The
British
Academy

Talent Development Awards 2025-26 Application Guidance

Contents

| Last review date | March 2025 |
| Next review date | March 2027 |

Please read the scheme notes carefully. Incorrectly submitted applications will not be considered.

1   Introduction

1.1   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.

1.2   The aim of the scheme is to enable researchers to build their skills and capacities in core areas to develop their current and future research. This includes core areas like quantitative skills, data science, digital humanities and languages. This scheme promotes the acquisition and advancement of skills in relevant areas, supporting innovative research methods, be that through skills development, collaboration or dissemination.

2   New British Academy Policy

2.1   The British Academy has introduced a new requirement for all applicants wishing to apply to British Academy schemes. All academics must now register with ORCID and give their ID number in the application form (regardless of being the PI or Co-I). This is a free to use service which connects researchers to their outputs and can be used regardless of connection to institutions. If you do not already have an ORCID ID, you can register for the service on their [website](#).

3   Application guidance

3.1   Applications can only be submitted online using the British Academy's online Flexi-Grant® Grant Management System (GMS) system via (https://britishacademy.flexigrant.com/). If you have not previously used Flexi-Grant® GMS, please follow the registration process from the Flexi-Grant® homepage.

3.2   The application will always be treated as confidential.

3.3   Registered approving organisations will be available in the search bar. If your organisation is not listed, then please contact us at grants@thebritishacademy.ac.uk to request the addition of the organisation.

3.4   It is required that research organisations be approved as eligible by the British Academy no later than two weeks before the deadline of this call. This means that they will need to be in touch with the Academy well before this date for the approval process to have been undertaken.

3.5   When completing your application on Flexi-Grant®, it is recommended that you take particular note of the following points:

3.6 **Personal details** – When registered in the British Academy Flexi-Grant® system, a user has the option to add or update personal information. This is not essential to the progress of this application but represents a personal record of your account in the system. It is useful if this information is kept up to date.

3.7 **Automatic log-out** – You are strongly advised to save your work regularly to prevent accidental loss of information. If the system does not detect any activity for two hours, it will log out and save the application at that time. Please note that moving between pages within an application form will save the page that you are exiting but completing a field on a page is not considered an activity.

3.8 It is recommended that you write the text for longer fields in a word processor such as Word and then copy and paste into the relevant text box to avoid being timed out in this way.

3.9 **Multiple sessions** – You should not have multiple browser windows/tabs of your application open at the same time. Only one user should edit an application at a time.

3.10 **Word limits** – When completing text boxes that have a word limit, you should note that if you exceed the specified amount, you will not be able to save when you press the save button. As an alternative, you should type the text for the longer-length boxes in a word processor. You will then be able to check the word count and paste it into the British Academy Flexi-Grant® system.

3.11 **Plain text** – If entering plain text, please avoid using symbols as some may not be accepted by the British Academy Flexi-Grant® system. You can generate and view a PDF of your application to check that the application appears as you want it to by clicking on 'print form'.

3.12 **Email addresses** – It is essential that you enter an accurate email address where requested as it may cause delay in the submission/processing of your application if any of these are incorrect. You cannot make changes to email addresses after your application has been submitted for approval.

3.13 **Submission** – You will not be able to submit your application until you have completed each section in full. It is your responsibility to ensure that your application is submitted in sufficient time for it to be approved by your employing institution.

> You should submit your application for approval by a designated approver at your host organisation **at least five working days before the closing date** to allow for your host organisation's administrative procedures.

3.14   Please note that the institutional approver is a person within the host organisation, usually within the central research support office, who has authority for approving all applications submitted to the British Academy. The institutional approver should not be directly involved in the proposal.

3.15   **Application deletion** – You can delete your application at any time although it is often easier to re-edit your existing application. We will be able to recover a deleted application for a period of seven days after deletion. After this it will be permanently removed from the system.

4   Completing the application form

4.1   The application can be completed by using the navigation tabs on the application summary page, with each page categorised as follows:

Page 1: Eligibility Declaration Page

Page 2: Development Proposal

Page 3: Proposal Focus

Page 4: Lead Applicant Details

Page 5: Lead Applicant Career Summary

Page 6: Co-Applicant Details/Career Summary

Page 7: Second Co-Applicant Details/Career Summary

Page 8: Financial Details

Page 9: Equal Opportunities

Page 10: Nominated Referee Statement

4.2   A full list of question fields to be completed as part of the application can be found in the following sections.

4.3   Each section represents a page of the application form. The subheadings reflect the questions within each of these pages. The summary text contains useful guidance on completing questions. The right-hand column contains useful guidance on its completion. A red asterisk (*) indicates which questions are mandatory. Please read these sections carefully before completing the form.

