

Guidance for applicants

Costing your project

We require applications to provide detailed costing of their proposed projects as this enables us to ensure our limited resources are allocated effectively and fairly.

Below are some of the typical areas of work applicants seek funding to support. We have provided further details of the information we require to ensure we can assess applications fairly.

Archaeological field work

Archaeological fieldwork can be varied in nature. We require a detailed breakdown of the specific costs of your project such as accommodation, travel, equipment hire, professional fees (see guidance on these separately below).

Professional fees – these relate to any person who is appointed to work on your project for a fixed fee. Fees should be in line with professional norms and clearly separated from other project costs.

Photography – please give details of the scope of any photographic work required, i.e. for publication, for archaeological record, display etc and costs for equipment hire and/or professional fees and include costs for rights/permissions if required.

Geophysical survey- please give details of equipment hire costs, training and/or professional fees. We would expect to see more than one quotation for contracted work above £2500.

Post excavation work - we would expect individual quotations from specialists for any post excavation work within funding applications, i.e. pottery, small finds, coins etc

Publication costs – breakdown publication costs where possible with professional fees, publisher fees, images, etc.

Open Access – we do not support open access costs if the applicant comes from a university or other recognised research institution (e.g. a national museum).

Travel

Please try to use public transport whenever possible (see further guidance on Environmental Sustainability below).

Flights

Flying is the most carbon heavy of all modes of transport and must be avoided. We appreciate this may lead to higher costs (rail v flight). If you need to fly, please explain why other means of transport are not practical. Only flights outside of Great Britain (such as to

Northern Ireland) and non-rail-accessible European destinations will be considered for funding.

Travel should always be economy class and booked as far in advance as possible (no less than 7 days before date of travel) to access the lowest fares.

Car travel is one of the most carbon heavy methods of travel so before undertaking a journey you must consider whether you can travel by public transport to minimise the carbon impact of your trip. If you need to drive, please explain why other means of transport are not practical.

Travel costs by car should be based on 45p a mile. We require estimated mileage costs to give distances as well as overall projected costs.

Vehicle hire – please give details of the size of vehicle you propose hiring and associated costs.

Overnight accommodation and subsistence

Overnight accommodation must only be booked when it is not reasonably practical to travel home.

Accommodation and subsistence costs when undertaking archaeological field work may be substantially different to individual accommodation and subsistence when travelling alone. We would be seeking clear evidence that the most cost-effective solutions have been sourced, whether for group work or individual activity.

Expenses for volunteers - you can include the costs of expenses for volunteers to make sure they are not out of pocket.

Other

Give a clear description of all other costs.

Contributions from others

Please do include all contributions to your project in your application. This can include in-kind as well as direct financial support. For projects that support the training of university students we would expect to see a proportional contribution from the university.

How long will we fund a project for?

We are only able to fund projects for **three consecutive years** and this would usually only be for exceptional projects. We understand a project to be an investigation that may encompass pre excavation, excavation and post excavation work.

Equality and Diversity

We expect projects supported by the Roman Research Trust to actively aspire to improve diversity and representation within the discipline in relation to gender, ethnicity and social background.

Environmental Sustainability

We want our projects to do their very best to help mitigate against and adapt to the effects of our changing climate. All supported projects should aim to limit any potential damage to the environment. The measures that you implement should be appropriate for the scale of your project. ClfA has a very useful Carbon Reduction Guide Table <https://www.archaeologists.net/sites/default/files/ClfA%20Carbon%20Reduction%20Table.pdf>

Some things you might consider

Cleaner transport and travel: encourage eco-friendly travel. We expect to see carbon offsetting for flights.

Waste management: reduce, recycle or re-use wherever possible. Commit to reducing plastic waste and sending zero waste to landfill. Check that suppliers and partners are doing the same.

Each to their own: every site and every project will have different opportunities. Have all options been considered properly – big and small?

Some examples of the types of things we might look for

- encourage sustainable travel (bus or train, walking and cycling, etc)
- use local suppliers
- use recycled and/or environmentally friendly materials such as paper
- reduce your use of plastics, especially single use plastics
- reduce waste produced on site and create an effective recycling policy