



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 Research Excavation 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 Research Excavation 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 and Heritage through the National Monuments Service.

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

The average grant awarded has previously been in the region of €20,000.

Please note that if applying for excavation, each application must cover excavation and post-excavation requirements for that season.

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

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

Applications are accepted for the following:

Proposals for archaeological research excavation associated with the archaeology of Ireland (including Northern Ireland), including pre-excavation surveys, post-excavation analyses, reporting, publication and archiving of RIA funded excavation, as follows:

- Topographical, building, geophysical or other surveys in advance of anticipated excavation, which may include archaeological excavation in the same or subsequent field season depending on results of the survey work
- Archaeological excavation, which **MUST** include reasonably anticipated post-excavation obligations for that season
- Further seasons of survey and/or archaeological excavation may be considered, up to a maximum of three seasons of excavation, except in exceptional circumstances
- For projects funded within the last five years by the RIA AREG grant scheme, applications for unforeseen post-excavation analysis will be considered in exceptional circumstances
- Completion of a final excavation report on projects funded within the last five years by the RIA AREG grant scheme as per licence/consent and grant condition
- Publication of RIA-funded projects funded in the last five years by the RIA AREG grant scheme (distinct from final excavation report as per licence/consent condition)
- Archiving and accessioning of RIA-funded projects funded in the last five years by the RIA AREG grant scheme as per licence/consent condition

Aims and Priorities

- The furtherance of archaeological knowledge in the context of the finite nature of the archaeological resource
- Standalone questions into which research excavation might provide an original/innovative contribution to archaeological knowledge.

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 the aims and priorities of this grant scheme (30%)
2. The ability of the applicant to carry out the proposed research, demonstrated through a track record of relevant competencies, as appropriate to their career stage (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 open to archaeological researchers/archaeologists including PhD students for work in Ireland (including Northern Ireland). It is not open to undergraduate or other postgraduate students.
- The Committee does not normally consider projects where the applicant will not be the excavation licence holder (unless there are exceptional circumstances which will be examined on a case-by-case basis).

Costs and activities which are eligible

- Research excavation costs including excavation staff*, excavation running costs, post-excavation staff and running costs, specialists' fees and services, travel and subsistence expenses, scientific analyses.
- In cases of continuing excavation the obligation remains for reasonably anticipated post-excavation analysis to be included – this should be explicitly costed and programmed.
- In cases of continuing projects each subsequent application should consider a specific research question or questions, which should be capable of being addressed in that season (this is in case no further funding is forthcoming for further seasons).
- Grant funding a project in one year does not commit the RIA to funding further years of excavation nor to funding additional post-excavation costs.
- Applicants must list any current sources of research funding and justify why additional funds are sought from the RIA.

*Salary costs of grant recipients and research team members 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 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

- Applications for the funding of developer-led or commercial excavations.
- Applications for projects directly connected to undergraduate or Masters-level studies in a third level institution.
- The grant does not fund institutional overheads, and the grant **cannot** be used to cover any element that should be properly 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 licences and have an official Compliance Letter from NMS agreeing to this.
- Applications from any applicant who has been previously funded by the Academy for projects which have not completed post-excavation analysis to the standard required by licence criteria, including projects where the applicant was a co-investigator.
- Applicants are reminded that research excavations offer an opportunity for students of archaeology to gain practical experience. Applicants should note however that activities peripheral to the research excavation, e.g. offsite training, fieldtrips etc, are ineligible.
- The purchase of items of equipment (e.g. cameras or survey equipment) that researchers would normally be expected to have are ineligible.

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. The exception is where an application is made by a PhD student, in which case that reference must be from their supervisor.
- Where relevant, a copy of the Ordnance Survey map with the site or sites marked.
- Where relevant, a detailed site plan with the site or sites marked.
- Detailed costings of proposed work (using template form provided).
- Where relevant, a copy of a detailed quotation received from proposed specialist(s).
- Applicants are required to inform the RIA of any potential conflicts of interests. In this regard applicants proposing to employ family members during the course of a funded excavation are required to disclose this to the RIA in advance of the drawdown of funds.
- Where relevant, correspondence from the NMI stating that the applicant has discussed the application and that there is permission in principle for the proposed work based on the project rationale. If a proposal will require licenses to alter and/or export, it is advisable that those discussions should include the methodology detail.
- Where relevant, correspondence from the NMS stating that the applicant has discussed the application and that there is permission in principle for the proposed work based on

the project rationale. If a proposal will require licences and/or consents, it is advisable that those discussions should include the methodology detail.