4.4   Please see further guidance on making an application using the British Academy's grant management system, Flexi-Grant, here: British Academy Flexi-Grant® Guidance Notes.

5 Summary

5.1 Summary table *

When your application form is complete, all sections on this summary table will be marked as 'Complete'. The 'Complete' status will only appear when all the mandatory fields in that section have been completed. All mandatory fields are marked with an asterisk '*'. Only then will a 'Submit' button appear for you to be able to submit your application.

If you are unable to see the submit button but your application appears complete on the Summary page, you will need to check the Contributors tab to ensure that your invited contributors have completed their pages and marked them as complete. Once this has been done, and all the other pages have been completed, the 'submit' button should appear.

6 Page 1. Eligibility Declaration

6.1 UK Residency*

Please note, you must be ordinarily resident in the UK - have a registered UK address - to be eligible for this scheme. If you answer 'No' to this question, unfortunately your application is not eligible.

6.2 Experience, PhD or Equivalent*

Please note, PhD or equivalent experience is required in order for your application to be considered. Please select the relevant options in the dropdown menu.

6.3 Outstanding Reports*

Please note, any outstanding reports must be submitted by the earliest start date of your proposal, otherwise your application will be withdrawn. Please select 'Not Applicable' if you have not previously been granted an Award and therefore do not have any reports to submit.

6.4 Lead Applicant Referee*

Please note, your nominated referee must not be based at the same employing institution as the Lead Applicant.

> If your nominated referee is based at the same institution as the Lead Applicant, your application will not be accepted. Please find an alternative referee if this is the case. If your referee is based at the same institution as any applicant on your proposal, your application will not be accepted. Please find an alternative referee if this is the case.

6.5   Proposed Costs*

Please ensure your proposed costs are within budget, and please also refer to the list of eligible costs for the scheme, found in the **Appendix**.

7   Page 2. Development Proposal

7.1   Subject Area*

Please select the Subject Area from the drop-down menu that is most relevant to this proposal.

7.2   Title of Research Proposal *

In this field, please avoid using any unnecessary quotation or other punctuation marks (e.g. do not use quotation marks round the full title simply to indicate it is a title). Consider the presentation by checking the 'print application' option to ensure that the title appears as you wish it to.

Here and below, references to 'Research Proposal' should be taken to mean 'Development Proposal'. The Development Proposal refers to the activity that the Talent Development Award will be used for.

7.3   Abstract *

Please provide a short abstract summarising your Development Proposal in terms suitable for an informed general audience, not one specialised in your field. This is a mandatory field, and the limit is 150 words.

7.4   Start Date/End Date*

To select a date in the future using the calendar feature, click on the month and year in between the two arrows at the top of the box. To change the year keep clicking on the box – a second click will produce a decade. Use the arrows to move back or forward in time. To change the month, a second box will appear where you can select the month you wish and then you can type the year you require in the box provided. Click on the date and the calendar will take you to the month and year you have selected where you can select the relevant date for display.

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 2026 and no later than 31 March 2026.

7.5 Proposed Research Programme/Plan of Action*

The development proposal must:
- clearly specify the context and objectives of the proposed activity,
- describe the methodology to be used, and
- set out a realistic programme, describing the activities that will take place, explaining how they will contribute to the achievement of the objectives of the proposal and illustrating how this fulfils the scheme aims.

Applicants should give an account of their programme of activity which is complete of itself and should not depend on material facts being provided by their referees, nor rely on special prior knowledge on the part of assessors. Assessors should be able to clearly identify how the proposed activities will enable applicants to develop the skills or capacities that they have identified in their application.

Where the bulk of funding sought is to finance a workshop(s) or conference(s), applicants should give a clear account of the overall programme, provide a justification of the contribution of the event(s) to the achievement of the objective, and give an account of the onward research planned.

It is essential that applicants clearly state the reasons why funds are needed. For example, it is not sufficient to state that the applicant will visit a particular archive: adequate details must be provided of sources to be consulted, and the length of visit must be clearly justified. The applicant should briefly explain why alternative access to material, such as microfilm or internet access, is not appropriate.

Grants are intended only for the planning and conduct of activity. All applications must clearly itemise the programme to be undertaken at any location.

