FACULTY OF ASIAN & MIDDLE EASTERN STUDIES

A BRIEF GUIDE TO APPLYING FOR FUNDING

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LIFE CYCLE OF AN APPLICATION

Note: These procedures are for existing members of the Faculty. External applicants should first consult [Faculty Research Application Guidelines](https://osintranet.web.ox.ac.uk/sites/default/files/osintranet/documents/media/application_guidelines_v_june2022.docx?time=1656418306297).

**APPLICATION PROCEDURES TIMELINE**

|  |  |
| --- | --- |
| Have an exciting idea! | Anything from 5 weeks to one year before the deadline,  depending on the scale of the project. |
| **Get in touch with the Research Facilitator** [(ingrid.locatelli@humanities.ox.ac.uk)](mailto:(ingrid.locatelli@humanities.ox.ac.uk)) **and/or** **the Director of** **Research** [(henrietta.harrison@orinst.ox.ac.uk)](mailto:(henrietta.harrison@orinst.ox.ac.uk)) for a preliminary discussion of your idea. They will help you to identify funding schemes, formulate your proposal, and work out the budget. The sooner you do this the more they can help.  If you have a college post or a joint appointment you will also need to discuss this with your senior tutor. |
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| **Once you plan to make the application, refer to the** [**Faculty’s Research Application Process**](https://osintranet.web.ox.ac.uk/sites/default/files/osintranet/documents/media/application_guidelines_v_june2022.docx?time=1656418306297), then submit an **‘**outline/initial application’ to the Director of Research and the Research Facilitator**.** As part of this, be sure to secure written approval from your **subject group,** and, where it applies, from your **mentor.**  **Talk to your colleagues and/or mentor** about your research ideas.  **Let your college know** that you plan to make an application that may require research leave (make sure to forward college approval to Research Facilitator, they will need this).  **Work on the application**, which may take time and several drafts. The **research facilitator will help you with this by reading drafts**. Where available, they can show you **examples of successful applications**, as well as offer advice based on the sorts of applications that have had success with the schemes that you are applying for. You can send a draft to the facilitator as soon as you have one. The research facilitator will also work out the **formal budget**.  **Show your research proposal to your colleagues**; the more people you get to read it the better sense you will have about the parts of the proposal that need work. | Drafting the application. |
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| **Send your near-complete draft of the application to Research Facilitator**, they will forward it to the Director of Research and the Head of Administration and Finance for Faculty approval. | 4 weeks before the funder’s deadline. |
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| Now you can **submit your application through the funder’s online application portal**. This needs to be **done at least 5 working days before the deadline** because it needs to be approved by the university’s Research Services. | 1 week before the funder’s deadline. |
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| After a long wait the funder will let you know the outcome of your application.  Congratulations or commiserations, either way you should **let the Research Facilitator know as soon as you find out**.  **If your application is unsuccessful this is not the end**: there are probably many more schemes that you could apply under and there is a good chance that by reformulating the proposal you will have success with one of them. |  |
|  |  |
| **Some schemes (e.g. many of the AHRC schemes) will have an interim stage where you are asked to submit a response to the reviewers** of your application. The research facilitator is happy to help you to draft this. | (depending on funder, one week turnaround) |

WHAT CAN YOU APPLY FOR? FUNDERS AND SCHEMES

The Research Facilitator is here to help you to decide what funder and scheme would suit you best.

**Main Funders**

The main funders are as follows.

1. **Arts and Humanities Research Council (AHRC)**: one of the seven Research Councils which make up UKRI (along with Research England – which looks after the REF; and Innovate UK). AHRC is the Research Council focussing on funding research in the arts and humanities.
2. **British Academy**: the UK’s national body for the humanities and social sciences, funding research in these areas.
3. **Leverhulme Trust**: a charity supporting research in all fields except medicine.
4. **Wellcome Trust**: funds humanities research in its medical humanities programme. Proposed research needs to be at the interface of medicine, health-related sciences and the wider humanities;
5. **European Research Council (ERC):[[1]](#footnote-1)** funds large research projects that can be international and collaborative for researchers at various career stages;
6. **Marie Skłodowska-Curie Fellowships:** the European Commission1 operates several schemes, most notably the Marie Curie fellowship scheme, which allows foreign academics to work at a UK institution or *vice versa*.

