funding from other sources and details of plans for both funding which is already secured and funding requested in this application.
- A justification for funding the project again, including an explanation of the renewed commitment or altered circumstance for the project. Please ask your referee to confirm this.
- If applicant is not the licence holder, correspondence from the licence holder confirming approval for application to be submitted or relevant permission from NMI/NMS in cases where the original license holder is deceased or not in a position to progress themselves.
- Where relevant, a copy of a detailed quotation received from proposed specialist/s.

An application will be deemed ineligible if it does not include all required supporting documentation and confirmations listed below.

How applications are processed and assessed

- Applications that are deemed eligible will be passed on for assessment. If we decide your application is not eligible, you will receive a letter informing you that your application is ineligible and will not be assessed.
- Your application will be assessed by the Grants Subcommittee of the Standing Committee for Archaeology based on the criteria and guidelines within this document and recommendations will be made to the Standing Committee for Archaeology 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.
- All applicants whether successful or unsuccessful will automatically receive feedback on their application, recognising the RIA's focus on fostering excellence in research.

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

Terms and Conditions for successful applicants

- Please note that the RIA will not fund retrospective activities which means that no part of your proposed project may begin before you receive your decision letter.
- Following the award of an RIA Archaeology Legacy Grant, if the recipient is not the excavation licence holder they must apply for the required licence(s) from the NMS (National Monuments Service) and the National Museum of Ireland (NMI) or Department for Communities and follow the conditions specified. Awards are subject to licence approval.
- Applicants should be aware that provisions of the Historic and Archaeological Heritage and Miscellaneous Provisions Act 2023 may come into force during the project, until which time the existing legislation is still in force.
- Please note any works involving the alteration of archaeological objects requires a licence from the National Museum of Ireland in accordance with Sec 25-1 of the National Monuments Act 1930 (as amended by the National Monument Amendments Acts 1954, 1987, 1994).
- Please note any works involving the export of archaeological objects requires a licence from the National Museum of Ireland in accordance with Sec 24-1 of the National

Monuments Acts 1930 (as amended by the National Monument Amendments Acts 1954, 1987, 1994) and Section 49 of the National Cultural Institutions Act 1997. Export of archaeological objects outside the EU must be undertaken in accordance with a licence issued under EU 116/2019. Archaeological applications relevant to this regulation are routed through the National Museum of Ireland and licences are issued by the Department of Tourism, Culture, Arts, Gaeltacht and Sport.

- The recipient shall comply in all respects with the Safety, Health and Welfare at Work Act 2005 and any other Act amending that Act and with any Statutory Instruments or Regulations issued thereunder.
- Where relevant, evidence that the applicant's proposal has provided for the necessary conservation and scientific resources and facilities.
- The Committee may appoint one or more members to act as mentors for the project, who will normally visit a project not only to see work in progress but also to discuss with the grant recipient their research questions and any issues or problems they may have as the project proceeds.
- Grant recipients are required to disseminate the results of the project in an appropriate manner agreed with the RIA. All such dissemination must acknowledge the assistance of the NMS and RIA in line with 'Guidelines for Acknowledging funding' (linked within each successful applicant's decision letter) and this must take place within two years of the last drawdown of funding.
- Failure to comply with any conditions in these Guidelines for Applicants and terms and conditions for successful recipients or conditions imposed upon the project by the Committee, or with the conditions of the excavation licence, may disqualify the candidate from future funding.
- 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.

Reports and Publication

RIA required reports and outputs

1. **Final report:** Grant recipients are asked to submit a report (template will be circulated in advance of final report deadline) outlining the main findings of the project, along with plans for dissemination of the outcomes
2. **Oral report:** Grant recipients are requested to make a presentation to the Committee on the findings/progress
3. **RIA conference:** Grant recipients may be asked to present their finding(s) at the biennial RIA 'Revealing the Past' conference
4. **Financial report:** The final report form must be accompanied by a statement of income and expenditure. The statement will be available to download from the final report form link circulated to grant recipients in advance of the given deadline, as outlined in the letter of offer. This statement must be populated, be accompanied by an itemised list of receipts (copies of receipts will suffice, please keep the original receipts) and then uploaded to the final report form. No card machine receipts can be accepted when submitting vouched expenses.
5. **Feedback:** Grant recipients will be asked to provide feedback on the grant process.

Some or all of these illustrated reports may:

- form the basis of a press release to be issued jointly by the NMS, and the RIA
- be published on the RIA's website
- be made available on the Digital Repository of Ireland
- figure in other publications of the RIA or NMS.