If support is sought for visits between UK and overseas scholars, applicants should clearly explain the purpose of the meeting(s).

If a research assistant is to be employed, applicants should provide a brief job description, clearly stating the nature of the work to be undertaken by the research assistant, and the arrangements for ensuring adequate supervision. If the research assistant has already been identified, details should be given under 'other participants', otherwise, applicants should state the skills and qualifications sought.

Applicants should justify the period of employment (or number of hours) for which funding is sought (e.g., has a pilot study or sample been conducted to

show how long it will take the assistant to achieve the task in question?). Please note that PhD candidates employed as research assistants on projects funded by the Academy should work for no more than 10 hours per week on projects outside their own PhD research. British Academy research grants may not be used to fund work by PhD candidates that is directly related to their PhD thesis.

If the study will involve the use of a questionnaire as a research tool, a sample of the questionnaire (in English) should be submitted, if available at the time of application. Please note no other attachments can be uploaded. The PDF cannot exceed 3 Mb in size.

If applicants wish to include a reference list/bibliography, then this should be included as part of the main text – you cannot upload this as an additional document. Please note it is not a mandatory requirement that you include a list of references.

The limit for the proposed development programme field is 2000 words, and for the plan of action is 800 words.

7.6   Legacy of Proposal*

Under 'legacy of proposal' applicants should outline what they anticipate the enduring impact of the development proposal will be on areas such as their own career and teaching, their institution, and their wider community, within and beyond academia.

7.7   Planned Outputs/Plans for Publication and Dissemination*

Under 'planned outputs', please only state the type of output expected, the limit for this field is 300 words. Please give more detail about potential publishers etc. under 'plans for publication and dissemination', for which the limit is 500 words. In assessing value for money, the assessors may consider the intended outcome as compared with the amount of money sought, although it is fully appreciated that some modes of research are more expensive than others and proposals will not be discriminated against on grounds of cost alone.

7.8   Digital Resource/Deposit of Datasets*

Digital resources created as a result of an award funded by the Academy should be deposited in an appropriately accessible repository. Of course, we do not expect confidential data to be readily available.
If the primary product of the award will be a digital resource, you must confirm whether you have obtained guidance on appropriate standards and methods.

If applicable to your project, you will need to provide details of how and where any electronic or digital data (including datasets) developed during the project will be stored, along with details on the appropriate methods of access.

Applicants should ensure that any necessary technical advice is obtained before commencing work that involves the creation of digital resources.

7.9   Overseas Travel: Country/Institution

Where overseas travel is to be undertaken, please list the most significant country (up to three can be chosen) to be visited under 'Overseas travel – country'; and if your research involves working in a particular overseas institution, and/or working in other countries to which you will travel in connection with this application, please give details under 'Overseas travel – institution'.

This information is used for monitoring purposes and may be provided to sister Academies or other organisations which have agreements or links with the British Academy, or the British International Research Institutes. Relevant information about the proposal, including, with the consent of the applicant, contact details, may be shared with the sister Academies or Institutes where this is part of the assessment process, or where joint funding is available (see our website for list of organisations with which the Academy has links).

7.10   Research Leave Granted/Permission Obtained

If it is necessary for you to obtain research leave in order to undertake this research project, has this already been granted?

7.11   Links with the British International Research Institutes

The British Academy provides Government funding for the British Institute at Ankara, British Institute in Eastern Africa, British Institute of Persian Studies, British Institute for Libyan and Northern African Studies , British Institute for the Study of Iraq, British School at Athens, British School at Rome, Council for British Research in the Levant and the Egypt Exploration Society. The British International Research Institutes (BIRI) are global research partners in the arts, humanities and social sciences – discovering new knowledge, promoting cultural heritage and supporting international engagement. More information can be found on the Academy's website.

Please describe any ongoing research collaborations or plans for research collaborations with the relevant BIRI that will enhance the proposed project. The limit for this field is 500 words.

7.12   Language Competence

The Academy expects that applicants will have any language skills necessary to conduct the development proposal. If relevant, please state the level of language competence of the applicant or otherwise explain how the objectives of the research will be met.

7.13   Other Participants/Role of Other Participants/Added Value of Collaboration

Under 'other participants' please give the names, appointments and institutional affiliation of any other participants in the development proposal. If detail is not known yet, please indicate numbers and status of people who might be involved. Please describe the contribution to the project to be made by other participants, citing any particular specialisms and expertise, under 'role of other participants'; and under 'added value of collaboration', please provide any comments you wish to make on the particular relevance, timeliness or other aspects of the collaboration, and the benefits envisaged.

