



## **Guidelines for Applications to the ISAP Fund**

The International Society for Archaeological Prospection (ISAP) offers funding for its members to undertake work that furthers the objectives of the Society:

*“... to advance the education of the public in archaeology (including cultural landscapes and the built environment) through the promotion of high standards of research, application and communication in the field of archaeological prospection and related studies.”*

### **1. General**

- 1.1. The ISAP Fund currently operates two funding schemes: Major Grants of higher value, and Minor Grants of a lower value and simplified application and reporting requirements. Section 4 specifies in detail the application and assessment processes for Major Grants and Minor Grants.
- 1.2. Any individual member of the Society (ISAP) and anyone affiliated with an ISAP corporate member may submit a funding Application as Principal Investigator.
- 1.3. The Management Committee may decide not to award all funds available in a particular funding period, or to hold over funds to subsequent funding periods.
- 1.4. Information about the Applications selected for funding in each round shall be published.
- 1.5. Unsuccessful applicants will be provided with timely feedback; the level of detail will depend on the respective funding scheme. Resubmission of a revised Application for consideration under a subsequent round of funding may be possible.
- 1.6. The available resources for the ISAP Fund consist of a contribution from the Society's current funds (membership fees and advertising) and a draw-down from the Society's reserves. These resources shall be reviewed by the Management Committee regularly, at least every second year, prior to a voting ISAP Annual General Meeting to determine the sustainability of the ISAP Fund.
- 1.7. The maximum available value of awards from the ISAP Fund will be advertised together with the respective closing date at the opening of each call period.
- 1.8. The terms of funding provided through the ISAP Fund may be revised by the Management Committee as necessary.

### **2. Scope**

- 2.1. The funding shall be used for Work in support of one or more of the following broad purposes, related to archaeological prospection:
  - field- or laboratory work,
  - publication, or
  - public engagement.
- 2.2. Funding for field- or laboratory work will preferentially be awarded to Applications that advance knowledge and understanding within the field of archaeological prospection.
- 2.3. Funding can be provided for the publication and/or archiving of work in archaeological prospection, including desk-based research. This may relate to already existing work or to work that is to be undertaken as part of the Application. Such publication can be in



printed or digital form, the latter also including interactive applications. Details of the publishing outlet and of reasons for choosing it shall be provided. Wherever possible, the publication shall be available as Free/Open Access. Preference will be given to Applications that have already secured a publishing agreement with a publisher.

- 2.4. Funding can be sought to support engagement with the public in archaeological prospection, for example in the form of field schools, public lectures or exhibitions. This includes engagement with those professionals who are not traditionally involved in archaeological prospection.
- 2.5. The funded Work must demonstrably be of benefit to the Society and its members, and further the Society's stated objectives.

### **3. Principles**

- 3.1. The ISAP Fund supports the Work of ISAP Members by contributing to the direct costs incurred to undertake the programme of Work detailed in the Application.
- 3.2. The funding shall not be used for the purchase of capital items (e.g. equipment or software), nor for payment of a salary to the Principal Investigator, who must be in a position to complete the funded Work including funded publications (see 2.3), and submit the Completion Report (see 5.1).
- 3.3. The grant may be awarded to either the Principal Investigator personally, or to an organisation with which the Principal Investigator is affiliated. Since this decision has implications for costing, payments and auditing (see 3.18), the intended Award Holder must be specified in the funding Application.
- 3.4. It is not intended that the grant be used to cover indirect costs such as institutional overheads. In cases where the policy of an organisation mandates that a contribution to indirect costs must be paid from the grant, these costs must be included in the budget that is submitted as part of the funding Application. The total funding sought from ISAP must be sufficient to ensure that all costs of holding and administering the grant can be covered by the Award Holder. Similarly, any additionally required charges related to the holding of the grant, such as Value Added Tax (if applicable), must be covered by the requested funding.
- 3.5. If funding is to be used for the payment of services from third parties (e.g. equipment hire, labour costs) then fair selection processes and reasonable 'value-for-money' are requested. These shall be explained briefly in the funding Application and detailed in the Completion Report submitted at the completion of the funded Work.
- 3.6. All data, texts and images arising from the funded Work must be archived according to accepted standards. Archiving costs may be included in the funding Application (see 2.3).
- 3.7. Potential copyright issues must be resolved prior to the start of the funded Work. ISAP will not bear any liability for copyright infringements arising from the funded Work.
- 3.8. Ethical issues (e.g. access to protected sites, involvement of indigenous populations, danger of looting) shall be addressed according to accepted standards. All required permissions must be granted before the funded Work commences.
- 3.9. For Major Grants, if the Work to be supported by the ISAP Fund is part of a larger Overall Project, the contribution from the ISAP Fund must be allocated to a distinct and separate work-package that can be completed and reported on independently from the whole Project, even if the overall Project is delayed or not completed. The mechanism by which this separation is achieved must be explained in the funding Application.



