

Transitions 1 & 2 and MKE Grants Schemes: 2019/2020 - Financial Guidance

The British Academy of Management (The Academy) will evaluate applications that are submitted under the Transitions 1, 2 and MKE Grant Schemes based on the following financial principles and specific funding criteria.

1. Financial Principles

- 1.1 The Academy is committed to funding a number of grants under these Schemes, dependent on the quality of submissions received, to a maximum value of **£4,000 per application**.
- 1.2 The Grant cannot support full economic costing of projects, including both salaries and overheads, given the Academy's position as a Registered Charity.
- 1.3 The Grant will be contracted between the Academy and the Principal Investigator's Research Office.
- 1.4 The Principal Investigator's organisation will need to issue an invoice to the Academy Grants Administrator to claim the grant.
- 1.5 The Grant holder(s) must not commit any expenditure prior to the contract being issued and the period of grant having commenced. All expenditure must have taken place within the dates of the project and been accounted for within two months of the project end date.
- 1.6 The host organisation must agree not to top-slice the grant. Applicants are to receive the full grant being awarded. **This agreement must be included with the application.**
- 1.7 **The Principal Investigator must include a letter from their Research Office confirming the application terms and conditions and financial guidelines have been read and accepted.**
- 1.8 The host organisation must include a commitment to support attendance at the British Academy of Management Annual Conference where the project will be presented *over and above standard conference support*. **This agreement must be included with the application.**
- 1.9 Priority will be given to applications that demonstrate value for money and financial clarity.

2. Costs that will and will not be covered under the Grant Schemes

The following items are indicative of costs that **are covered** under the Grant Schemes:

2.1 Accommodation, Travel and Subsistence

Applicants should provide estimates of, and justification for all accommodation, travel and other subsistence costs directly relating to the project.

2.2 Accommodation: Applicants should obtain reasonably priced hotel accommodation in accordance with their own institution's travel and subsistence policy.

2.3 Travel: Travel should be by the most economical means of transport. Applicants should book early and take advantage of cheaper advance tickets, where possible. The Academy expects that travel will be at the lowest available fare, which should normally be economy/standard travel.

2.4 Conference attendance: The Academy may, in certain circumstances, consider expenses relating to a *single* conference attendance if all the following criteria apply and permission is obtained from the Academy Grants Board via the Grants Administrator:

2.4.1 The theme and subject of the conference is of direct and particular relevance to the application;

2.4.2 There are no other sources of funding available to the applicant.

3. Transcription/data inputting

3.1 Assistance in transcription or data inputting may be funded from the grant if the following conditions are met:

3.1.1 The costing must be based on a quote from an official source, such as a professional transcription service that is used by the host organisation. The quote must accompany the application and must be dated and include the hourly rate and estimated number of hours.

3.1.2 The application must include details of how the estimated number of hours has been calculated.

4. Consumables: The following items **may be covered** under the Grant Schemes if sufficient justification is provided:

4.1 Stationery

4.2 Computing consumables (e.g. USB data sticks, CDs), equipment rental charges and software fees or purchases specifically required for the project

4.3 Specialist publications that cannot be obtained through the applicant's institution

5. Exceptional Items: The following items **may be covered** on an exceptional basis under the Grant Schemes if sufficient justification is provided:

5.1 Subject/interviewee incentives

5.2 Cost of microfiche records

5.3 Specialist reprographic services

5.4 Copyright permission fees

6. Excluded Items: The following items listed below are costs that **will not be covered** under the Grant Schemes:

6.1 Salaries

6.2 Fees

6.3 Hardware purchase