

**PLEASE NOTE ELIGIBILITY CHANGES IN THE REGULATIONS FOR 2008-9**

**THE CARNEGIE TRUST FOR THE UNIVERSITIES OF SCOTLAND**

**CARNEGIE RESEARCH GRANTS**

In terms of the Trust Deed, the Executive Committee is prepared to consider applications for Research Grants for purposes likely to benefit the Universities of Scotland in all subjects within the scope of the University curriculum. **This is the principal criterion for the award of a Research Grant.**

**REGULATIONS**

**Purpose, scope and basic conditions of Research Grants**

1. Research Grants are awarded principally in respect of the costs and expenses of travel, accommodation and subsistence for a maximum of three months incurred in pursuit of personal research, including pilot studies. Joint applications for the same project can be considered with justification given for two researchers undertaking the work. Each applicant should complete an application form giving their own expenses.
2. The application must describe the nature of the proposed research and provide a detailed estimate of the expected cost. By accepting a grant the applicant undertakes to pursue the approved programme and to send to the Trust a report on the project on completion of the research, and copies of any subsequent publications resulting from the work. The research in respect of which the Grant is awarded should therefore have an identifiable outcome on completion and this should be indicated in the application.
3. Grants may also be made for assistance towards the publication of books and in aid of colour illustrations in books and journals.
4. The Trust will not pay Full Economic Costs for the projects it supports but only the direct costs specified elsewhere in these Regulations.
5. The Trust does not support established lines of research arising from pilot studies funded by the Trust or projects pursued from year to year over a period of time. The Trust will not consider more than three applications from an individual within any five year period
6. By signing an application form, an applicant consents to processing by the Trust of the data submitted in or with the application in accordance with the Data Protection Act 1998.
7. The Trust may consult external referees, perhaps in addition to those nominated by the applicant, as to the merits of an application for a grant. It is a condition of submitting an application for a grant that all such references shall remain confidential between the referee and the Trust, and will not be disclosed to the applicant without the express written consent of the referee.
8. Applicants are informed by letter of the outcome of their application. The Trust will not enter into correspondence concerning the decision of the Executive Committee.
- 9.. All applications must be made on an application form obtainable from the Trust's office or downloaded from the web site [[www.carnegie-trust.org](http://www.carnegie-trust.org)]. Applications for grants are considered by the Executive Committee of the Trust in February, June and November. To ensure consideration at any of these meetings, completed applications must reach the Trust Office at the address below not later than the 15<sup>th</sup> January, May or October respectively. Applications for Research Grants of £1000 and under will be considered at any time in the year and a decision notified to the grantee as soon as possible.

**Who may apply**

10. An applicant must be a graduate of a Scottish University, or an established member of academic staff (full-time or part-time) of a Scottish university. For the purpose of these Regulations, 'established members of academic staff' are tenured (or tenure track such as RCUK Academic Fellows) staff at or above the level of Lecturer or equivalent. The Executive Committee can also consider applications from former members of academic staff of similar level who have retired from established posts in Scottish Universities but are still working under the aegis of a Scottish University.
11. When the applicant is a graduate of a Scottish University but not an established or retired member of the academic staff of a Scottish University an application will, except in very exceptional circumstances, be considered only if the applicant is working under the aegis of a Scottish University and the project is in association with, or likely to be of specific benefit to, one or more of the Scottish universities. Such applicants must present with their application, a certificate making the case by the Principal or a

Vice-Principal of the university/ies concerned.

12. Doctoral researchers who are Carnegie Scholars, Caledonian Research Foundation Scholars or Henry Dryerre Scholars are eligible to apply for Research Grants.

Postgraduate or postdoctoral researchers on research appointments funded by an organisation other than the Trust are not eligible. In very exceptional cases, when the applicant and the proposal are of an unusually high quality, the Executive Committee will be prepared to consider applications from non-Trust-funded doctoral or postdoctoral researchers where the case is explained in writing by the Principal or a Vice Principal of the applicant's university.

### **Costs and Expenses eligible for Grant**

13. Research Grants are awarded for travel, accommodation and subsistence expenses, or part thereof, directly concerned with and necessarily incurred in the pursuit of an eligible individual's personal research. The maximum award is £2,500. Applicants are expected to take advantage of concessionary fares where available. Grants for subsistence and accommodation will normally be a maximum of £65 per day in the United Kingdom and Ireland, and £80 outwith the UK. Lower rates will be appropriate for field work.

14. When an applicant proposes to be overseas in connection with attendance at a conference or study leave, an application may be submitted for a grant towards the additional cost of travel, accommodation and subsistence for research purposes within the country or countries involved. Such internal travel must be directly connected with the applicant's research, and costed separately from the expenses of attending the conference or of study leave.

15. Where copies of rare inaccessible archive material are essential for study, the Trust may consider claims, but will require that the copies become the property of the applicant's University Library.

### **Exclusions**

16. Grants can be made only to persons eligible under Regulation 10, for research undertaken by themselves. A grant made to one individual for a specific purpose cannot be transferred to another individual or be used for another purpose.

17. Grants will not be awarded for any of the following:

- payment of research assistants, technical or secretarial help (e.g. incidental copying) or dependants;
- salary supplementation or full-time maintenance at home;
- travel to or attendance at conferences, symposia and similar meetings;
- costs of apparatus, consumables, equipment, bench fees, desk fees, computing, radio-carbon dating or similar services;
- costs of insurance.

### **Publications and Illustrations**

18. Application may be made for assistance towards the cost of publication of books. Such assistance normally takes the form of a guarantee against loss on publication and is subject to such conditions as the Trust may determine in each case.

See **Publication Regulations and separate application form**

19. Grants may be given in aid of colour illustrations in books and journals. The application must state why colour illustration is essential.

### **Data Protection Act**

The Carnegie Trust for the Universities of Scotland is registered under the Data Protection Act 1998 and complies with the provisions of the Act. Applicants are reminded that in order for the Carnegie Trust to assess applications, it will be necessary to store and process the information sent by them to the Trust. Data will be held securely and lawfully processed, will be kept up-to-date, and not retained for longer than necessary. Data may also be used to compile published lists of award holders, which may be available on the Internet and in our Annual Report.

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