- 3.10. The funds awarded through a Minor Grant can be used to supplement other sources of funding related to an Overall Project (e.g. to be used to pay just for accommodation or subsistence); it is not necessary to define a separate work-package. When submitting the Completion Report the documents included with it may therefore contain activities and results that were funded differently, for example as part of an Overall Project.
- 3.11. The ISAP Fund is intended to support work that would not be possible without the financial support from the Society. It is therefore not generally intended for retrospective funding of completed actions, and the expectation is that the funded Work will normally commence *after* the funding has been awarded.
- 3.12. In exceptional cases funding for a Major Grant may be used for Work that will *begin after the submission of the Application, but before confirmation of funding*, for example if the Principal Investigator pre-finances the Work, allowing for the possibility that after evaluation of the Application the Work might subsequently not be supported by the ISAP Fund, and other funding would be sought. Such cases must be explained and justified in the Application.
- 3.13. Funds from a Minor Grant can be used for Work that was *begun in the calendar year in which the award was granted, but before confirmation of funding*.
- 3.14. Funded Applications shall receive 80% of the agreed funding at the beginning of the award period, with the remaining sum to be paid when satisfactory completion of the Work has been established by the Management Committee (see 5.8).
- 3.15. The funding will be paid in British Pounds Sterling to a bank account nominated by the Principal Investigator. ISAP will pay banking fees levied by its own account provider for the purposes of effecting transfer of funds. Any and all other banking- and/or exchange-charges must be borne by the Award Holder.
- 3.16. If necessary, the final allocation of funds to the various components of the funded Work may differ from the outline provided in the Application, without requiring consent from the Society.
- 3.17. All actual expenditure of the awarded funds shall be listed, and any changes from the allocations specified in the Application shall be documented in the Completion Report (see 5.2).
- 3.18. The Society reserves the right to audit the expenditure of the awarded funds, if deemed to be necessary. The Principal Investigator must retain receipts (or copies thereof) for all expenditure and other costs that were paid for from the awarded funds. If the Principal Investigator is the Award Holder, they are responsible for supplying digital copies of said receipts to ISAP along with the Completion Report for the Work (see 5.2). If the Award Holder is a legally constituted organisation, ISAP will only perform a full audit of expenditure under exceptional circumstances. Instead, that entity will be primarily responsible for auditing the expenditure and ensuring that the Principal Investigator complies with the organisation's own rules and those of the ISAP Fund that concern allowable expenditure.

#### **4. Application and assessment**

- 4.1. Major Grants require a detailed project description in addition to the application form.
- 4.2. Minor Grants only require completion of the application form; an additional detailed project description should not also be submitted.

