



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 Archaeological Research for World Heritage Properties and Tentative List Sites 2025

Guidelines for applicants

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 Archaeological Research for World Heritage Properties and Tentative List sites
- 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 National Monuments Service (NMS) of the Department of Housing, Local Government and Heritage for research into the archaeology of the Brú na Bóinne and Sceilg Mhichíl World Heritage Properties and of the following Tentative List sites announced in 2022:

1. The Passage Tomb Landscape of County Sligo;
2. Transatlantic Cable Ensemble: Valentia, County Kerry – Heart's Content, Newfoundland and Labrador; and,
3. The Royal Sites of Ireland: Dún Ailinne; Hill of Uisneach; Rock of Cashel; Rathcroghan; Tara, and Emain Macha/Navan Fort.¹

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

¹ <https://worldheritageireland.ie/news-and-events/ministers-announce-new-world-heritage-tentative-list-for-ireland/>

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

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

Applications are accepted for the following:

Proposals for non-destructive archaeological research, which may include *inter alia* surveys, such as mapping, LIDAR, building surveys, measured surveys of earthworks, geophysics, fieldwalking, palynology, soil sampling and public archaeology initiatives.

Aims and priorities of Archaeological Research for World Heritage Properties

- To aid in the management of the archaeological resource within the designated areas and buffer zones of Ireland's World Heritage Properties
- To contribute to maintaining, and where possible, enhancing the Outstanding Universal Value (OUV) of these internationally important sites. [OUV is defined as how a site or place meets the relevant cultural and/or natural criteria, how the conditions of authenticity and integrity are fulfilled and how the requirements for protection and management are met.]
- Applications should be informed by the actions/objectives within the most recent published management plans for each World Heritage Site, and in the case of Brú na Bóinne must reflect the (2009) Brú na Bóinne World Heritage Site research framework.

Aims and priorities of Archaeological Research for Tentative List sites²

- To aid in the identification and definition of the archaeological resource associated with Tentative List sites.
- To aid in the management and/or conservation strategies of the archaeological resource associated with Tentative List sites.
- To contribute to the definition and identification of attributes of potential OUV to demonstrate a contribution to refining and enhancing the preliminary statement of potential OUV.

Although not required, applicants are encouraged to consider how their project would assist in developing a comparative analysis of the Tentative List site in relation to similar archaeological sites, whether or not on the World Heritage List, both at the national and international levels.

Assessment Criteria

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

² Applicants are advised to read the 2022 World Heritage Tentative List Technical Evaluation found [here](#) before preparing their application.

1. The relevance of the proposal to the furtherance of the aims and priorities of this grant scheme (30%) – section three of application form
2. The ability of the applicant to carry out the proposed research, demonstrated through a track record of relevant competencies (30%) – section four of application form
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%) – section five of application form
4. Evidence of plan for impactful and relevant dissemination (20%) – section six of application form

Who can apply?

This scheme is open to archaeological researchers/archaeologists. It is not open to undergraduate or postgraduate students, or PhD candidates.

Costs and activities which are eligible

- Research costs, specialist's fees, travel and subsistence.
- 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 funded 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

- Applications for projects directly connected to postgraduate studies in a third level institution are excluded.
- 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.
- The purchase of items of equipment (e.g. cameras or survey equipment) that researchers would normally be expected to have are ineligible.
- Applications from any applicant who has an outstanding requirement to submit a report, under a statutory/consent or licence, shall be ineligible unless they have agreed a submission date for outstanding reports 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.

What is required to make an application?

A completed application form including:

- Where relevant, a letter from the landowner stating that the applicant has discussed the application with them and that there is permission in principle for the work
- Where relevant, a letter from the NMS stating that the applicant has discussed the application and that there is permission in principle for the proposed work
- Where relevant, a copy of the Ordnance Survey map with the site or sites marked.
- Where relevant, a copy of a detailed quotation received from proposed specialist/s.
- In the case of research applications associated with a Tentative List site, each application must be accompanied by a letter from the lead Local Authority/Steering Group stating that they agree to the proposal and outlining how it will help contribute to the development of related World Heritage Nomination Dossier.

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

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 your 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 the end of November 2025.

Terms and Conditions for successful recipients

- 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.

