

## **Scheme Guidance Notes for the Talent Development Awards Scheme**

The following Scheme Guidance Notes set out the eligibility and application process of the British Academy's Talent Development Awards scheme.

Please read these Scheme Guidance Notes and the Application Guidance Notes carefully.  
**Any application which is incorrectly submitted will not be eligible.**

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# Overview

## Aims and Purpose of the Scheme

The British Academy has been funded by the UK government, Department for Science, Innovation and Technology (DSIT) to continue its support for the Talent Development Awards scheme.

The aim of the scheme is to promote the building of skills and capacities for current and future generations, including in core areas like quantitative skills, interdisciplinarity, data science, digital humanities and languages. This scheme promotes the acquisition and advancement of skills in relevant areas by UK-based researchers, supporting innovative research methods, be that through skills development, collaboration or dissemination. The overarching aims of the scheme are to invest in UK talent and skills, and as a result, to contribute to the development and delivery of high quality regional, national and international research by:

- raising the quality of advanced quantitative skills and/or data science skills used in research, including digital methods;
- creating new opportunities for knowledge and skills to exchange across disciplines and sectors; and
- promoting language learning and the transferable skills that language learning provides.

The scheme is intended for established researchers in the Humanities and Social Sciences with a current long-term appointment at a UK-based Higher Education Institution (HEI) or Independent Research Organisation (IRO) who wish to experiment with new methods that speak to the aims of the scheme, as above. Equally, it is intended for researchers who wish to explore new opportunities for skills development and knowledge translation. The awards will be particularly valuable to researchers wishing to pilot new methods and approaches in order to apply for larger grants in the longer term or develop new partnerships, be it locally, nationally or internationally. Applicants are encouraged to be creative in their thinking about how these awards can best help advance their research ideas, including through collaborative, partnership working. This scheme is designed to benefit the career, skills and talent of award-holders, and by extension, groups within or beyond academia who will also benefit from the sharing of skills and methods.

## Types of Activities Eligible for Support

The British Academy welcomes applications requesting support for a wide range of activities that demonstrate innovation either in the use, acquisition and teaching of: languages, digital humanities, interdisciplinarity, data science skills, and quantitative skills. The following list gives examples of potential kinds of activities, but is not exhaustive:

- Funding for the Lead Applicant and Co-applicant(s) to acquire new skills or training from specialists, such as, in advanced quantitative methods, data science or skills relating to language learning, with a view to applying them in research or teaching those skills to others.
- Funding to allow visiting specialists to deliver bespoke teaching in advanced quantitative methods, data science or skills relating to language learning.
- Support for conferences, workshops and other activities that promote collaboration or cross-disciplinary learning in the use of advanced quantitative methods, data science or digital humanities.
- Support for the development of innovative teaching courses and/or online resources and hubs in advanced quantitative skills, data science, and in languages.
- Support for developing individual expertise and teaching the skills associated with the use of languages in research – for example in working with interpreters and translators.
- Funding for piloting the novel use of advanced quantitative methods or data science in research projects.

## **Subjects Covered**

The British Academy welcomes proposals for high-quality research in all its subject areas, i.e. disciplines within the Humanities and Social Sciences. While all proposals should be situated in an appropriate field of study, they may vary considerably in their approach to conceptualisation, methodology and/or outputs, depending on the discipline. In some cases, creative and professional practice may play a significant role in shaping the methods and/or outcomes of research. In all proposals, whether practice-led or not, a clear scholarly rationale is required for the choice of research methods, processes and outputs.

## **Value of Funding**

The maximum grant is £10,000. Awards are to enable engagement activities to take place and are not intended as time buy-out for the award-holder. This scheme is not offered on a Full Economic Costing (FEC) basis, and all of the grants awarded are expected to be used 100% for the purposes specified in the application and agreed in the award-letter.