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 costs may be incurred as part of your proposed project before you receive your decision letter.
- Following the award of a research excavation grant, recipient 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. RIA awards are subject to this licencing process and approval.
- The recipient shall comply in all respects with the Safety, Health and Welfare at Work Act 2005, The Health and Safety at Work (Northern Ireland) Order 1978, and any other Act amending that Act and with any Statutory Instruments or Regulations issued thereunder.
- 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 that under Section 14 of the National Act 1930 (as amended by Section 5 of the National Monuments (Amendment) Act 2004), consent from the Minister for Housing, Heritage and Local Government will be required before any works can take place at or in proximity to a National Monument of which the Minister or a Local Authority are the owners or guardians, or in respect of which a preservation order is in force

- Please note that under Article 4 of the Historic Monuments and Archaeological Objects (NI) Order 1995 any works resulting in the demolition, destruction or disturbance of, or any damage to, a scheduled historic monument require Scheduled Monument Consent from the Department for Communities.
- If, during the course of the project, previously unknown monuments are discovered, details should be forwarded to the relevant authority – the Archaeological Survey of Ireland, DHLGH, for inclusion in the Sites and Monuments Record, or to the Department for Communities for inclusion in the Historic Environment Record of Northern Ireland (HERoNI).
- If, during the course of the project, any archaeological objects are discovered, they must be reported to the National Museum of Ireland within 96 hours under Sec 23-1 of the National Monuments Act 1930 (as amended by the National Monument Amendments Acts 1954, 1987, 1994, 2004), except where the work is being carried out under excavation licence/consent.
- Please note any works involving the alteration of archaeological objects in Ireland 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), or in NI licencing from the Department for Communities.
- 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 Committee will 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.
- 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.
- 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'. This must take place within two years of the last draw-down of the project.
- 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.

- Failure to comply with any terms and conditions in these guidelines for applicants and/or any terms and conditions for recipients imposed by the Standing Committee for Archaeology as a condition of award, may disqualify the candidate from future funding.

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 grants processes.

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 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 maximum 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) Type of Application
- c) Previously funded projects only - please tick box if you are still in possession of objects/archives from previously funded RIA projects
- d) Please provide a brief abstract (for publicising funded projects etc.)

SECTION TWO – Contact Details of Applicant

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

SECTION THREE

Criterion: The relevance of the proposal to the aims and priorities of this archaeological research grant (weighting 30%)

Site details including:

- a) Site name
- b) Townland
- c) County
- d) Grid Reference
- e) Name and addresses of landowner(s):
- f) Evidence in writing of permission in principle for the excavation from landowner, or from relevant NMS staff:
- g) Name of the senior supervisor for the project, and their qualifications
- h) Location map - Upload a copy of the relevant section of the Ordnance Survey map (1:10560 or larger as appropriate) with the site or sites marked
- i) Plan of site with excavation area marked: Upload a detailed site plan with scale (not less than 1:500). The area(s) to be excavated should be clearly indicated. If the proposal is to excavate several sites not physically connected, nor arguably part of a single complex, applicants are to supply a general map and a separate copy of the plan of each site to be excavated in the current season. In the case of separate sites, applicants are to clearly explain the connection of the sites within the overview section (6.1) of the application form if such a connection exists. If funds are limited, the Grants subcommittee may not consider multi-site projects, though trial excavation may be approved where a coherent strategy is presented. In cases of multi-season projects, previous seasons' areas of excavation should also be clearly marked.
 - j) Duration of work carried out to date at site
 - k) Expected further duration of work at site (including season applied for):

- l) Brief description of the site (max 250 words)
- m) List of associated published references
- n) Central research questions (max 500 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
- o) Estimated contribution to archaeological knowledge (max 500 words)

SECTION FOUR

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)

- a) Are you presently employed?
- b) Have you previously directed an archaeological excavation?
- c) Please outline when you became eligible to hold an excavation license (if applicable).
- d) Please outline details of qualifications, employment or experience which demonstrate your ability to carry out the proposed research (max 1000 words).
- e) Please outline details of qualifications, employment or experience of any specialists/team members which demonstrate their ability to carry out the proposed research. (Max 1000 words):
- f) Please give names and addresses of two independent referees who have agreed to offer a guarantee for the conduct of the excavation and its publication. A letter of verification from one named referee confirming the applicant's ability and suitability to undertake the research. The exception is where an application is made by a PhD student, in which case that reference must be from their supervisor.
- g) Please outline publication details of the last two excavations you directed, or geophysical surveys carried out (if applicable).
- h) List any other unpublished excavations with reasons for non-publication. Please note that the Grants subcommittee is obliged to disqualify an applicant with one or more excavation reports outstanding to the Licensing Authority. "*Publication*" in this instance includes the submission of a final excavation report to The National Monuments Section (DCHG).
- i) 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.
- j) You are required to consent to the Academy liaising with the National Monuments Service to verify your status in terms of submission of reports deriving from statutory consent/licence.
- k) 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.

