



Objectives of BSR Funding Programmes and Code of Practice

Summary

The BSR offers awards (Fellowships, Scholarships, Prizes and Awards) across the range of its interests, including the Humanities and Social Sciences, Architecture and Visual Art.

The BSR's aim is to foster high-quality practice-based research and research-based practice.

All awards (except the Associate awards) include and require residence at the BSR for the specified period. In many cases a research grant is also associated with the award.

The funding for the awards comes from a various sources, including external organisations. However, in general the BSR itself contributes approximately half of the full economic costs, even where funding is also from an external organisation.

Each award has specific eligibility criteria, determined by the terms set by an external funding partner and/or by the BSR's prevailing strategic priorities.

The BSR's awards are generally non-directive and awarded in a responsive manner.

The BSR's funding programme offers direct support to individual researchers and practitioners.

Where the selection of an award is administered by the BSR, usually the selection criteria of the relevant Faculty (of Archaeology, History and Letters or of the Fine Arts) will be used.

Recommendations for award are made by the selection panel to the relevant Faculty, and through them approved by the BSR's Council.

The BSR has a Research Ethics Policy, with which all staff and award-holders are expected to comply. In certain circumstances, researchers may be required to provide detailed ethical codes and policies pertaining to their research, and prepare risk assessments.

The BSR aims to meet the requirements of *The Concordat to Support Research Integrity*, published by Universities UK; and takes note of *The Concordat to Support the Career Development of Researchers*, and *The Concordat for Engaging the Public with Research*.

General Code of Practice for consideration of applications for awards made by the BSR

This Code of Practice describes the standards of transparency by which the BSR abides in administering applications for awards, and embodies the principles of equity, integrity and confidentiality for all who are involved in the assessment of proposals. The Code is intended to act as guidance to Faculty members, other assessors and staff in undertaking selection, and sets out the proper conduct expected of them.

INFORMATION FOR APPLICANTS

Application procedures

For each award, the BSR issues guidelines on the information to be supplied, the criteria against which applications will be assessed, and the process and timeframe for assessment of the application.

General Data Protection Regulation (GDPR)

Applicants are required, in submitting their application, to confirm that the information they have provided is, to the best of their knowledge, correct. The BSR is compliant with the GDPR 2018. Applicants should be aware that information they provide will be stored and circulated as necessary for the assessment procedure to take place. Application forms of successful applicants will be retained in perpetuity; and of unsuccessful applications for one year. Details of award-holders (including name, academic affiliation, project title) will be used to compile published lists of award-holders, which will be available on the BSR's website and other media. It may also be used to produce reports upon the BSR's awards schemes.

Full details of the BSR's use of data can be found in the Privacy Policy published on our website: <http://www.bsr.ac.uk/privacy-policy>

Data monitoring

Personal data provided by applicants will be used for monitoring and statistical purposes only, and will not at any stage form part of the assessment process.

Equal opportunities

The British School at Rome is committed to a policy of equal opportunities in its appointments and awards policy and in the way it offers access to all its facilities and services. The object of the policy is to ensure that no applicant or awardee is treated more or less favourably than any other on grounds of (for example) race, colour, gender, religion, marital status, social background, disability, and age (except where the conditions of an award specify otherwise).

Access statement

It is the policy of the British School at Rome to offer full or equivalent access to all users. The BSR aims to support full participation by residents in all aspects of its academic and social life. The BSR is a small institution but will make available its resources, staff and equipment to address the needs of staff, awardees or visitors with disabilities wherever it can.

The British Academy is responsible for making reasonable provision for access by those with disabilities to the BSR's London office, staff and its events in the British Academy building.

Research ethics policy

In many cases, research conducted at the BSR will be governed by the ethical code of the university or other official agency with which any resident at the BSR is associated. The BSR's own research is governed by a simple set of precepts, with which we would expect any such code to be consonant, and which govern activity conducted under the auspices of the BSR, subject to further conditions set by any relevant and competent Italian authority. These are that each person should: act with skill and care, and keep skills up to date; prevent corrupt practice and declare conflicts of interest; respect and acknowledge the work of other researchers; ensure that research is justified and lawful; minimise impacts on people, animals and the environment; be open about the possible wider impact of research on society; present evidence honestly and not mislead.

Independent researchers without access to formal ethical scrutiny and approval should, in their application, describe any special ethical issues, and explain how they will be addressed.