## **Use of Funding**

Funding can be used for a variety of purposes in support of the above activities, such as:

- meeting the costs of travel and maintenance away from home for the Lead Applicant and Co-applicant(s);
- employing teaching and research assistants;
- covering the costs involved in hosting workshops or conferences;
- meeting the costs of developing digital teaching tools and courses;
- meeting travel and accommodation costs of visiting teachers and speakers;
- covering short-term consultancy or salary costs of expert staff;
- covering the costs of interpreters in the field;
- covering incidental translation expenses;
- covering tuition fees for accredited short courses that enable applicants to acquire specialised skills;
- covering costs associated with specialist software (excluding commonly available office packages) and consumables (i.e. purchase of datasets, photocopies, microfilms, etc., and any other minor items that will be used up during the course of the project);
- covering costs associated with online dissemination of information, including the development of podcasts, audio and/or visual recording of events, costs associated with the analysis of feedback from participants and the preparation of suitable reports on activities.

Please see the Appendix on pages 12-13 for more information about items eligible for funding from Talent Development Awards and the British Academy's Additional Needs Funding.

## **Responsibilities of Award-holders**

Successful candidates will be selected on the basis of the quality and interest of the activity or range of activities proposed in the application. Award-holders will be expected to play a role in promoting the skills and methods that are the focus of their award, and to act as champions for these skills within their institutions, through broader British Academy networks and more generally. This can involve, for example:

- writing blog pieces about their work;
- applying their experiences in their teaching;
- engaging with researchers or learners outside their disciplinary area.

## **Reporting**

Award-holders are required to complete two reports:

1. a final report within three months of the award's end, detailing the progress of the activities in which they participated;
2. a post-award report three years after the award's end, showing the impact of the award on the quality of their research and/or teaching.

## Number of Awards and Strength of Competition

It is expected that approximately 26 awards (dependent upon the amount of funding required for each of the successful awards) will be made. This is the fourth round of a new scheme, and the strength of competition remains difficult to estimate. We are unable to give guidance on the likely success rate.

## Duration and Start of Award

Awards can be held for a minimum period of 6 months and up to a maximum period of 12 months. Awards are expected to commence no earlier than 1 March 2025 and no later than 31 March 2025.

## Timetable of 2024-25 Competition

<b>Competition Opens</b>	19 June 2024
<b>Application Deadline</b>	11 September 2024 (17:00, UK time)
<b>Decisions (notification via email)</b>	December 2024
<b>Starting Period of Award(s)</b>	No earlier than 1 March 2025 and no later than 31 March 2025
<b>Duration of Award(s)</b>	A minimum period of 6 months and up to a maximum period of 12 months

## Participants

### Lead Applicant

All applications must have one Lead Applicant, although applications on behalf of more than one person are welcome. The Lead Applicant is responsible for notifying any other parties. Other parties can include two Co-applicants and Other Participants.

### Co-applicant(s)

Up to a maximum of two Co-applicants is permissible. The Co-applicant(s) will be directly involved in the delivery of the activity that is proposed by the Lead Applicant.

### Other Participants

Lead Applicants may specify other participants who do not equate to being a Co-applicant. Other participants will be engaged in the activity proposed by the Lead Applicant but will not be directly involved with the organisation of the activity.

## Eligibility

### Applicant Eligibility

Eligible Lead Applicants must be ordinarily resident in the United Kingdom with a current long-term appointment that will continue for at least as long as the period of the award at a UK-based institution (HEI or IRO). Applicants for the Talent Development Awards should be intending to pursue original, independent research in any field of study within the Humanities or Social Sciences. There are no quotas for individual subject areas and no thematic priorities.

Lead Applicants who do not have a doctorate may have equivalent experience, which they should define in the personal statement section.

Co-applicants may be based in the UK or overseas. They may have a doctorate or equivalent experience, or other specialist knowledge as appropriate to the aims of the scheme.

**N.B.** Postgraduate students are **not eligible** to apply for grant support from the Academy, and Lead Applicants and Co-applicants are asked to confirm that they are not currently working towards a PhD, nor awaiting the outcome of a *viva voce* examination, nor awaiting the acceptance of any corrections required by the examiners. Please note that applications from independent researchers **cannot be accepted** in this scheme.

**Applications that are not completed correctly (including the reference and supporting statement), and on time will not be considered.**

## **Employing Organisation Eligibility**

Lead Applicants must be based in an institution which is listed as an approving-organisation in the British Academy's grant management system, Flexi-Grant. This institution (e.g. a Higher Education Institution [HEI] or Independent Research Organisation [IRO]) must be based in the United Kingdom and will be issued the Terms and Conditions of Award, if successful.

