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**Prehistoric Society Collections Study Award**

**Notes and guidance**

As of February 2016, The Prehistoric Society is offering a new award of up to £3000 for the study of a specified area of a museum’s archaeological collections and/or archives relating specifically to human prehistory. The award will be available to partnerships between a museum and a named early-stage researcher (post-graduate, post-doctorate or equivalent experience) and both parties will be eligible for a contribution to the costs incurred. Third-party (‘external’) costs will also be eligible where essential to the successful outcome of the project. The Society’s Awards Committee will award grants to one or more projects each year (the combined amount not exceeding a total of £3000) according to its judgement on best overall value for money.

***Criteria & conditions***

Applications will be invited for any area of human prehistory from any part of the world, but the collection in question must be housed in the United Kingdom. The criteria are that:

* the project has the potential to advance knowledge of the material selected within its broader field of study
* the research lies within the competence of the applicants, and
* the project is contained and deliverable on a specified timescale.

Awards will not be made for sub-sets of larger projects (such as doctoral or post-doctoral research), but related research is eligible.

A condition of the grant is that a brief project interim will be published in the Society’s newsletter, *PAST*. Furthermore, the Society will expect to exercise first refusal on the publication of final results in their *Proceedings*; acceptance will remain subject to the standard refereeing process.

***Eligible Costs***

*Museum*

The museum may seek contributions towards:

* costs arising in the course of preparing for and undertaking the study which would not otherwise be covered by standard museum operations
* costs incurred due to improving the care and accessibility of the collections in question, and
* the cost of new educational resources, printed or otherwise, that emanate from the project

The museum’s costs should not exceed 50% of the total, and may be considerably less depending on the overall balance of the project.

*Researcher*

The researcher may seek the costs of:

* accommodation
* travel
* relevant sundries

Note that expenses can include travel to institutions other than the museum in partnership if it is necessary for the success of the project. There is no limit to the proportion of the total award sought that supports the researcher, but the project must be a genuine partnership with the museum.

*External costs*

External costs are those disbursed to a third party for services rendered. They arise, for example, if the project requires the specialist analysis of materials that cannot be undertaken by museum or researcher. They should be itemised in detail, for example, how many samples are to be analysed and reported on for the requested sum, or what particular services are being bought.

External costs will not normally be allowed to exceed 30% of the total grant awarded.

***Disbursement of monies***

*Museum*: itemised invoice on completion of the study period; receipts will be required for all materials and bought-in services.

*Researcher*: on receipt of letter specifying the start date for study (as agreed with the museum).

*External specialists*: itemised invoice after receipt of the report or services expected. The invoice should be forwarded by the researcher or museum with a cover note to confirm that the required work has been done to their satisfaction.

***Applications deadline***

*Please submit applications to the Administrative Secretary by 31 January of each year, preferably by email to admin@prehistoricsociety.org or by post to: The Prehistoric Society, Institute of Archaeology, 31-34 Gordon Square, London WC1H 0PY.*

**Prehistoric Society Collections Study Award**

**Application Form**

Please type or print clearly in black ink. Please only write in the boxes provided and do not provide additional materials except where asked for. Do not staple, fold or attach anything to the form once completed.

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***Project title:***

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***Section A: to be filled in by Museum Staff***

Curator responsible:

Daytime telephone number:

Email (preferred method of contact):

Address:

Main areas of personal expertise:

Value of the project to the museum; in particular how it will enhance the collection and any benefit to collections management, interpretation, display and outreach (200 words; note that this may be published on our website and in *PAST*):

Are you currently seeking any funding from other sources that would benefit the study, accessibility or presentation of the material/archive which is the subject of this application? If so, give details of funding source, grant sought, its purpose and when a decision will be known:

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***Section B: to be filled in by the Researcher***

Name:

Daytime telephone number:

Email (preferred method of contact):

Address:

Qualifications and career stage (please attach a single-page *curriculum vitae*):

Present position: Full-time/part-time/none:

Institution (if applicable):

Area(s) of expertise:

Outstanding publication commitments (please list, continuing on a separate sheet if necessary):

Are you a member of the Prehistoric Society? Yes/no

Brief summary of the research objectives of the project (200 words; note that this may be published on our website and in *PAST*)

Is this related to a larger project you are engaged in? If so, explain why it is discrete:

Are you currently seeking any funding from other sources for this project? If so, give details of funding source, grant sought, its purpose and when a decision will be known:

Name and address of one referee for this project. Your referee should write directly to the address given below stating clearly the name of the researcher and the title of the project. (Receipt of the reference is the applicant’s responsibility).

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Are any other researchers, services or institutions involved? If so, please give details of their expertise, qualifications and role in this project

Who is the principal applicant? (Correspondence will always go to both the researcher and the museum)

Please use the ‘Breakdown of costs’ sheet attached

Date

Signatures

Attachments checklist:

Researcher’s short curriculum vitae

Breakdown of costs

Other

The closing date for applications is 31st January. Please ask your referee to write directly to the Administrative Assistant by this date.

Return all forms and references to: The Administrative Secretary admin@prehistoricsociety.org or by post to: The Prehistoric Society, Institute of Archaeology, 31-34 Gordon Square, London WC1H 0PY.

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***Section D: Detailed outline of the project*** (1000 words maximum in total)

This outline is intended to cover all aspects of the project; it should combine and expand on the 200-word summaries above.

*Project title*

*Material to be studied*

*Research aims*

*Research methodology*

*Museum aims*

*Planned outputs (please specify the various forms of dissemination and long-term outputs, e.g. academic paper, educational resources, on-line publication, display, public events, re-housing)*

*Timetable including date of completion*

*Relevant information not covered above*

***Collections Study Award: Breakdown of costs***

|  |  |  |  |
| --- | --- | --- | --- |
| To whom payable (museum, researcher or external) | Purpose (please list all aspects individually) | Rate per day or per item (if applicable) | Total cost for this aspect of the project |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| ***Total cost*** |  |
| ***Sum sought from The Prehistoric Society*** |  |