7.14   Endangered or Emerging Subject Areas

Applicants for the Talent Development Awards should Be intending to pursue original, independent research within the Humanities or Social Sciences. There are no quotas for individual subject areas and no thematic priorities within the scheme.

7.15   Ethical Issues*

This field is mandatory and must be addressed by all applicants.

Are there any special ethical issues arising from your proposal that are not covered by the relevant professional Code of Practice? Have you obtained, or will you obtain, ethical approval from your employing institution or other relevant authority?

It is not expected that any special ethical issues will arise that are not already covered by relevant professional Codes of Practice. The normal expectation, therefore, will be that applicants should answer the pair of questions with the answers no and no.

If there are any special issues arising, but they have already been cleared by approval from a relevant authority, please answer yes and yes.

If any special issues arise and approval has not yet been obtained, please answer yes and no, and provide more explanation.

7.16   Source of Funding

Please provide details of other support given or applied for, including the results of this, in connection with the current proposal.

Please indicate whether any other grant applications relating to this project have been submitted, either to the British Academy or to any other funder. Applications submitted to the Academy by separate applicants will not be accepted if it is considered that both (or all, if more than two) applications relate to the same project, whose components would not be viable as independent pieces of research.

The Academy has no objection to its grants being held in conjunction with awards from other bodies, if there is no duplication of expenditure. Applicants are requested to keep the Academy informed of the outcomes of any other applications by email to grants@thebritishacademy.ac.uk. Failure to do so may jeopardise the application's prospects of success. In cases where simultaneous applications to the Academy and to another funding agency covering the same elements of a project are both successful, the applicant will be asked to choose which award to accept.

Only if there is no duplication and no unnecessary inflation of a project will an applicant be permitted to retain both awards (subsequent requests to alter the plan of research simply to allow the applicant to retain both awards are unlikely to be considered favourably).

8   Page 3. Proposal Focus

8.1   Primary* and Secondary Subjects

Your application must be relevant to the Humanities and/or Social Sciences and you will need to select the relevant subject areas and fields from the drop-down list. If your application is more interdisciplinary, you may wish to indicate a secondary subject to which your application might also be relevant.

8.2   Time Period, Regional Interests, Audiences*

These fields provide the opportunity to give further indications of the relevance of your subject area. They are optional fields.

8.3   Names of Co-Applicants

Please note that all applications must have one Lead Applicant, although applications on behalf of more than one person are welcome. Please note that all correspondence is sent via the system only to the individual in whose name the application is submitted on the British Academy Flexi-Grant® GMS.

The applicant is responsible for notifying any other parties. If there is more than one applicant, or the research involves other partners, please complete this section, and the relevant sections of the Co-applicant personal details and Co-applicant career summary. Up to a maximum of two Co-applicants are permissible. The Co-applicant(s) will be directly involved in the delivery of the activity that is proposed by the Lead Applicant.

For the Talent Development Awards scheme up to a maximum of two Co-applicants can be named.

Postgraduate students are not eligible to apply for grant support from the Academy, and Lead Applicants (and Co-applicants) are asked to confirm in the personal details section(s) 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.

Other participants in a project, whose involvement does not equate to being a Co-applicant should be named in the relevant section (other participants) in the Research Proposal section.

9   Page 4. Lead Applicant Details

9.1   Lead Applicant Contact Details*

Please take care to review and complete your personal details accurately. Errors in this section can cause difficulties in the processing of your application.

You can update your personal details by checking 'my account' and selecting the link to 'my contact details' and 'my organisation' and ensuring the relevant details are up to date.

9.2   Employing Organisation*

Please select your current employing organisation. The majority of appropriate establishments are registered in the system. If your employing organisation is not there, however, please contact the institution's research

support services, or equivalent, and ask them to provide the Research Awards Department with contact details of an appropriate person in the organisation to act as an approver on its behalf.

All applications must be approved by the employing organisation authorities e.g. research grants office, finance department, etc. The approving department will receive email notification once you have completed your application and submitted it. They will be asked to provide approval and then submit the application to the British Academy. **The deadline for this round is the deadline by which approval must be given.** Remember that the application cannot be submitted for approval before the referee has submitted their reference, so it is essential to obtain the reference well before the deadline.

It is strongly recommended that the applicant maintains an open dialogue with the approving department at your employing institution as the British Academy cannot be held responsible for emails being caught in spam filters or not being received.