## **References and Supporting Statements**

The Lead Applicant is required to provide statements from two individuals. They include a nominated referee and a Head of Department. Please see further details below.

### **Nominated Referee Requirements and Guidelines**

- A reference must be provided by one nominated referee. The referee must be nominated by the Lead Applicant. The nominated referee must **not** be based at the same employing institution as the Lead Applicant or Co-applicant(s), if any. The primary consideration is that they are able to comment independently and authoritatively on your application (i.e. someone in your field, who is independent from you, the Lead Applicant, and the Co-applicant(s)). You do not need to know them personally, but you should make sure they are able to provide a reference before adding them to your application. The nominated referee is expected to comment on the potential of the Lead Applicant to benefit from this scheme and the value that this award will bring to their current and future research direction and ambition. Your nominated referee will be asked to comment upon this in a series of short statements.
- Nominated references from the Lead Applicant's former/current supervisor (including PhD supervisor) will not be accepted. The referee must not be a member of the [British Academy's Council](#).
- The reference may be obtained from a person based within or outside the UK but must be submitted in English. If a reference is not submitted in English, it will not be accepted and may render the application ineligible.
- Before listing your referee on your application form, you should seek permission from them that they are happy to provide this by the deadline. It is essential that you enter the correct email address for your referee, otherwise they will not receive the automated messages delivered from the British Academy Flexi-Grant® GMS. We strongly advise that you complete your application as early as possible to allow your referee enough time to provide their reference in the system. The reference must be submitted before the application can be approved. Any application without the supporting reference will not be able to be submitted.
- Please note that the reference must be provided through the GMS, they cannot be provided as an email attachment nor sent by post in hard copy. **Any reference received after the deadline, or outside of the system, or by another academic at the same institution as you or your Co-applicant(s) will not be accepted, and your application will be withdrawn from this competition.**

### **Head of Department Requirements and Guidelines**

- The Lead Applicant is required to obtain a statement of support from their Head of Department as part of this application. The Head of Department should be the person who heads the Department, Faculty, Institute or other unit in which you are currently working and will be expected to comment on the career development benefit to be gained if the award is made.
- The statement submitted by the Head of Department should be on letterheaded paper, dated and signed by the Head of Department.
- If the Lead Applicant/Co-applicant is also Head of Department, the statement must be provided by another suitable individual, e.g. Deputy Head or Head of School.
- Please note that the Head of Department statement must be received before you can formally submit the application for approval, and you are strongly advised to ensure that

your Head of Department submits the statement well in advance of the formal applicant deadline for this round of competition as noted above.

- **Please note that the supporting statement must be provided through the GMS, they cannot be provided as an email attachment nor sent by post in hard copy. Any supporting statement received after the deadline, or outside of the system will not be accepted, and your application will be withdrawn from this competition.**

## **Inviting Participants to Contribute to Applications**

Your nominated referee and Head of Department must be invited to contribute to your application via the Flexi-Grant system. Please see further guidance below:

- The contributors will need to register for an account on the British Academy's Flexi-Grant® Grant Management System (GMS) via (<https://britishacademy.flexigrant.com/>), or have an account on [Flexi-Grant](#), prior to being invited to contribute to the application.
- They can be invited through the 'Contributors' tab displayed on the application form summary page. Once they have been invited, they will receive an email notification with instructions on how to contribute.
- You can monitor the progress of your contributors' activity through this section of the application form, and issue reminders as required. Once the recipient has accepted your invitation, their status will be displayed as 'active'. Upon completion of their section of the application form, their status will be displayed as 'complete'.
- Once contributors have completed all their sections of the application form, please remind them to select 'Save & Submit' on the application form page or select 'Submit your contribution' on the summary page.
- You will not be able to submit your application form until the status of all participants shows as 'complete' in the 'Contributors' tab.