SECTION FIVE

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%, maximum 1,000 words)

- 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%, maximum 750 words)

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.

SECTION SEVEN

Estimated Expenses: Detailed breakdown of estimated expenses

- a) Please outline the cost of the work carried out to date
- b) Please outline the expected completion costs (including season applied for):
- c) Please outline the expected completion costs (including season applied for):
- d) Estimated costs requested for season of current application

Where specialist expertise is anticipated as part of your project, please ensure that a detailed quotation from the intended specialist or specialists are uploaded.

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

Excavation			
Staff costs	€ per week	Number of weeks	Subtotal
e.g. <i>Site supervisor, Site Assistants, Surveyor, Specialists on site visits/consultation</i>	€00	X	€XX
Other running costs	Detail of each expense		Subtotal
e.g. <i>Welfare Unit hire, diesel, accommodation, insurance, hire of equipment, consumables</i>			€
Excavation Total			€
Post-Excavation			
Staff costs	€ per week	Number of weeks	Subtotal
e.g. <i>Supervisor, Surveyor, Illustrator</i>	€00	X	€XX
Other running costs	Detail of each expense		Subtotal
e.g. <i>Insurance, office, consumables</i>			€
Analysis	Detail of each expense		Subtotal
e.g. <i>Specialist analysis, Dating</i>			
Post-Excavation Total			€
Excavation & Post-Excavation Total			€

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.

National Monuments Service requirement re: **Appropriate Assessment:**

Archaeological research excavations fall within the scope of Article 42 of the European Communities (Birds and Natural Habitats) Regulations (S.I. 477 of 2011), i.e., they are projects which must (by law) be screened for Appropriate Assessment (AA) before they receive consent under the relevant legislation from the relevant public authority. The Habitats Regulations are a part of the implementation in Irish law of the European Union's Habitats Directive, which all EU Member States must implement.

As archaeological excavation for research purposes is (in the normal course) exempted development for the purposes of the Planning and Development Act 2000 (i.e. it does not, in the normal course, require planning permission), the relevant legislation in this case is the National Monuments Acts 1930 to 2014 (which remain in force for the time being pending commencement of the Historic and Archaeological Heritage and Miscellaneous Provisions Act 2014).

Screening for AA is a process under which the relevant public authority (in this case the National Monuments Service on behalf of the Minister for Housing, Local Government and Heritage as licensing authority for archaeological excavation) makes a determination as to whether the full AA process needs to take place before a decision is made to consent to the proposed project. It must be emphasised that all projects subject to statutory regulatory processes must be screened for AA by one of the regulatory authorities dealing with them (only some will need full AA, but all must be screened to determine if AA is needed).

In order for the Minister to carry out the screening for Appropriate Assessment in relation to proposed research excavations, the application for licence/consent to excavate should be accompanied by a Screening for Appropriate Assessment Ecology Report, carried out by a qualified and competent ecologist. It should be noted that this will not remove the need for the National Monuments Service to itself (as the relevant public authority) screen for

AA, but it will assist NMS in so doing. Please note that the submission of the above Report with a licence or consent application will not act to prevent NMS requiring submission of any further or other information or reports as it considers necessary, whether for purposes of screening for AA, AA or other matters.

It is also strongly recommended that consideration of possible ecological impacts takes place at the earliest possible stage in developing project concepts. Where a project which is the subject of a licence or consent application under any statutory code screens in for AA (i.e. the relevant public authority determines that the full AA process must be carried out by it), the general rule is that any exemption from requirements for planning permission under the Planning and Development Act 2000 is lost. If such a situation arose, it would likely present major challenges to the viability of the project in question. Moreover, where (having screened in for AA), the full AA carried out in respect of a proposed project determined that the project would adversely affect a "European Site" (i.e. one of the habitats protected under the Habitats Directive), a licence or consent or other permit allowing the project could only be granted in very limited circumstances and after a further formal procedure had been gone through.

The Habitats Directive and the implementing national legislation are key tools in protecting habitats and preventing further loss of biodiversity. We are confident that all involved in archaeological research will wish to fully support their implementation.

In summary, in order for NMS to carry out the screening for AA the application for licence/consent to excavate should be accompanied by a Screening for Appropriate Assessment Ecology Report, carried out by a qualified and competent ecologist.

We strongly recommend that grant offer recipients commission the necessary report and apply for licences/consents as soon as possible to allow time for AA screening.

The RIA will reimburse reasonable costs of the Screening for Appropriate Assessment Ecology Report on production of receipts. It is a condition of grant drawdown that grant offer recipients are in receipt of the necessary consent/licence.