It is recommended that you allow **at least five working days** for this process. Once they have checked your application, they will contact you if any changes are required, please note if changes need to be made these will have to be done before the deadline as they cannot be done afterwards.

> **Please be aware that it is your responsibility to ensure that you complete the application in time for your employing institution to process it and provide their approval by the closing date.**

10   Page 5. Lead Applicant Career Summary

10.1   Statement of Qualifications and Career*

Please give details of up to 4 qualifications in reverse chronological order.

10.2   Present Appointment, Employing Institution and Department*

Please give details of your current appointment.

10.3   PhD Confirmation*

Applicants working towards a PhD or awaiting the outcome of their viva/submission of corrections are not eligible to apply. Please therefore confirm that you have a PhD by answering yes. If you are an established

scholar with relevant equivalent experience, but no doctorate, please select 'no' and indicate in the 'personal statement' field why you should be eligible for consideration.

10.4   Personal Statement

This field is optional, but may be used, for example, in providing information regarding interruptions to an academic career. The limit on this field is 500 words.

10.5   ORCID ID*

Please use this space to insert your ORCID ID number.

The British Academy now requires all academics to be registered with ORCID when applying for funding. This is a free to use service which connects researchers to their outputs in place of traditional publication lists.

If you do not already have an ORCID ID, you can register for the service [on their website](#).

10.6   Unpublished Research

Please list any unpublished studies previously funded by any agency, including but not restricted to the British Academy. Please give details of planned publication dates or explain why the research has not yet been published. Assessors may take backlogs of publication into account.

10.7   Previous Support Dates, Previous Support Description

An application will not be eligible for consideration if there is a report outstanding on any previous research grant awarded by the Academy to the Lead Applicant or any Co-applicant. **Failure to follow this guidance will result in your application being withdrawn from this round of competition.**

Please give details of any research applications submitted to the British Academy within the last five years. In the case of a further application for continuing research which has received previous Academy support, please note that a full report and statement of expenditure for the previous grant must be submitted before further funding can be considered.

10.8 Where did you hear of this scheme?

This field is optional. It helps the British Academy to target appropriate resources towards the promotion of the scheme to know where an applicant hears about it. As appropriate please state BA website; BA literature; PhD supervisor; University Research Office; social media, other colleague etc.

11 Page 6 & 7. Co-Applicant Details/Career Summary

11.1 Specify Co-Applicant

In this scheme, up to a maximum of two co-applicants can be named.

If applicable, please enter all the details of your Co-applicant(s) by clicking 'Contributors' tab on the Application's 'Summary' page. Please click on the 'Invite' button, enter the Co-applicant's email address and then click 'Send Invitation'. If necessary, it is possible to enter additional Co-applicants by repeating the instructions above.

Once you have clicked on the 'Send Invitation' button, your Co-applicant will be able to view your application amend the relevant Co-applicant career summary page. The Co-applicants are required to provide details which are similar to the Lead Applicant above.

12 Page 8. Financial Details

12.1 Financial Details/Justification*

Please provide details of funding in the relevant fields: Travel Costs, Other Costs, Accommodation, Consumables, Research/Clerical Assistance. N.B. In this instance, 'Consumables' refers to minor items that will be used up over the course of the project, such as datasets and photocopies, it does not include subsistence costs. Any subsistence costs should be attributed to the 'Travel Costs' heading.

Applicants should prepare accurate costings for the development proposal expenses and should be particularly careful not to overestimate the resources required. Applicants are advised that competition for funds can be fierce, and proposals on the margin for award may have a greater chance of success if they are modestly costed.

Applicants seeking funding to cover the cost of training courses are recommended to identify alternative options should their preferred course no longer be available if their application is successful.

Costs should be clearly itemised and justified in terms of the development proposal. If the Academy is being asked to support only a proportion of the total costs, please explain this clearly under proposed programme on the proposal tab.

It is advised that travel costs should be clearly justified; that the length of time for which subsistence is sought should be justified in the application; that per diem rates should be explained; that hourly or monthly rates of research assistants should be specified; and that the period of employment needed for a research assistant should be fully justified. If a claim for child or parental care is included, please supply sufficient justification for the case to be assessed – alternatively, application may be made for this type of cost to the British Academy's Additional Needs Funding. Applicants are asked to quote realistic daily rates, bearing in mind that the Academy reserves the right to reduce the amount requested if it is thought excessive. In all cases the Academy is looking to ensure value for money.

