



## Arts and Social Sciences Benefactions Fund Guidelines for Applicants 2017/2018

1. The purpose of the Fund is to support research by staff in the Faculty of Arts, Humanities and Social Sciences.
2. Permanent members of the academic staff and full-time members of the academic staff who are on a contract of more than one year's duration are eligible to apply for awards.
3. Research fellows or staff funded by outside bodies, are not eligible.
4. Decisions on applications are made by a group consisting of the Faculty Dean and two Heads of School. Each Head of School serves for two years, starting on alternate years.
5. When considering applications the group will be guided by the quality of detail provided in the application. For example, plans for the dissemination of the research output should specify targeted journals or conferences as appropriate. If requesting research assistance details of what that assistance is to cover must be included. ***Inadequately completed application forms will not be considered.***
6. Where subsistence is sought the rates outlined in the Treasurer's website must be used. See [http://www.tcd.ie/financial-services/acpayable/acp\\_reimbursements.php](http://www.tcd.ie/financial-services/acpayable/acp_reimbursements.php)
7. Where research assistance is sought a rate of €25 per hour is recommended.
8. Seed funding to cover some of the expenses of mounting conferences may be granted, although this will not be granted retrospectively. In the case of profitable conferences reimbursement of the grant will be expected.
9. Applications to attend conferences will be considered only where there are not sufficient funds available from the individual's Conference Travel Grant – this must be explained on the application form. A commitment to present a paper or the provision of matching funding will strengthen an application. If a conference paper is not being presented the application should make clear the connection/benefits to the applicant's research.
10. Funding will not be awarded to cover honoraria or publishers' subventions.
11. Should there be sufficient funds available requests to assist in the provision of replacement teaching during a leave of absence may be considered. Such a request should be made by the relevant Head of School (not just signed by the Head of School).
12. Only one application per individual will be considered in any one year.
13. Support for a research project will not normally be granted on more than one occasion.
14. Individual awards may not exceed €3,000 and applications for less than €500 will not be considered.
15. Successful applicants should note that proper acknowledgement of support from the Arts and Social Sciences Benefaction Fund should be made in any resultant publication.
16. The grant must be used within two years.
17. A written report is required on completion of the project or within two years of the award, whichever is sooner.

**Closing date: Application forms should be submitted by email to [artshss@tcd.ie](mailto:artshss@tcd.ie), copied to your Head of School, by 5pm on Friday 15 December 2017**