**THE BRITISH INSTITUTE FOR THE STUDY OF IRAQ**

10, Carlton House Terrace, London SW1Y 5AH, UK

Registered Charity No. 1135395

# Application for BISI Conference Grant

**(Please return your completed form to the Executive Officer by the deadline)**

**1. Title of the proposed conference and the amount requested:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **NAME** (Full name & title)**:**

**Academic Affiliation & Status** (if applicable):

 Please attach a brief CV, of no more than 2 pages, for you and for any proposed researcher(s)/ collaborators on the project.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. Address for Correspondence:**

Tel. No.

E-Mail:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Details of Conference Proposal**

 Please provide a 200-500 word summary of your proposed conference, if necessary on an

 additional sheet of paper.

 Your description should address the following matters, as appropriate:

* Research topic
* Conference organisation
* Ethical considerations
* Participants and audience
* Publication and dissemination

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**5. Financial**

1. **Detailed estimate of costs (Please \* items, for which a BISI Grant is requested.)**
2. **Amount requested/expected from other sources \_\_\_\_\_\_\_\_**

(Please provide details.)

1. **Amount requested from the BISI\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**6. Please list previous grants received from the BISI and resulting publications, if applicable (including those outstanding or in press).**

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**7. Referees. Please give the names of two referees. Please note that it is the applicant’s responsibility to ensure that references are sent directly to the Executive Officer by the deadline.**

1. **Name:**

**Address:**

**Tel. No.**

**E-mail:**

1. **Name:**

**Address:**

**Tel. No.**

**E-mail:**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_**

**CHECKLIST: Have you?**

• Read and followed the attached Guidance Notes and Conditions of Award?

• Checked your costings, including those requested from other sources.

• Included the CVs of all applicants.

• Ensured that your references will reach the Executive Officer by the deadline?

**Please return your completed form to the BISI Executive Officer on bisi@britac.ac.uk.**

**BISI Conference Grants: Guidance Notes**

This funding scheme is designed to support academic conferences which are expected to result in publication or other research output.

The numbers below refer to the sections of the application form.

**1. Title of the proposed conference**

Applications are welcomed to support research conferences on the lands and peoples of Iraq, not covered by the British Academy’s BASIS-sponsored institutions. We welcome applications from the full range of arts, humanities and social sciences subjects and topics can cover any time period from prehistory to the medieval period to the present day.

**2. Name, residence, and academic status**

Under this scheme, applicants must be employed by, or have an official connection with, a **UK Higher Education Institution**. Proof of the applicant’s affiliation may be requested.

**4. Details of conference proposal**

a) Please give a short summary, for a non-expert reader, of your proposed conference.

• what is the research area that your conference will address?

• when and where do you hope to host it, and who (else) is on the organising committee?

• what format will the conference take, and do you have any confirmed speakers yet?

• how will the conference be advertised and how do you hope to attract speakers?

• how and when will you publish and/or otherwise disseminate the conference proceedings?

**5. Financial**

a) BISI can only fund direct costs such as equipment, travel, room hire, and refreshments, up to a total of £6000. It cannot pay institutional overheads, salary costs, or other normal living costs.

b) If you have other sources of funding for this conference, or are applying to other funding bodies for additional support, please list them here. If your institution or another organisation will be providing other support or value for money, please describe that too. You are **strongly encouraged** to apply for funding from other sources, as BISI is rarely able to be the sole funder of a research conference.

If you have any questions or concerns about the scheme, please contact the BISI Executive Officer on bisi@britac.ac.uk/ 020 7969 5274 (voicemail).