Applicants should briefly explain how their proposed activities offer good value for money. This includes showing that the costs are proportionate to the expected benefits and that resources will be used efficiently.

The National Audit Office (NAO) uses three criteria to assess the value for money of government spending i.e. the optimal use of resources to achieve the intended outcomes:

- **Economy:** minimising the cost of resources used or required (inputs) – **spending less**;

- **Efficiency:** the relationship between the output from goods or services and the resources to produce them – **spending well**; and

- **Effectiveness:** the relationship between the intended and actual results of public spending (outcomes) – **spending wisely**.

In cases where funds are sought for the costs of illustrative material, please note that if there is an agreement for commercial publication, further information may be sought about the general finances for the volume(s). Requests for reproduction fees (for text or image) will only be considered if a publishing contract is in place.

Please note that no payments can be made to the Lead Applicant either for their own salary costs or for replacement teaching. No payments can be made to Co-applicants for replacement teaching. Please note that grants are

cash-limited, and there is no scope for supplementation of an award. Projects should be fully costed from the outset.

Please do not use '£' signs in the amount boxes.

> **Please see the Appendix for a list of eligible costs.**
>
> **If you include ineligible costs, your application will be withdrawn from this competition.**

13   Page 9. Equal Opportunities

13.1   Equal Opportunities

This section is optional; however, the Academy would greatly appreciate it if you can complete the details to assist us in our diversity monitoring.

The British Academy is committed to its policy of Equal Opportunity in the provision of its grants and awards. Please help us to monitor the effectiveness of this policy by providing information concerning your age, gender, ethnic origin and disabilities (if any).

This information will be kept separately from the rest of your application and will not be seen by those involved in making decisions in the selection process, including referees etc.

14   Page 10. Nominated Referee Statement

14.1   Lead Applicant Referee Statement*

Applicants are required to nominate one referee and ensure that the supporting statement from their chosen referee is submitted on the British Academy Flexi-Grant® GMS well in advance of the deadline for the submission of your application.

Please enter all the details of your referee by clicking 'Contributors' tab on the Application's 'Summary' page. Please click on the 'Invite' button, enter the referee's email address and then click 'Send Invitation'.

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)). 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. 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.

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.

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 your referee will not receive the automated messages delivered from the British Academy Flexi-Grant® GMS.

14.2   We strongly advise that you alert your referee as early as possible to allow them enough time to provide their reference in the system. **Note that the deadline shown to the referee is the deadline for the whole application to be submitted.** The application needs to be approved before the same deadline, and it cannot be submitted for approval before the reference is submitted.

An application cannot be considered for an award unless the proposal and reference have been submitted on time.

Please note that references **must** be provided through the British Academy Flexi-Grant® GMS, they cannot be provided as an email attachment nor sent by post in hard copy. Any references received after the deadline, or outside of the system, or by another academic at the same institution as you or Co-applicant(s) will not be accepted, and your application will be withdrawn from this competition.

The Academy will only process complete, submitted applications.

15 Appendix: Items Eligible for Funding from the Talent Development Awards

15.1 Eligible Costs:

- Travel and maintenance away from home for the Lead Applicant and Co-applicant(s), if any
- Travel and accommodation costs of visiting teachers and speakers
- Research assistants and teaching assistants
- 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)
- Specialist software (excluding commonly available office packages)
- Costs of developing digital teaching tools and courses
- Tuition fees for accredited short courses that enable applicants to acquire specialised skills
- Costs of interpreters in the field
- Incidental translation expenses
- Organisation of workshops or conferences to advance the research (if part of the approved programme of work)
- Conference attendance (where sufficiently justified in contributing to the aims of the development proposal)
- Short-term consultancy or salary costs of expert staff
- 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
- 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. Note 1: The case made must be explicitly approved by the Academy.
- 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
- Small scale participant incentives e.g. vouchers
- 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 Additional Needs Funding

15.2 Non-Eligible:

- Computer hardware, including laptops, electronic notebooks, digital cameras etc
- Books and publications
- Permanent resources and equipment or any elements that should properly be ascribed to departmental or university overheads
- The preparation of camera-ready copy, copy-editing, proof-reading, indexing, or any other editorial task
- Subventions for direct production costs (printing, binding, distribution, marketing etc.)
- Costs of publication in electronic media
- Payment to the Lead Applicant in lieu of salary, or for personal maintenance at home
- Replacement teaching costs
- Travel/maintenance expenses for purposes such as lecture tours, or writing up results of research
- Apprenticeship levy
- Institutional overheads