**Please also note that an application cannot be submitted until all required contributors have submitted their contribution first. We recommend your nominated referee and supporting participants fulfil their requirements at least five working days before the submission deadline to ensure there is sufficient time for organisational approval. The employing institution approver must approve the completed application by the submission deadline.**

## **The Selection Process**

### **Assessment**

Assessors will evaluate the proposal on the basis of the quality and interest of the activity or range of activities proposed. They will also consider the promotion of the skills and methods that are the focus of the award, and the plans for the Lead Applicant to act as champion for these skills within their institutions, through broader British Academy networks and more generally. This might include, for example, writing blog pieces about their work, applying their experiences in their teaching, and engaging with researchers or learners outside their disciplinary area. The feasibility and specificity of the programme of activity, and the intended outcomes will also be taken into account. Assessors will also evaluate the ability of the applicant(s) to undertake the proposed activity, taking into account how they will benefit from this scheme and the value that this award will bring to their current and future research direction and ambition.

Comparative judgements about value for money may be considered at the final stage of assessment. Any special case made for endangered or emerging fields may be taken into account at the final stage of assessment.

There are no interviews prior to selection. All applicants will be notified of the outcome of their application in December 2024 for immediate start in the first quarter of 2025. The approving organisation will be asked to give its consent before the award is confirmed.

Opening date	Closing date	Notification of result	Research to commence
19 June 2024	11 September 2024 (17:00, UK time)	December 2024	No earlier than 1 March 2025 No later than 31 March 2025

## Code of Practice

The Academy has a [Code of Practice](#) for assessing research applications, setting out the principles of equity, integrity and confidentiality governing the treatment of all applications for research support. The Code of Practice also covers Data Protection, the Academy's ethics policy and the appeals procedure.

## Feedback

Feedback is not a feature of the Talent Development Awards scheme, and the Academy is, regretfully, unable to enter correspondence regarding the decisions of the Final Awarding Panel, which is governed by the Code of Practice. Please note that by applying in this scheme, applicants undertake to accept the terms under which applications are assessed.

## Applications to Multiple British Academy Schemes

There must be no duplication of funding for the same purpose. Applicants may not hold more than one British Academy award of a comparable nature at any one time. For example, it would not be possible to hold two British Academy grant awards at the same time; but it may be possible to hold a British Academy grant (i.e. Talent Development Award or BA/Leverhulme Small Research Grant) and a British Academy Fellowship at the same time, depending on the amount of time required for the Fellowship.

**Please note that an application cannot be accepted if there is a report outstanding on any previous research grant awarded by the Academy to the Lead Applicant or Co-applicant(s) named in the current proposal. Failure to follow this guidance will result in your application being withdrawn from this round of competition. Duplicate applications for the same purpose to more than one Academy scheme will not be accepted.**

## Submission of Application

Once you have submitted your application for approval by your employing organisation, automatic emails will be sent to your employing organisation approver asking them to log on to the system. You will not be able to edit your application after it has been submitted to your employing organisation for approval. The employing organisation approver will either: approve and submit your application, 'send back' your application and contact you to request modifications or decline your application and contact you.

Please be aware that it is your responsibility to ensure that you complete your application in time for your employing organisation to process it (including requesting changes) and provide their approval by the closing date. It is recommended that you allow at least five working days for this process, but please check with your proposed employing organisation as their internal timetables may require earlier submission.

If your employing organisation approver requests modifications through the British Academy Flexi-Grant® GMS email facility, they can unlock your application, allowing you to edit it. They can do this by selecting 'Return to Applicant'. An automatic e-mail will be sent to you alerting you of this fact. Once you have completed and saved the requested changes, please re-submit your application for approval by your employing organisation.

Once your employing organisation has approved your application and submitted it to the British Academy it will not be possible to make any changes.

**Please note that once the closing date has passed, employing organisation approvers cannot approve applications and submit them to the British Academy; unapproved applications are removed from consideration. No late applications will be accepted.**



It is recommended that you check that your application is submitted in time. To see the details of the employing organisation approver and to check the status of your application, you should log into the British Academy Flexi-Grant® GMS and click on the link to the Application Portal where a summary of your application will be displayed.