The full policy can be found on our website: <http://www.bsr.ac.uk/research>

Assessment process

Applications are judged on their merit, against the specific terms of the award, and usually against published selection criteria. Responsibility for selection falls primarily to the members of the relevant Faculty, although can also involve relevant BSR academic staff, representatives of funding bodies, and invited external experts (usually BSR alumni).

Selection criteria

HUMANITIES AND SOCIAL SCIENCES

In making an appointment to an award the Faculty of Archaeology, History and Letters will assess all applications using the following set of criteria:

1. The academic merit of the applicant judged by his/her previous record and references, including her/his prospects of making a future contribution to scholarship.
2. The suitability of the project for the BSR, bearing in mind its location, resources and access to resources.
3. The inherent academic significance and interest of the project proposed, and the feasibility of completion to the timetable stated.
4. The suitability of the candidate to contribute to the academic community of the BSR and the need to ensure a reasonable balance between different disciplines and chronological periods within the BSR's academic community.
5. The role of the Fellowships, Scholarships and Awards in promoting Italian studies in Britain and the Commonwealth.

VISUAL ART

In making an appointment to an award the Faculty of the Fine Arts will assess all applications using the following set of criteria:

1. the quality of the applicant's creative output;
2. the extent to which the applicant's proposal reflects the purpose of the award;
3. the viability of the proposal as a project to be carried out with support from the BSR.

In addition to these three basic selection criteria, the selectors will take into consideration the potential for the award to impact on the applicant's creative development and will attempt to ensure that the needs and interests of the successful applicant are compatible with the facilities available at the BSR and the interests of its community. Credit will be given to those who are no longer in full- or part-time education at the time of application. Candidates will be expected to have some knowledge of Italian or be willing to learn. Those who acknowledge the importance of communicating with Italians will derive the most benefit from being at the BSR.

ARCHITECTURE (SCHOLARS' PRIZE IN ARCHITECTURE)

In making an appointment to an award the Faculty of the Fine Arts will assess all applications using the following set of criteria:

1. the quality of the applicant's creative output;
2. the extent to which the applicant's proposal reflects the purpose of the award;
3. the viability of the proposal as a project to be carried out with support from the BSR.

In addition to these three basic selection criteria, the selectors for the Scholars' Prize in Architecture will take into consideration: (i) the presentation of a creative, intellectually coherent and focused project; (ii) the candidate's demonstration that the project has the potential to develop the given field; and (iii) the potential of the prize to impact on the applicant's professional, creative and intellectual development. The selectors will attempt to ensure that the needs and interests of the successful applicant are compatible with the facilities available at the BSR and the interests of its community. Credit will be given to those who are no longer in full- or part-time education at the time of application. Candidates will be expected to have some knowledge of Italian or be willing to learn. Those who acknowledge the importance of communicating with Italians will derive the most benefit from being at the BSR

Panel composition

For awards in the Humanities and Social Sciences (Fellowships, Scholarships, Awards and Associate awards), all members of the Faculty of Archaeology, History and Letters are involved in selection. A list of current members is published on the BSR website.

For awards in art and architecture, selection is undertaken by Faculty members (the names of whom are published on the BSR website), although given the number of individual residencies (and thus panels), representation on individual panels is shared out between members. For awards in architecture and architectural history, the advice of members of the BSR's Architecture Advisory Committee also may be sought. Representatives of funding bodies and guest external members (usually BSR alumni) may join panels. Candidates shortlisted and called to interview will be informed of the membership of the selection panel in advance of their interview.

Outcome of an application

All applicants will be made aware of the outcome of their application (by e-mail or post) as soon as is possible after selection has taken place. It is not possible for the BSR to provide feedback on unsuccessful applications; and the BSR is not able to enter into correspondence concerning the decision of the awarding Faculty.

Conditions of awards

General Conditions of an award are indicated in the guidelines, and recipients of awards are

reminded of these when an award offer is made, and asked to confirm that they will adhere to them.

The general conditions include (in part or in full, dependent upon the particular award) requirements to:

- live at the BSR throughout the period of the award (except for Associate awards)
- be prepared to learn some Italian before going to Rome
- take out medical insurance for the duration of the tenure
- submit a report within two months of the end of the award (and in the case of awards lasting nine months or more, provide an interim report as requested)
- give *Papers of the British School at Rome* first refusal on any papers arising from the research undertaken at the BSR
- donate a copy of any publications arising from the research undertaken whilst holding a BSR award to the BSR's Library
- participate in the group shows organised for award-holders, and in the end-of-year catalogue
- participate fully in the inter- and multidisciplinary activities of the BSR (lectures, conferences, site visits, social activities, for example)

This is not an exclusive list, and some awards may have specific requirements and conditions, which will be published in the guidelines and information sheet for the particular award.