These main funders operate different schemes, but in general they can be divided into **fellowships**, **project grants**, and **research networks**.

**Internal University Funding**

The University’s main scheme for internal funding is the **John Fell Fund**. You can apply for grants to help develop your research: for start-up grants, and to fund the sort of preliminary research needed before you can make an application to an external funder. The application deadline is Wednesday, noon, 0th week each term; but you should aim to press submit on your application **a week before the deadline,** as your application will first of all go to Thomas Hall, the Head of Administration & Finance for checking, and approval. You should let Thomas know in advance that you are planning to apply, so that he can advise accordingly.

Applications are made online through IRAMS <https://researchsupport.admin.ox.ac.uk/applying/howto/irams>

There are two award schemes:

1. **Small Award Scheme**, up to £10,000.
2. **Main Award Scheme**, over £10,000. There is no upper limit on the value of awards, but the higher the sum requested, the more exceptional the case will need to be.

Full details about how to make an application are found here:

<https://researchsupport.admin.ox.ac.uk/funding/internal/jff#/>

Humanities-specific guidance can be found here: <https://humanities.web.ox.ac.uk/research-support#collapse3117346>

To apply for this you will need to be a current employee of the collegiate university holding an academic post, or a research fellowship awarded competitively and intended to enable the holder to establish an independent research career (e.g. Royal Society University Research Fellows, Junior Research Fellows).

**Specialist Funders**

There are also many specialist funders who support a variety of research activities, although they often operate under very specific criteria and usually have only limited funds available. The amount of funding available through these schemes varies greatly (they may have quite small or quite large pots of money). Some examples are:

1. **British Institute at Ankara:** the British Institute at Ankara supports, enables and encourages research in Turkey and the Black Sea region in a wide range of fields including archaeology, ancient and modern history, heritage management, social sciences and contemporary issues in public policy and political sciences.
2. **Gerda Henkel Foundation**: concentrates its support on the historical humanities, mainly: Archaeology; Art History; Historical Islamic Studies; History; History of Law; History of Science; Prehistory and Early History. However, it is also increasingly addressing issues of great relevance to contemporary life and the future.

PREPARING AN APPLICATION

If you have an idea for a research project the first thing you should do is contact the Research Facilitator to discuss it. This is usually done in a one-to-one meeting and your facilitator will be happy to arrange a time to come to your college or to the faculty. The Humanities Division also runs frequent training events on the different schemes. These can be very useful to help shape your initial research ideas.

**It is not necessary to have a draft of a project before meeting with the research facilitator.** These early meetings are to allow you to discuss ideas and suitable schemes. Questions you might want to ask yourself in advance are:

* Do you want to conduct this research on your own or with another academic?
* Do you want to collaborate with anyone?
* Do you want/need a research assistant (and perhaps a DPhil student)?
* How long do you envisage the research might take?
* Are there any additional research costs, for example for travel, equipment?
* When do you want to start?
* What is the aim of the research programme?

Once there is a clear sense of the proposed programme, it will be easier to decide which funder and which scheme might be most appropriate. Each funder has different views on what is fundable and on how an application should look. Your Research Facilitator will be able to advise you on the criteria of the different schemes, the deadlines, and any application requirements. She will work with you on the project budget, read and comment on different drafts, and help devise a timescale for the overall application process from draft to submission.

You will probably need to write several drafts of your research proposal, following feedback from the Research Facilitator, colleagues, and mentors. It’s therefore very important that you allow enough time between expressing an interest in a certain scheme and that scheme’s deadline. It’s also important to remember that most funders require formal institutional approval for any application.

This acts as insurance: the funding body is assured that the application is made with the knowledge of the host institution, and the University commits to hosting the project should an application be successful. For the smooth running of this step, the **University’s Research Services deadline is 5 working days (or 10 days for ERC grants) before the funder deadline** to allow time should the application need to be returned for changes.

