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| **Geographical Fieldwork Grants** |

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| * Application Form
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**Please ensure that you read the** [**Advice and Resources pages**](https://www.rgs.org/in-the-field/in-the-field-grants/advice-and-resources/) **on the Society’s website and further eligibility criteria and information about references in section 7 of this document before completing this form.**

**The application should be submitted to** **grants@rgs.org****. Please remember to submit details of the team members, the risk assessment and the map of the research site with the application.**

**Section 1: Project information**

**1. Project leader:**

|  |  |
| --- | --- |
| Name |  |
| Affiliation |  |
| Course/year of study |  |
| Email  |  |
| Mobile number |  |
| Address |  |
| Nationality |  |
| RGS-IBG membership status and number (if applicable) |  |

**2a. Team members (please add rows as needed and also complete the separate team members form to provide further details. See Section 3)**

|  |  |  |
| --- | --- | --- |
| Name | Course and year of study | Affiliation |
|  |  |  |
|  |  |  |
|  |  |  |

**b. Advisors (List up to five key advisors who have helped you develop your research programme)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position | Affiliation | Expertise and guidance provided |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**c. Project members in the field**

|  |  |
| --- | --- |
| Total number who will be in the field: |  |
| Number of UK nationals or members registered at UK higher education institutions: |  |
| Number of in-country members: |  |

**3. Details of fieldwork project**

|  |  |
| --- | --- |
| Project title (10 words max) |  |
| Project location (country and region) |  |
| Project dates | From to  |
| Total number of days in the field  |  |

**Section 2: Research and methodology**

**4. Details of research programme**

1. **Project summary.** This should include a clear statement of objectives, proposed methods, and dissemination plans **(100 words max)**
2. **Overall aim and the specific objectives** of the proposed project. If members of the research team are undertaking independent undergraduate dissertations or Masters theses, state how the projects are inter-related and how the results will be integrated into a final reports and outputs (**200 words max**)
3. **Basic rationale** for the research programme and describe how the research will make a significant contribution to geographical knowledge (**250 words max**)
4. **Project methodology**. Describe in detail the methods to be used to achieve the project’s objectives and give details of specific sampling strategies, techniques and equipment to be used. Applicants should explicitly address how the experience and training of members of their team provide the necessary skills to undertake the research described, and what additional training is required. (**500 words**)
5. **Analysis and dissemination of results**. List the proposed outputs from the project (e.g. final report, published papers, articles, educational material, data), indicating when and how each item will be available and for whose benefit it is being produced **(200 words max)**
6. **Timeline of activities** and how these will fulfil the project’s objectives. Also, give an outline of your method of travel, route, accommodation and supplies. Please indicate if an agency is helping with logistics and if so give details

**5. Projects returning to locations of previous expeditions**

If the expedition is returning to a site visited in recent years by your institution/ organisation, please provide details of how this project builds on and is distinct from previous studies. This applies even if the team members change each year.

**6. Bibliography of proposed research**
List up to six key publications, maps and other materials used in the development of the research objectives of the project. The references should help place your planned research within existing geographical knowledge.

**7. Association with the host country**

Give details of the key organisations (universities, research centres or institutes, NGOs etc) with which you are collaborating in-country. Describe the nature of the collaboration and the added value it provides to the project.

**8.** **Reports from previous expeditions or research projects**

If team members have participated in previous RGS-IBG supported projects, give full references to any resulting reports or papers.

**Section 3: Members of the research team**

Please send as a separate file, details of team members, by downloading the form from [www.rgs.org/GFG](http://www.rgs.org/GFG)

**Section 4: Finances**

**9. Budget**

Please give details of ALL planned income and expenditure under the following headings. Add any budget headings to the list as required.

 **EXPENDITURE**

Pre-fieldwork / preparation £

 Training £

 International travel (flights) £

 Subsistence (accommodation and food) £

 In-country travel £

Local counterparts / guides £

 Field equipment £

 Insurance (see FAQ 13 for further guidance) £

 (Please indicate your insurance provider)

 Medical / health & safety £

 Film / photography £

 Post-fieldwork activities £

 Preparation of project report £

 Dissemination of findings £

 Other (please itemise) £

 ……………………….. £

 ……………………….. £

 Contingency (usually 10% of sub-total) £

 **TOTAL Expenditure £**

 **INCOME**

 Grant giving trusts £

 Fund raising events & activities £

 Commercial sponsorship £

 Individuals donations £

 Other sources £

 **TOTAL Income £**

 **Support from other organisations to date**

State the amount of any financial contribution awarded or promised by other funding bodies. Also indicate what other funding applications are pending or are yet to be made. Indicate how any shortfalls in the budget will be made up.

**Section 5: Responsibility for the project and permissions**

**10. Formal review and approval of project**

We expect that your proposal will be formally reviewed and approved by your institution.

**a)** Will any institution formally review and approve the project in terms of risk assessment and ethical assessment? Please note, If this is an application coming from a team with members affiliated with a university or other research establishment we expect the institution to undertake the review.

Risk assessment: Yes/No

Ethical assessment: Yes/No

If yes, please state who:

If no, you must complete and submit the Risk Assessment and Ethical Assessment forms at [www.rgs.org/GFG](http://www.rgs.org/GFG) with your application.

