

**Institute of Historical Research
School of Advanced Study, University of London**

**SCOULUDI HISTORICAL AWARDS: RESEARCH AWARDS, 2021
INFORMATION FOR APPLICANTS**

The purpose of a Scouloudi **research award** is to pay for research and other expenses incurred in the completion of advanced historical work, which the applicant intends subsequently to publish. This does not include expenses incurred in the preparation of a thesis for a higher degree, typing costs, the purchase of books, hiring secretarial or research assistant or the purchase of equipment such as typewriter, computer or printer.

Please note that we also offer separate Scouloudi publication awards, which are intended to cover publication expenses. Publication awards and research awards have separate application forms; please ensure that you are completing the correct one. If you are in any doubt as to which of the two funds you should apply to, please contact Vanessa.Rockel@sas.ac.uk.

ELIGIBILITY

Applicants must be either graduates of a university in the United Kingdom with an honours degree (or postgraduate degree) in history, or a related subject; or British citizens with a similar qualification from a university outside the United Kingdom. Awards are not available to those registered for undergraduate or postgraduate courses or degrees.

Applicants may only apply for **one** Scouloudi Historical Award per year (*either* for Publication or Research, and regardless of whether the applications relate to different projects).

Research and other expenses include such items as ticket fares and subsistence during visits to libraries or record repositories and photographic reproduction of material. Requests for subsidies should be calculated using current University of London subsistence rates. These are:

Day: Under five hours: £5.00. Over ten hours (but not overnight): £10.00.
Overnight: £20.00.
Overnight accommodation: Reasonable overnight accommodation costs will be considered.
Other expenses: As a policy, taxi fares will not be reimbursed.

Applicants must give a detailed breakdown of proposed expenditure and should bear in mind that awards are only intended to help meet extra costs arising from research: in no case can allowance be made for any element of salary to the researcher himself or a substitute. Please note that awards are **not** made to cover typing costs, research or clerical assistance carried out for the applicant, the purchase of books or equipment such as computers or typewriters etc.

VALUE OF SUBSIDIES

Applicants should not ask for more than their minimum requirements for the year

concerned. Applications for very large sums or for longer periods tend to be self-defeating, as they would absorb too great a proportion of the available annual total. As a guide, individual awards may range between £100 and £1,000.

Please do not apply for a subsidy in excess of £1,000 as this will automatically disqualify your application.

REPORTS

Research awards will normally be paid on acceptance. The recipient of such an award shall within a year supply by email to IHR.Fellowships@sas.ac.uk a concise report on the use made of it. If not used within the year, the award must be repaid to the Foundation and must be re-applied for if later required.

DEADLINES

- Complete applications must be received at the Institute of Historical Research no later than **9 April 2021**. Incomplete applications or applications submitted after this date will not be considered. It can take up to 24 hours (or longer over the weekend) for your online application account to be approved when you initially set it up so please be sure to open the account well in advance of the submission deadline.
- Two supporting letters of reference must be received no later than **23 April 2021**.
- Decisions will be made by the end of **May 2021**.

REFERENCES

Once an application has been submitted, a standard email will be sent to the academic referees' addresses supplied by the applicant in the 'Supporting Letters' section of the online application form. Ideally, both referees should not be affiliated with the same institution. All letters must be emailed as Word document attachments to IHR.Fellowships@sas.ac.uk and the applicant's surname must appear in the subject line of the email.

It is the applicant's responsibility to ensure that his/her referees supply letters in support of the application, and it is strongly advised that these individuals are contacted well before the application is submitted. Applications which do not receive their full complement of two supporting letters of recommendation by **23 April 2021** will not be considered.

Letters received in hard copy will not be accepted and will disqualify the application.

ACKNOWLEDGEMENT

Any publication assisted by an award shall acknowledge in a prominent place that the research on which the publication was based was facilitated by a grant from the Scouloudi Foundation in association with the Institute of Historical Research. One copy of the publication shall be presented to the Foundation and one to the Institute of Historical Research.

APPLICATION FORMAT

Hard copy applications will be deemed ineligible. Only applications made using the IHR's online application system will be considered.

SELECTION POLICIES

A committee of historians and Scouloudi Foundation Trustees, chaired by the Director of the IHR, will assess all eligible applications. The committee's decision is final. All applications are regarded as confidential and no announcement is made of the amounts awarded. Decisions will be made according to the following criteria:

- The importance of the proposed publication to the applicant's field;
- The importance of the proposed research to the publication, and the likelihood of that research being carried out in the time frame supplied and with the funds requested.
- The academic record of the applicant as detailed in the application and references.

APPLICATION CONTENTS

Applicants must complete fully the 'Personal Details', 'Education', 'Subsidy Details' and 'Supporting Letters' sections of the online form. They must also submit the following documents in the 'Uploads' section of the online form:

- An academic CV (of no more than two pages) giving details of publications authored and edited, research papers given, current and previous academic posts held, and any other relevant details not included elsewhere in the application. ***Your name must be included on all pages.***
- A statement (of no more than 800 words) explaining precisely how a Scouloudi subsidy would be used, if awarded, and what value the research being subsidised would bring to the publication as a whole. ***Your name and page numbers must be included on all pages.***
- Applications which do not receive their full complement of two supporting letters from referees will not be considered. It is the applicant's responsibility to ensure that letters are supplied in support of their application. ***Your name and page numbers must be included on all pages.***