USEFUL LINKS AND CONTACTS:

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| --- | --- |
| [Humanities Research Support homepage](https://www.humanities.ox.ac.uk/research-support)  [Research Services – Overview of Application Process](https://researchsupport.admin.ox.ac.uk/applying/overview)  [TORCH Funding Opportunities](https://torch.ox.ac.uk/funding-opportunities-0)  [Digital Humanities @ Oxford](https://digital.humanities.ox.ac.uk/#/)  [Sustainable Digital Scholarship](https://www.sds.ox.ac.uk/) | [Open Access](http://openaccess.ox.ac.uk/)  [Research Ethics and Integrity](https://researchsupport.admin.ox.ac.uk/governance/integrity)  [Public Engagement](https://www.ox.ac.uk/research/public-engagement)  [Policy Engagement](https://www.ox.ac.uk/research/support-researchers/policy-engagement/introducing-policy-engagement-team) |

Divisional support for **impact**: Charlotte Medland ([charlotte.medland@humanities.ox.ac.uk](mailto:charlotte.medland@humanities.ox.ac.uk)) – the Innovation, Impact & Evaluation Officer.

Advice on [**Open Access**](http://openaccess.ox.ac.uk/) **and** [**Symplectic Elements**](https://researchsupport.admin.ox.ac.uk/reporting/symplectic): Claire Dalton ([claire.dalton@humanities.ox.ac.uk](mailto:claire.dalton@humanities.ox.ac.uk))

See below a list of funders/schemes available depending on the type of project and also the funding calendar.

LOOKING FOR THE RIGHT FUNDING

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| --- | --- | --- | --- | --- |
| What sort of project are you looking to do? | | | | |
| Putting on a conference  Travelling to libraries or collections  Research costs | Pilot project  Preliminary research for future projects  Scoping the feasibility of new research ideas | Writing a book  Teaching buyout  Individual project | Networking  International exchange  Partnership working and knowledge exchange  Other | Major project  Collaborative project  Team of people  Research assistant(s) |
| Some schemes that might suit you | | | | |
| * John Fell Fund * British Academy and Leverhulme Small research grants * Society for Applied Philosophy Event Funding * The Mind Association Conference Grants | * John Fell Fund * British Academy / Leverhulme Small research grants | * British Academy Mid-career fellowships (within 15 years of PhD) * British Academy / Leverhulme Senior Research fellowships * British Academy Wolfson Research Professorships * Leverhulme Research fellowships and Major research fellowships * Leverhulme International academic fellowships * Leverhulme Emeritus Fellowships * Templeton Foundation Small Grants * The Mind Association Research Fellowships | * TORCH KE Fellowships * AHRC Research, Development and Engagement Fellowship * AHRC [Research networking](http://www.ahrc.ac.uk/Funding-Opportunities/Pages/Research-Networking.aspx) * AHRC Follow-on fund * ERC Proof of concept * Leverhulme Visiting professorships | * AHRC [Research grants](http://www.ahrc.ac.uk/Funding-Opportunities/Pages/Research-Grants---Standard-Route.aspx) * ERC Starting grants (2 to 7 years from PhD) * ERC Consolidator grants (7 to 12 years from PhD) * ERC Advanced grants (applicants must be leaders in their field and demonstrate significant achievement in the last 10 years) * Leverhulme [Research project grants](http://www.leverhulme.ac.uk/funding/RPG/RPG.cfm) * Wellcome Trust Career Development or Discovery Awards * Templeton Foundation Large Grants |