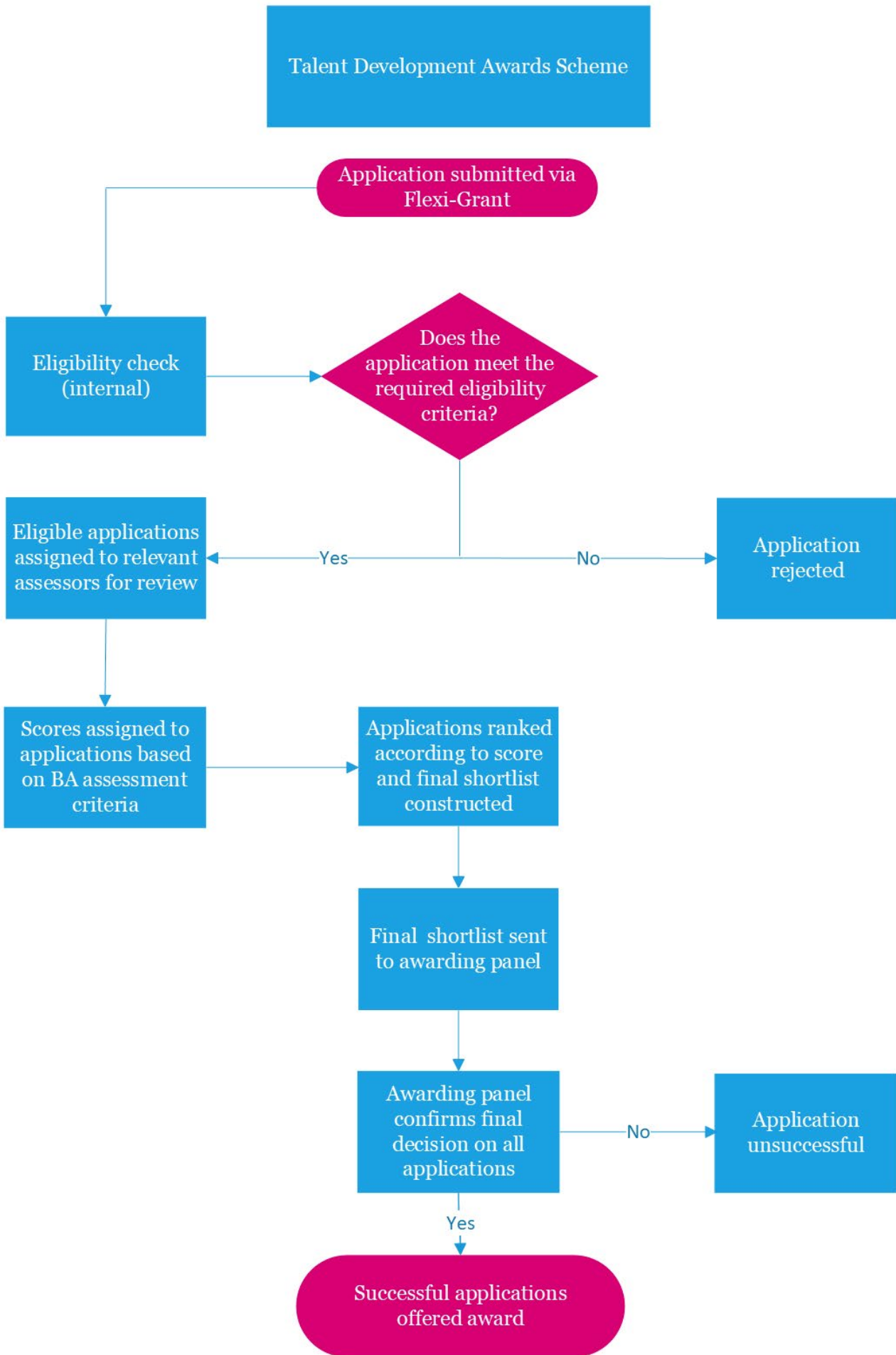
**Assessment criteria:** Assessors will evaluate the proposal on the basis of the quality and interest of the activity or range of activities proposed. They will also consider the promotion of the skills and methods that are the focus of the award, and the plans for the Lead Applicant to act as champion for these skills within their institutions, through broader British Academy networks and more generally. This might include, for example, writing blog pieces about their work, applying their experiences in their teaching, and engaging with researchers or learners outside their disciplinary area. The feasibility and specificity of the programme of activity, and the intended outcomes will also be taken into account. Assessors will also evaluate the ability of the applicant(s) to undertake the proposed activity, taking into account, how they will benefit from this scheme and the value that this award will bring to their current and future research direction and ambition.