Recipients of awards (in particular, although not necessarily exclusively, in the Humanities and Social Sciences) will also be asked to confirm that they will abide by *The Concordat to Support Research Integrity* (see below).

Appeals

The competition for awards at the BSR is intense, and many high-quality applicants will not receive support. All applications are scrutinised carefully by the selectors, in the light of the number of awards available and the quality and qualifications of all applicants. Appeals therefore may not be made against the academic or artistic judgement of the BSR's Faculty and selection panels. The sole ground for appeal is of improper procedure. Anyone wishing to make an appeal against a decision should write to the Director of the BSR no later than two months after the result of the competition (or that particular stage of the competition) is announced, providing full and clear details of the basis of the appeal. The Director will respond within 30 days.

INFORMATION FOR FACULTY MEMBERS AND OTHER ASSESSORS

Confidentiality

Those who assess applications are required to give an undertaking that all information that they acquire in the discharge of their duties will be kept confidential and will not be shared with in any way any person other than in accordance with the particular procedures of the selection process. All reasonable steps must be taken to ensure that such information is kept in a secure place and in due course disposed of in a secure fashion (or returned to the BSR). Information provided to assessors may be used only for the purpose of evaluating the application in accordance with the BSR's guidelines and processes.

Conflict of interest

Faculty of Archaeology, History and Letters (FAHL)

The Faculty's overriding priority is to ensure fair and informed selection of Fellows, Scholars and Award-holders at the British School at Rome [BSR], taking into account the fact that the field of Italian Studies (in all periods) in the United Kingdom is relatively small and that fair and informed selection, and the interests of the candidates, are likely to be prejudiced if (for example) members of FAHL are excluded from writing references for candidates or commenting on applications from their own institution (however widely or narrowly 'institutional affiliation' is defined). The Faculty's view is that fair and informed selection is best ensured through frank and open declaration of any potential conflict of interest; and it is a priority of the officers of FAHL that the atmosphere of FAHL meetings and business is such that this transparency is possible and perceived as normal.

In allocating applications to FAHL members for specialist reports, the Registrar takes due note of institutional affiliation, and avoids creating conflicts of institutional interest. BSR staff may also request that an application is allocated to another colleague if they feel there is an actual or potential conflict of interest.

Members of FAHL are asked to notify the Chair or Registrar of potential conflict of interest (e.g. present or former student, colleague). Members who provide references for candidates do not grade these candidates, with the average score being allocated to allow compatibility, nor do they advocate the case of an applicant for whom they had declared a potential conflict of interest; they do, however, answer questions of fact and are eligible to vote on all candidates. If the closeness of a relationship is such that it might affect judgement, a Faculty member may decide not to provide a score for an applicant.

Members of FAHL are urged to consult the Chair or Registrar if they are unsure how these guidelines relate to their own particular circumstances. The Chair will report, as necessary, at the start of the selection meeting on declared conflicts of interest from the assessors.

Faculty of the Fine Arts

Members of the Faculty do not provide references for applicants for any of the awards administered by the BSR.

Selection panel members are asked to declare any potential conflicts of interest with applicants at each stage of the selection process. Declarations at the shortlisting stage may inform the composition of the final, interview, panel.

General

If a member of a Faculty wishes to apply for an award during their term of office, they will not be involved in any selection panel for that particular year.

The Concordat to Support Research Integrity

The BSR is required by the British Academy to meet the requirements of *The Concordat to Support Research Integrity*, published by Universities UK; and takes note of *The Concordat*

to Support the Career Development of Researchers, and The Concordat for Engaging the Public with Research.

<https://www.universitiesuk.ac.uk/topics/research-and-innovation/concordat-research-integrity>
<https://www.universitiesuk.ac.uk/sites/default/files/field/downloads/2021-08/Updated%20FINAL-the-concordat-to-support-research-integrity.pdf>
<https://www.vitae.ac.uk/policy/concordat>
<https://re.ukri.org/documents/hefce-documents/concordat-for-engaging-the-public-with-research/>

Recipients of awards (in particular, although not necessarily exclusively, in the Humanities and Social Sciences) will also be asked to confirm that they will abide by *The Concordat to Support Research Integrity* as a condition of award.