- 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.
- Please note that under Section 14 of the National Monuments Act 1930 (as amended by Section 5 of the National Monuments (Amendment) Act 2004), consent from the Minister for Housing, Local Government and Heritage 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).
- 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 RIA and NMS in line with 'Guidelines for Acknowledging funding'. This must take place within two years of the last draw-down of the project.
- 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 the award, 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 required 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 Standing Committee for Archaeology on the findings/progress.
3. **RIA conference:** Grant recipients may be asked to present their finding at the biannual RIA 'Revealing the Past' conference.
4. **Financial report:** The final report form must be accompanied by a statement of 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.
5. **Feedback:** Grant recipients will be asked to provide feedback on the grants processes.

Some or all of the illustrated reports may:

- form the basis of a press release to be issued jointly by the RIA and NMS
- be published on the RIA website
- be published on the World Heritage Ireland website
- be made available on the Digital Repository of Ireland
- figure in other publications of the RIA and NMS for Tentative List sites
- be made fully available to nomination teams in relevant Local Authorities

Statutory reporting

If relevant, grant recipients are required to meet their reporting obligations as per any statutory licence/consent conditions issued by the National Monuments Service and/or the National Museum of Ireland.

Submission of reports to the Academy does not exempt a grantee from a separate requirement to submit reports to the National Monuments Service and National Museum of Ireland as per any licence/consent requirements, if relevant.

Publication

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

- 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.
- 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 expenditure statement and an itemized list and copy of vouched receipts as outlined above.
- For payments greater than €10,000 the recipient must forward their valid tax clearance certificate 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.
- 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.
- 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 funded 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.
- [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.
- 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 Grants subcommittee. 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 Grants subcommittee.

Online Application Form and Appended Information

Applicants must complete the online application form with the appended information (questions 1-7) as indicated below. Failure to do so correctly may disqualify the applicant from consideration for funding.

SECTION ONE

1. Project Overview

- a) Title of Proposed Project
- b) Please provide a brief abstract (for publicising funded projects etc.)

SECTION TWO

2. Contact Details of applicant

- a) First name and surname
- b) Address
- c) Phone
- d) Email
- e) Gender

SECTION THREE

3. Project Rationale

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

- a) Please describe your project proposal, its potential significance, and how it meets the aims and priorities of the grant scheme as outlined in the guidelines for applicants (maximum 2000 words).
- b) Site details: Site name, townland, county, if applicable
- c) Grid reference, if applicable
- d) Provide the name and addresses of landowner(s), if applicable
- e) Please attach where relevant, a letter from the landowner stating that the applicant has discussed the application with him/her and that there is permission in principle for the proposed work:
- f) Please attach where relevant, a letter from the NMS stating that the applicant has discussed the application and that there is permission in principle for the proposed work:
- g) Please attach where relevant, in the case of research applications associated with a Tentative List site, a letter from the lead Local Authority/Steering Group stating that they agree to the proposal and outlining how it will help contribute to the development of related World Heritage Nomination Dossier
- h) Where relevant, upload a photocopy of the Ordnance Survey map with the site or sites marked.

SECTION FOUR

4. 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)

- a) Present position
- b) Academic Training
- c) Other Professional qualifications
- d) Recent Research Projects and Publications
- e) Please give the names and addresses of two referees that you have consulted with and who are competent to judge your professional and personal qualifications. Your referees should be senior archaeologists, architects, site managers or researchers. Please upload a letter of verification from one named referee.
- f) Have you previously received funding from the Royal Irish Academy?
- g) If yes, please provide details below. Please provide details of any publications arising from previous grants (if applicable).

SECTION FIVE

5. 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 (weighting 20%, maximum 1,500 words)

- a) Describe how the project will be achieved to best practice. The Grants subcommittee will wish to see 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 (including archiving).
 - A detailed achievable timeframe (ideally in Gantt chart or similar format).
 - The facilities available to the project.
 - 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.

SECTION SIX

6. Dissemination

Criterion: Evidence of plan for impactful and relevant dissemination (weighting 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. We encourage open access publication.

- b) What are your plans for dissemination including but not limited to community engagement, conference papers and publications? Highlight innovative formats and platforms (max. 750 words).

SECTION SEVEN

7. Costings

- a) Please upload your detailed breakdown of estimated expenses.
- b) Total amount sought.
- c) Please note that a detailed breakdown of estimated expenses will aid the assessment of your application.
- d) Where specialist expertise is anticipated as part of your project, please upload detailed quotation/s from the intended specialist or specialists.