**b)** Institutional approvals can take some time to process. If you answered yes to the question above, please let us know when this approval will occur. You will be required to submit written documentation from the university or institution with proof of these approvals before funding is released.

**11. Permissions**

**a)** Please indicate the steps that have been taken to obtain the permissions from the in-country authorities to undertake this work and the stage you have reached. Tourist visas are not usually sufficient.

**b)** Do you intend to bring any scientific samples back to Britain? Yes/No

If yes, please state which authorities in the UK and in-country you have contacted to gain permission to do this.

**Section 6: Logistics, safety, and environmental impact**

**12. Describe the geography of your research area**: Please include details regarding the environmental, social and cultural conditions you expect to encounter and the remoteness of your field site/ accommodation. Please provide a map of your project area with this application (**200 words**)

**13. Environmental, social, and cultural impacts**

The Society requires that the research it funds be conducted in an ethical and responsible manner. Please outline any significant negative environmental, social and cultural impacts that your project may have, and give details of strategies that you will adopt to minimise and mitigate these. Please note that if your project involves working with people you will need to obtain ethical approval for your research. **(150 words).**

**14. Travel advisories**

Are there any travel advisories in place that might impact your project? See the Foreign and Commonwealth Office travel advice website: [www.gov.uk/foreign-travel-advice](http://www.gov.uk/foreign-travel-advice)

**15. Risk assessment**

A written risk assessment for the proposed project **should be submitted with your application**. If this has been reviewed and approved by your university or institution, please indicate this at Question 13.

**16. Emergency contact details**

 Please provide full contact details of the home contact in the UK and in-country contact while the research team is in the field

*Home contact (UK)*

Address:

Tel:

Email:

*In-country contact*

Address:

Tel:

Email:

**Section 7: Other information**

**17. Please indicate how you heard about the RGS-IBG Geographical Fieldwork Grants**

**18. Further eligibility criteria**

In addition to the information on the Geographical Fieldwork Grant page of the RGS-IBG website (<https://www.rgs.org/in-the-field/in-the-field-grants/expedition-grants/geographical-fieldwork-grants/>) please note:

* Teams must be UK-led (i.e. the team leader must be a UK national or registered at a UK higher education institution), or led by a Fellow or member of the RGS-IBG.
* A limited amount of funding is also available for independent teams not affiliated with a UK higher education institution, led by a UK national or a Fellow or member of the RGS-IBG.
* Projects that include a mix of university students and teaching staff will be supported provided the proposed research is student-led. This must be evident in the application.
* Strong preference will be given to research teams involving nationals from the host country.
* We will not support those joining a commercial or pre-paid expedition, including organised charity fundraising tours
* These grants cannot be used to cover university fieldtrip costs.
* Teams must be in the field for 30 days or more
* All team members must be aged over eighteen

**19. Referee statements**

Two referee statements are required for each application. **One of these will normally be from a university academic** who can comment on the proposed research and methodology; the **other should be from an appropriate contact in-country**, preferably from a government representative or an academic helping with your research programme. Your referees should not be members of the fieldwork team, nor be directly involved in the planning of the research. Please refer each referee the **Guide for Referees** page (https://www.rgs.org/in-the-field/in-the-field-grants/advice-and-resources/referees/) and ask them to return their statements directly to grants@rgs.org. **These are very important: your application is jeopardised if the referee statements do not arrive on time.**

**20. Declaration**

The information submitted in this application is to the best of my knowledge correct at the time this application was made. Should any significant developments arise after this application is made, such as change of team members or official permits being gained, I will keep the Society informed of such developments. I have informed my two referees that their statements should be returned directly to the Society. Should this project be cancelled or postponed subsequent to receiving support from the Society, I will return the grant awarded.

Please check the box to confirm that you will abide by this declaration:[ ]

**NOTE: The following are required before your application will be processed. Please ensure all required documents are submitted together with the completed application form to the Grants Officer at** **grants@rgs.org**

* **Risk Assessment**
* **Team Members’ details** on MS Word template available from the website [www.rgs.org/GFG](http://www.rgs.org/GFG)
* **Map of your fieldwork location**

For further advice or clarification regarding the grant or application process please contact the Grants Officer at grants@rgs.org.

Full details of the Society’s code of practice for the grants programme can be found [here](https://www.rgs.org/in-the-field/in-the-field-grants/advice-and-resources/code-of-practice-for-the-grants-programme/).

Further advice regarding fieldwork and expedition planning can be found in the Expeditions Handbook ([www.rgs.org/in-the-field/advice-training/resources-for-expeditions/](http://www.rgs.org/in-the-field/advice-training/resources-for-expeditions/)) or by contacting Geography Outdoors at go@rgs.org.

**Data protection**

In accordance with the latest [General Data Protection Regulation (GDPR)](https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation), applicant information will be treated in the strictest confidence and will only be used in connection with an application. Applicant data will be shared with selected reviewers, but will not be shared with any other third parties. Information about successful applications, including names of participants and affiliated organisations, is published on our website, kept as part of the Society’s archive, and is used to promote the Society’s grants programme. Information about unsuccessful projects is entered into the Society’s archive.