The Concordat seeks to provide a comprehensive national framework for good research conduct and its governance. Signatories to and supports of the concordat to support research integrity are committed to:

- maintaining the highest standards of rigour and integrity in all aspects of research
- ensuring that research is conducted according to appropriate ethical, legal and professional frameworks, *obligations* and standards
- supporting a research environment that is underpinned by a culture of integrity and based on good governance, best practice and support for the development of researchers
- using transparent, robust and fair processes to deal with allegations of research misconduct should they arise
- working together to strengthen the integrity of research and to reviewing progress regularly and openly.

COMMITMENT 1: We are committed to maintaining the highest standards of rigour and integrity in all aspects of research

As a research funder the BSR expects

- researchers to adhere to the highest standards of professionalism and integrity
- employers of researchers to have procedures in place to ensure that research is conducted in accordance with standards of best practice; systems to promote research integrity; and transparent, robust and fair processes to investigate alleged research misconduct

As an employer of researchers the BSR will

- collaborate to maintain a research environment that develops good research practice and nurtures a culture of research integrity, as described in commitments 2 and 3
- support researchers to understand and act according to expected standards, values and behaviours, and defend them when they live up to these expectations in difficult circumstances

Researchers holding an award from or employed by the BSR will

- understand the expected standards of rigour and integrity relevant to their research
- maintain the highest standards of rigour and integrity in their work at all times

COMMITMENT 2: We are committed to ensuring that research is conducted according to appropriate ethical, legal and professional frameworks, obligations and standards

As a research funder the BSR will

- clearly identify any specific codes of practice, legal requirements and other policies with which researchers and employers of researchers are expected to comply
- explore ways of streamlining requirements to reduce any duplication and inconsistency

As an employer of researchers the BSR is responsible for

- having clear policies on ethical approval available to all researchers
- making sure that all researchers are aware of and understand policies and processes relating to ethical approval
- supporting researchers to reflect best practice in relation to ethical, legal and professional requirements
- having appropriate arrangements in place through which researchers can access advice and guidance on ethical, legal and professional obligations and standards

Researchers holding an award from or employed by the BSR will

- ensure that all research is subject to active and appropriate consideration of ethical issues
- comply with ethical, legal and professional frameworks, obligations and standards as required by statutory and regulatory authorities, and by employers, funders and other relevant stakeholders

COMMITMENT 3: We are committed to supporting a research environment that is underpinned by a culture of integrity and based on good governance, best practice and support for the development of researchers

As a research funder the BSR is responsible for

- promoting adoption of the concordat within the research community
- supporting the implementation of the concordat through shared guidance, policies and plans

As an employer of researchers the BSR will

- embed the features of the concordat in its own systems, processes and practices
- work towards reflecting recognised best practice in its own systems, processes and practices
- implement the concordat within its research environment

COMMITMENT 4: We are committed to using transparent, robust and fair processes to deal with allegations of research misconduct should they arise

As a research funder the BSR will

- have clear expectations of what constitutes research misconduct
- ensure that recipients of awards and funding are aware of the requirements regarding the investigation and reporting of research misconduct, and that these are openly stated

As an employer of researchers the BSR will

- have clear, well-articulated and confidential mechanisms for reporting allegations of research misconduct
- have robust, transparent and fair processes for dealing with allegations of misconduct that reflect best practice
- ensure that all researchers are made aware of the relevant contacts and procedures for making allegations
- act with no detriment to whistleblowers making allegations of misconduct in good faith
- provide information on investigations of research misconduct to funders of research and professional and/or statutory bodies as required by their conditions of grant and other legal, professional or statutory obligations
- support its researchers in providing appropriate information to professional and/or statutory bodies

Researchers holding an award from or employed by the BSR will

- act in good faith with regard to allegations of research misconduct, whether in making allegations or in being required to participate in an investigation
- handle potential instances of research misconduct in an appropriate manner. Including reporting misconduct to employers, funders and professional, statutory and regulatory bodies as circumstances require

COMMITMENT 5: We are committed to working together to strengthen the integrity of research and to reviewing progress regularly and openly

As an employer of researchers the BSR will

- provide a summary of actions and activities that have been undertaken to support and strengthen understanding and application of research integrity issues
- provide assurances that the processes it has in place for dealing with allegations of misconduct are transparent, robust and fair, and that they are appropriate to the needs of the BSR
- provide a high-level statement on any formal investigations of research misconduct that have been undertaken

Researchers holding an award from or employed by the BSR will

- understand the expected standards of rigour and integrity relevant to their research
- maintain the highest standards of rigour and integrity in their work at all times

Last fully reviewed and approved by the BSR Council on 11 March 2019. Minor updates made October 2021. Full review in progress.