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- 4.3. Funding Applications in support of Work are to be submitted electronically using the ISAP Fund application form valid at the time of submission, taking note of these guidelines. Funding Applications must be received by the advertised closing date to be considered for the relevant funding period. The requested funding must not exceed the advertised maximum amount.
- 4.4. A broad breakdown of anticipated costs, accompanied by brief explanations is required in the Application to enable reviewers and the Management Committee to gauge the financial feasibility of the Work to be undertaken. The allocated grant cannot subsequently be supplemented by ISAP to cover additional costs (see also 3.4).
- 4.5. All funding Applications are anonymised by the ISAP Fund Secretary and then assessed by reviewers appointed by the ISAP Management Committee. All Applications submitted within an Assessment Period (either defined by a closing date or by a census date in case of a rolling Assessment Period) will be assessed by the same reviewers.
- 4.6. Applications for Major Grants will be assessed in detail by reviewers who are Members of ISAP and who will be appointed to this role by the ISAP Management Committee.
- 4.7. For Major Grants, the assessments of the reviewers will subsequently be evaluated by the Management Committee, which will make the final decision about the award based on these assessments.
- 4.8. All Applications for Minor Grants will be assessed by members of the ISAP Management Committee, with oversight by the ISAP Fund Secretary.
- 4.9. Funding for Minor Grants will be awarded in rank order within an Assessment Period to those Applications who fulfil all requirements stipulated at the time and whose assessment surpasses the funding threshold, until the funds allocated to the respective funding period are exhausted.
- 4.10. Under certain circumstances funding Applications may be rejected by the ISAP Management Committee prior to evaluation; for example, if Work comprising a previously funded Application with the same Principal Investigator has not yet been completed satisfactorily (see 5.8).
- 4.11. After an Application for funding has been determined to be successful by the Management Committee, a grant agreement/funding contract will be made between the Society and the Award Holder.

## 5. Completion

- 5.1. At the end of the funded Work a Completion Report and a contribution for *ISAPNews*, the Society's newsletter, shall be submitted to the Management Committee, even if an Overall Project, of which the funded Work is part of, is delayed or not completed (see 3.9).
- 5.2. The Completion Report shall include:
  - a detailed Description of Results of the funded Work (only required for Major Grants),
  - a list of expenditure incurred and details of any changes to the expenditure allocations initially anticipated in the submitted Application; if the Principal Investigator is the Award Holder this shall be supported by digital copies of the relevant receipts (see 3.17),



- a description of the benefits provided by the funded Work to the Society and its members (see 2.5),
  - details about arrangements for the archiving of digital assets (see 3.6),
  - information on the selection processes undertaken for commissioning of any external services employed (see 3.5), and
  - considerations of possible further publications (see 5.9).
- 5.3. ISAP will provide a Completion Report Form to successful applicants within which to capture this information.
- 5.4. The detailed Description of Results for Work funded by a Major Grant may be submitted in any appropriate form, including material already prepared for a third party. For example, this could be a project report for a community group or heritage organisation, a student dissertation or thesis that included the Work, or a related publication in a scientific journal or magazine.
- 5.5. For Minor Grants a detailed Description of Results of the Work undertaken is not required,
- 5.6. In all cases, copies of other materials that refer to the funded Work should, where feasible, also be submitted. These may be used to better understand the context of the funded Work, but will not be considered part of the Completion Report. This could for example be student work, records of talks delivered to community groups, grey-literature publications etc.
- 5.7. The contribution for publication in *ISAPNews* shall consist of a text of about 700-1000 words in .doc, .rtf or .otf format, and of images as .tif, .png or .jpg files. Image files should be provided separately (*not embedded within text documents*) at an appropriate resolution for printing at A4 size; photographs should be a minimum of 300 dpi, and line-drawings should be a minimum of 600 (preferably 1200) dpi. Data diagrams should have a resolution sufficient to see the information described in the accompanying text.
- 5.8. Based on the Completion Report, the Management Committee will decide whether the funded Work is considered to have satisfied the terms of the funding agreement. Only if this is established will the final tranche of funding be released to cover the claimed expenditure, i.e. up to the remaining 20% of agreed funding (see 3.14). Only then will the Principal Investigator be able to submit another Application for funding in a subsequent funding round (see 4.10).
- 5.9. In addition to publication in *ISAPNews*, funded Applications are very strongly encouraged to publish their results widely, for example in academic journals, magazines, newspapers, web or social media. Support by the ISAP Fund must be acknowledged in all publications that refer to the Work supported by the ISAP Fund. The suggested wording is “This work was undertaken with support provided by the International Society for Archaeological Prospection, through the ISAP Fund grant scheme.”

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