Statutory reporting

Where relevant, grant recipients are required to meet their reporting obligations as per any statutory licence/consent conditions issued by the relevant licensing authorities.

Where relevant submission of reports to the Academy does not exempt a grantee from a separate requirement to submit reports to the relevant licensing authority as per any licence/consent conditions.

Publication

Recipients are required to submit for publication the results of the project in an appropriate manner agreed with the RIA within two years unless otherwise agreed. All such publications must acknowledge the assistance of the RIA, and NMS as appropriate.

Financial Report

The final report form link will be circulated to grant recipients in advance of the given deadline, as outlined in the letter of offer. This statement must be populated, be accompanied by an itemised list of receipts (copies of receipts will suffice, please keep the original receipts) and then uploaded to the final report form.

If the report is not submitted by the given deadline, is deemed to be unsatisfactory or in any way incomplete the remaining grant may be withheld from the recipient and this may adversely affect any future applications submitted to the grant scheme.

Payment and expenses

- Initial payment will be made when all the correct documentation has been received. Once approved, the successful recipient can start the process to draw down 50% of the grant. The remaining instalment of the grant (50%) will be released upon submission of a final report, an income and expenditure statement and an itemised list and copy of vouched receipts as outlined above.
- For payments greater than €10,000 the recipient must forward their valid tax clearance number. (The online verification facility on the Revenue Commissioners' website – www.revenue.ie should be used to obtain this number). Failure to supply a valid tax clearance number in such circumstances will disqualify a recipient from funding. The grant recipients' PPS number will also be required.
- 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 for maximums allowable but only expenditure that is vouched can be reimbursed.
- Salary costs of grant recipients are considered an eligible cost if, in order to participate in the project they must have their time 'bought out', or they must take time out from their usual employment, or would not be financially supported to do this work without the grant funding and are not simultaneously in receipt of another income. As the Academy can only reimburse costs which are supported by evidence of payment any request to reimburse salary costs must be supported by evidence that the salary has been paid (in the form of payslips, paid invoices etc.) from the employing body.

- 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.
- It is a condition of acceptance of a grant that the recipient indemnifies the RIA against all claims arising in any manner whatsoever from the project. Each recipient should ensure that they have adequate insurance cover for their proposal. A copy of that insurance policy must be provided to the RIA in advance of the initial payment of the grant.
- If professional archaeologists or other categories of staff are to be employed, the recipient shall pay rates of wages and observe hours of labour and conditions of employment in line with the industry norm and standards.
- Funds are allocated according to the decision letter for the purposes specified in an application or as otherwise indicated by the Committee. It is recognised, however, that circumstances may necessitate some minor reorientation of funds during the course of a project but no significant alteration in the terms of any grant may be made without the prior consent of the Committee.
- The RIA reserves the right to seek the full repayment of the grant if the recipient fails to comply with any of the above-mentioned requirements.

Online Application Form and Appended Information

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 – Project overview

- a) Title of Proposed Project
- b) Please confirm that this project is concerned with post-excavation research for Archaeological Research Excavations which were previously funded by the Royal Irish Academy, and that RIA excavation funding ended at least five years ago.
- c) Please provide a brief abstract (for publicising funded projects etc.)

SECTION TWO – Contact Details of Applicant

- a) Name
- b) Address
- c) Phone
- d) Email
- e) Gender

SECTION THREE – Project rationale

Criterion: The relevance of the proposal to the aims and priorities of this archaeological research grant (weighting 30%) Supply a brief description of the site (Max 250 word) and a list of published references

- a) Site name and brief description
- b) Townland and county:
- c) Grid reference
- d) Please list the associated published references
- e) State the central research question you wish to address by undertaking this project. What is the anticipated contribution to archaeological knowledge? (Max 1000 words). The Grants subcommittee will wish to see that the applicant is aware of the relevance of their proposal to the challenges of Irish archaeology and that this proposal is aimed primarily towards addressing such challenges.
- f) Outline the extent of post-excavation carried out to date and provide a comprehensive assessment of outstanding work, including a detailed audit of the status of the ecofacts, the artefacts (including their condition), the archive and the level of reporting carried out to date.
- g) Outline plans for adherence to best practice in archiving and reporting on artefacts and ecofacts (including inventories, packing etc.) to enable future research access.
- h) Please provide a clear outline of all efforts made to obtain additional funding from other sources and detail of such funding.
- i) Please provide a justification for funding the project again, including an explanation of the renewed commitment or altered circumstance for the project. Please ask your referee to confirm this.
- j) If the applicant is not the licence holder, correspondence from the licence holder confirming approval for application to be submitted or relevant permission from NMI/NMS in cases where the original license holder is deceased or not in a position to progress themselves.