Comparative judgements about value for money may be considered at the final stage of assessment. Any special case made for endangered or emerging fields may be taken into account at the final stage of assessment.

There are no interviews prior to selection. All applicants will be notified of the outcome of the application in December 2024 for immediate start in the first quarter of 2025. The approving organisation will be asked to give its consent before the award is confirmed.

**N.B.** Please see the **Frequently Asked Questions** and the **Application Guidance Notes** for applicants applying to the Talent Development Awards 2024-25, which provides guidance on the application form.

Please see the flowchart on the following page for an overview of the application to award process for the Talent Development Awards scheme.



## Outcome of Application

Once your application has been submitted, complete with the reference and Head of Department statement, and it has been approved, you will not be contacted again by the British Academy until the decisions have been made. You can track the progress of your application by logging in again to the Flexi-Grant system at any time. Results are issued by email.

## British Academy Contact Details

Applicants in any doubt about their eligibility or any other aspect of their application are advised to contact the Research Funding Office at the Academy, where staff will be pleased to assist.

The British Academy  
Research Funding Office  
10-11 Carlton House Terrace  
London SW1Y 5AH

Due to remote working we recommend  
contacting us by email only  
Email: [grants@thebritishacademy.ac.uk](mailto:grants@thebritishacademy.ac.uk)

### Important Dates

Deadline for application submission and organisation approval: **11 September 2024  
(17:00, UK time)**

Results announced by email to address on application: **by December 2024**

## Appendix

**TABLE 1: Items Eligible for Funding from Talent Development Awards**

ITEM	YES	NO
Travel and maintenance away from home for the Lead Applicant and Co-applicant(s), if any	X	
Travel and accommodation costs of visiting teachers and speakers	X	
Research assistants and teaching assistants	X	
Consumables (i.e. purchase of datasets, photocopies, microfilms, etc., and any other minor items that will be used up during the course of the project)	X	
Specialist software ( <b>excluding</b> commonly available office packages)	X	
Costs of developing digital teaching tools and courses	X	
Tuition fees for accredited short courses that enable applicants to acquire specialised skills	X	
Costs of interpreters in the field	X	
Incidental translation expenses	X	
Organisation of workshops or conferences to advance the research (if part of the approved programme of work)	X	
Short-term consultancy or salary costs of expert staff	X	
The costs associated with online dissemination of information, including the development of podcasts, audio and/or visual recording of events, costs associated with the analysis of feedback from participants and preparation of suitable reports on activities	X	
The costs of preparing illustrations, including photography, acquisition of images, draughtsmanship and cartography or other bespoke illustrative material; and the costs of reproduction rights for text or images	X (See note 1)	
A salary contribution or payment of professional fees for the Co-applicant(s), only if they are providing consultancy for/guidance to the activity being proposed	X	
Small scale participant incentives e.g. vouchers	X	
Care for children or other relatives while engaged on activity for the award. Alternatively, application may be made for this type of cost to the British Academy's <a href="#">Additional Needs Funding</a>	X	
Computer hardware, including laptops, electronic notebooks, digital cameras etc		X
Books and publications		X
Permanent resources and equipment or any elements that should properly be ascribed to departmental or university overheads		X
The preparation of camera-ready copy, copy-editing, proof-reading, indexing, or any other editorial task		X
Subventions for direct production costs (printing, binding, distribution, marketing etc.)		X
Costs of publication in electronic media		X

Payment to the Lead Applicant in lieu of salary, or for personal maintenance at home		<b>X</b>
Replacement teaching costs		<b>X</b>
Travel/maintenance expenses for purposes such as lecture tours, or writing up results of research		<b>X</b>
Apprenticeship levy		<b>X</b>
Institutional overheads		<b>X</b>

**Note 1: The case made must be explicitly approved by the Academy.**

### **British Academy Additional Needs Funding**

The British Academy has set aside specific funding to support any additional needs that applicants and award holders may have. This funding is available both to applicants, to assist in making an application to British Academy schemes, and award holders. Funding is managed outside of the Talent Development Awards application process. Further information can be found here: <https://www.thebritishacademy.ac.uk/funding/additional-needs/>