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| FUNDING CALENDAR | | |
| Scheme | **Deadlines** | **Notes** |
| Leverhulme Trust project grants | 2 stage process. No deadline for 1st stage. | £500k for up to 5 years for research projects. |
| AHRC research grants | No deadline, but earliest start date for a project should be no earlier than 9 months after submission to the AHRC. | £1 million for up to 60 months for a research project; requirement of at least one collaborator. |
| AHRC Research, Development and Engagement Fellowship | No deadline, applications take 6 months to process. | £300k for up to 18 months for a research project (24 months for ECRs); full-time and part-time element; also requirement for leadership and impact activities. |
| AHRC research networking scheme | No deadline, applications take 6 months to process. | £30k for up to 2 years; support for discussion and exchange on specific themes, issues or problems (or £45k for international activities) |
| AHRC follow-on funding for impact and engagement | No deadline. | £100k for up to 12 months to pursue new impact opportunities arising out of a prior AHRC grant; or £30k for smaller pilot projects. |
| Mind Research Fellowships | February | 6 months to fund research leave for projects at any stage of completion, including initial stages of research. |
| Mind Senior Research Fellowships | February | 12 months to fund research leave for projects at any stage of completion, including initial stages of research. |
| Leverhulme Trust emeritus fellowships | February | £24k for research expenses for retired staff to pursue research project. |
| Leverhulme Trust Early Career Fellowships | late February/early March | 3 years with the Leverhulme paying 100% of salary cost in first year; 50%; max. 4 years post-viva. Supported with Divisional Fell funding. |
| Newton International Fellowships (British Academy and Royal Society) | February/March | For non-UK early career scholars to spend time here and benefit from local academic environment; up to 2 years with maintenance grant. |
| ERC Starter Grant | Variable – next deadline is Jan 2022 | € 1.5 million for a period of 5 years. (pro rata for projects of shorter duration). |
| ERC Consolidator Grant | Variable – next deadline is March 2022 | € 2 million for a period of 5 years. (pro rata for projects of shorter duration). |
| ERC Advanced | Variable – next deadline is April 2022 | € 2.5 million for a period of 5 years. (pro rata for projects of shorter duration). |
| Leverhulme Trust Major Research Fellowships | May | 2-3 years; for well-established and distinguished researchers; funding replacement salary costs. |
| British Academy/Leverhulme small grants | June | £10k for up to 24 months for small-scale projects, e.g. pilot studies, preliminary research. |
| Templeton Small Grants | Next deadline is August 2022 | Up to $234.8k for a maximum of 5 years. |
| Templeton Large Grants | Next deadline is August 2022 | Over $234.8k for a maximum of 5 years. |
| Marie Curie Postdoc Fellowships | Next deadline: September 2022 | For non-UK scholars coming here to spend up to 24 months on a project. |
| British Academy Mid-career fellowships | mid-September | One-year fellowships; up to 15 years post-PhD. |
| British Academy Postdoctoral fellowships | Mid-October | Within 3 years of viva; 3-year duration. |
| Leverhulme Trust visiting professorships | October and May | For non-UK scholars to spend up to 12 months here, primarily to benefit the host institution. |
| Leverhulme Trust Research Fellowships | early November | £60k for up to 24 months; budget for teaching replacement and research expenses. |
| Leverhulme Trust International academic fellowships | early November | £50k for up to 12 months to spend abroad to establish new collaborations and acquire new skills. |
| British Academy/Leverhulme Senior Research fellowships | Mid-November | One-year fellowships with costs covering a teaching replacement. |
| BA / Wolfson Fellowship | Late-November | 2-3 years of teaching buy-out, aimed at early career researchers (within 7 years of doctorate). |
| BA / Wolfson Research Professorship | Early December | Three years of teaching buy out for “outstanding established scholars”. |
| Gerda Henkel Research | 2 rounds, June and November | 24 months; for a research team (i.e. more |
| Gerda Henkel Research Scholarships | 2 rounds, June and November | 1-24 months; funding for a single scholar working on own project, plus travel and materials costs. |

1. Most European Union research grant funding is delivered through seven-year research and innovation work programmes. The current funding programme is Horizon Europe (2021 – 2027). The UK will associate to Horizon Europe. This means that UK based researchers will continue to be eligible to take part in EU-funded collaborative projects (including as lead institution), and to apply for ERC and Marie Skłodowska-Curie funding. [↑](#footnote-ref-1)