SECTION FOUR - Employment and Experience

Criterion: Ability of applicant to carry out the proposed research, demonstrated through a track record of relevant competencies (weighting 30%, maximum 1,500 words, plus referee letter)

- Please provide a detailed methodology and detailed programme for the work proposed under the current application (Max 1000 words). If the current application does not provide for the completion of the project (including publication, archiving and accessioning into NMI and NMS) please provide a methodology and longer term programme for the completion of the project.
 - a) Please provide details of your qualifications, employment and experience, directly relevant to the application, which demonstrate your ability to carry out the proposed project (max 1000 words).
 - b) Please provide the names and addresses of two independent referees that you have consulted with and who will offer a guarantee for the conduct of the project and its publication. Your referees should be senior archaeologists, at least one of which is a practicing archaeologist or resident in Ireland. A letter of verification from one of the named referees must be uploaded with the application.
 - c) Please upload a letter of verification from one of the named referees
 - d) Please provide the names and qualifications of key members of the project team as proposed and confirm their willingness to be involved in this project.
 - e) Please confirm that those key project teams members listed above have been consulted and confirmed their willingness to be involved in this project.
 - f) Please provide detailed references to publications of the last two excavations you have directed, or reasons for non-publication (if applicable).
 - g) If you have not previously directed excavations, list the last four excavations you have participated in, indicating duration of participation and position(s) of responsibility held. Also indicate when you became eligible to hold an excavation licence.
- Please note that the Grants subcommittee is obliged to disqualify an applicant with one or more excavation reports outstanding to the Licensing Authority.

- You are requested to confirm that you comply with this requirement and are not ineligible.
- You are also requested to indicate your consent to the Academy seeking verification of this from the National Monuments Service.

SECTION FIVE – Project design

Criterion: The design, resources and methodologies that are being brought to this project to enable its success, including personnel, skills, equipment, facilities, technologies and materials. Highlight those that are innovative or State of the Art (20%)

The Grants subcommittee will wish to see that the applicant has considered how their plans to complete the legacy project reflect cutting edge developments in Archaeology. This may relate to post-excavation analysis (e.g. new scientific techniques), to dissemination (e.g. open access publication formats), or to archiving (e.g. digital scanning).

- a) Describe how the project will be achieved, to best practice. The answer should include but not be limited to the following: the investigative and research methods; a detailed achievable timeframe (ideally in Gantt chart or similar format); the facilities available to the project; the names and qualifications of key members of the project team, the research partners and/or specialists involved and what they will be contributing; the aspects of the project that are State of the Art in particular the use of cutting edge developments in archaeology, including new scientific techniques (max 1,000 words).
- b) Please upload any images (jpg, PDF format etc) or documents supporting this answer, including programme, CVs for key staff, confirmation of proposed contribution from research partners/specialists/conservator, confirmation of facilities provided by a host organisation.
- c) Outline the expected outputs from the proposed season of work (max 500 words).

SECTION SIX

Criterion: Evidence of plan for impactful and relevant dissemination (20%)

A strategic goal of the RIA is to 'represent Ireland by engaging and leading in activities that strengthen international recognition of the Academy's scholarship'. The Grants subcommittee will wish to see an ambitious plan for dissemination, appropriate to the scale of the research project. As this scheme is publicly funded, please ensure that your

plans include making the results of proposed research publicly available. For large publication projects we encourage open access publication.

Detail the plan for full publication of the excavation, other peer reviewed publications, conference papers and public engagement (max 750 words).

SECTION SEVEN

Estimated Expenses: Detailed breakdown of estimated expenses

While general estimated post-excavation costs should be given on the application form, a full and detailed breakdown of estimated costs must be included using the template provided, indicating the likely duration of the post excavation, and the number of participants as follows:

Post-Excavation (incl Publication, Archiving & Accessioning)			
Staff costs	€ per week	Number of weeks	Subtotal
e.g. <i>Supervisor, Surveyor, Illustrator, Editor</i>	€00	X	€XX
Other running costs	Detail of each expense		Subtotal
e.g. <i>Insurance, office rental, specialist consumables</i>			€
Analysis and Dissemination	Detail of each expense		Subtotal
e.g. <i>Specialist consultation, Specialist analysis, Dating, Dissemination costs</i>			
Post-Excavation Total			€

For specialist work and publication costs please supply written quotations.

All expenditure must be vouched with original receipts. Please note that card payment receipts cannot be accepted. See *Terms and Conditions*> *Payment and expenses* below for further details.

NB: Applicants should note that no payments will be made towards the administration of any funds granted by the RIA.