



## **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 the man-made landscape 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. Any member of the Society (ISAP) may submit a funding Application as Principal Investigator.
- 1.2. A funding Application in support of Work for a Project is to be submitted electronically using the submission form, and with reference to these guidelines, as published on the Society's website. Funding Applications must be received by the advertised closing date to be considered for the relevant funding round.
- 1.3. Under certain circumstances funding Applications may be rejected by the Management Committee; for example if Work comprising a previously funded Application with the same Principal Investigator has not yet been completed satisfactorily (see 4.4).
- 1.4. All funding Applications are assessed by a review panel appointed by the Society's Management Committee. All Applications submitted to a particular funding round will be assessed by the same review panel.
- 1.5. The Management Committee will select Applications for funding based on the assessment of the review panel and the availability of funds. The Management Committee may decide not to award all funds available in a particular funding round, or to hold over funds to subsequent funding rounds.
- 1.6. Information about the Applications selected for funding in each round shall be published.
- 1.7. Unsuccessful applicants will be provided with feedback. Resubmission of a revised Application for consideration under a subsequent round of funding may be possible.
- 1.8. The maximum funding that can be sought through an Application to the ISAP Fund is £1,000.00 (one thousand British Pounds Sterling).
- 1.9. 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 AGM.
- 1.10. 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 existing work or to work that is to be undertaken as part of the Application. Such publication can be in conventional 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 Open Access. Preference will be given to Applications that have already secured a publishing agreement with the respective publisher.
- 2.4. Funding can be sought to support engagement with the public (including professionals who are not traditionally involved in archaeological prospection) in archaeological prospection (e.g. field schools, public lectures, exhibitions).
- 2.5. The funded Work must demonstrably be of benefit to the Society, for example by furthering the Society's stated objectives.
- 2.6. 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 4.1).

## 3. Principles

- 3.1. If funding is to be used for the payment of services from third parties (e.g. equipment hire, labour costs), 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.
- 3.2. 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).
- 3.3. Potential copyright issues must be resolved prior to the start of the funded Work. The Society will not bear any liability for copyright infringements arising from the funded Work.
- 3.4. Ethical issues (e.g. access to protected sites, involvement of indigenous populations, danger of looting) shall be addressed according to accepted standards. The Completion Report must demonstrate that required permissions have been obtained before the funded Work was commenced.
- 3.5. If the funding from the ISAP Fund is sought to cover specific elements within an overarching Project, the contribution from the ISAP Fund must be allocated to a distinct

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and specified part of that Project (e.g. a work-package). The ISAP funded Work within an overarching Project must be completed and reported on separately, even if the overall Project is delayed or not completed. The mechanism by which this separation can be achieved must be explained in the funding Application.

- 3.6. The ISAP Fund is intended to support work that would not be possible without the financial support from the Society. It is therefore expected that the funded Work will commence *after* the funding has been awarded.
- 3.7. In exceptional cases the funding may be used for Work that will start *after the closing date for the Application*, but before confirmation of funding, for example if the Principal Investigator pre-finances the Work, allowing for the possibility that the Work might subsequently not be supported by the ISAP Fund. Such cases must be explained and justified in the Application.
- 3.8. A broad breakdown of costs accompanied by brief explanations are required so that the review panel and Management Committee can gauge the financial feasibility of the Work to be undertaken.
- 3.9. 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 4.4).
- 3.10. 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 account provider for the purposes of effecting transfer of funds. Any and all other banking- and/or exchange-charges must be borne by the recipient of the funds.
- 3.11. If necessary, the 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.
- 3.12. 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 4.2).
- 3.13. The Society reserves the right to audit the expenditure of the awarded funds, if deemed to be necessary. It is hence requested that the Principal Investigator retains receipts (or copies thereof) for all expenditure and other costs that are to be paid from the awarded funds.
- 3.14. 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 Principal Investigator and/or the organisation at which she/he is employed.

## 4. Completion

- 4.1. 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 overarching Project, of which the funded Work is part of, is delayed or not completed (see 3.5).
- 4.2. The Completion Report shall include:
  - a detailed description of the results of the funded Work,
  - a list of expenditure incurred and details of any changes to the expenditure allocations initially anticipated in the submitted Application,
  - the selection processes undertaken for commissioning of any external services employed (see 3.1), and
  - a description of the benefits provided by the funded Work to the Society.
- 4.3. The contribution for publication in *ISAPNews* shall consist of a text of about 700 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.
- 4.4. 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 in that case will the final tranche of funding (i.e. the remaining 20%) be released (see 3.9) and only then will the Principal Investigator be able to submit an Application for funding in a subsequent funding round (see 1.3).
- 4.5. 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."