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. The ISAP Fund currently operates two funding schemes: 'Major Grants' have a higher value and require a detailed project description in addition to the application form. Major Grants have a specified closing date after which all submitted applications will be assessed. 'Open Grants' have a lower value and only require the submission of the application form. Open Grants will be assessed and selected for funding on a rolling basis until the closing date, or until all funds allocated to that funding period have been awarded.

1.2. Any individual member of the Society (ISAP) and anyone belonging to an ISAP corporate member may submit a funding Application as Principal Investigator.

1.3. Funding Applications in support of Work for a Project are to be submitted electronically using the ISAP Fund application form, and with reference to 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.

1.4. 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 4.5).

1.5. All funding Applications are assessed by reviewers appointed by the ISAP Management Committee. All Applications within each call will be assessed by the same reviewers.

1.6. Applications to the 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. The recommendations of the reviewers will subsequently be evaluated by the Management Committee to make the final decision about the award.

1.7. All Applications to the Open Grants will be assessed by four members of the ISAP Management Committee with oversight by the ISAP Fund Secretary. Assessment will be undertaken on a rolling basis at the end of monthly assessment periods. Funding will be awarded in rank order to those Applications whose assessment surpasses the funding threshold within an assessment period, until the funds allocated to the respective funding period are exhausted.

1.8. 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.

1.9. Information about the Applications selected for funding in each round shall be published.

1.10. 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.

1.11. 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 to determine the sustainability of the ISAP Fund.

1.12. 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.

1.13. 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 and its members, for example by furthering 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 in order 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 4.1).

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, 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 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), 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. The Completion Report must demonstrate that required permissions have been obtained before the funded Work was commenced.

3.9. 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 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.

3.10. 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.

3.11. In exceptional cases the funding may be used for Work that will start *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 submitting the Application the Work might subsequently not be supported by the ISAP Fund. Such cases must be explained and justified in the Application.

3.12. A broad breakdown of anticipated costs, accompanied by brief explanations is required to enable the reviewers and 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).

3.13. 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 4.5).

3.14. 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 recipient of the funds.

3.15. 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.

3.16. 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).

3.17. 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. The Principal Investigator is responsible for supplying digital copies of said receipts to ISAP along with the Completion Report for the Work (see 4.2 below). It is anticipated that ISAP will not, except under extraordinary circumstances, perform a full audit of expenditure where the Award Holder is a legally constituted organisation. In such cases, that entity will be primarily responsible for auditing the expenditure and ensuring that the Principal Investigator complies with their own rules, and those of the ISAP Fund, concerning allowable expenditure.

3.18. 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.

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 3.9).

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 3.5), and

- a description of the benefits provided by the funded Work to the Society and its members.

4.3. ISAP will provide a Completion Report Form to successful applicants in order to aid with the capture of this information.

4.4. 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.

4.5. 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 3.13) and only then will the Principal Investigator be able to submit another Application for funding in a subsequent funding round (see 1.4).

4.6. 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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