Knowledge Frontiers:
International Interdisciplinary Research Projects

Guidance Notes for Applicants

Purpose and Research Focus

1. The British Academy is inviting proposals from UK-based researchers across all disciplines within the social sciences and the humanities to develop international interdisciplinary research projects, in collaboration with colleagues from the natural, engineering and/or medical sciences.

2. The complexities of global change and the proliferation of diverse communities of knowledge, practice and intelligence highlight the necessity of collaborative engagement between communities of practice, disciplines, capacities and borders. The British Academy is keen to support and work with proposals that strengthen understanding of challenges in this context and engage with questions concerning the relationship between expertise, public understanding and policy delivery internationally. We are interested in projects of interdisciplinary nature that examine encounters between academic, professional and lay knowledge, and how valid knowledge, knowledge associations and evidence are built and developed, communicated and disseminated, and the factors which can serve as barriers to this in different political or cultural settings.

3. The British Academy is keen to support and work with proposals that build new research insights and collaborations across and between disciplines in the humanities and the social sciences and critically with disciplines in the arts and sciences as well as with partners outside academia. Proposals that creatively tackle cultural, public and/or policy controversies or thorny problems, or understand how such controversies have been understood and responded to in the past, would be particularly welcome. Such controversies might include, but need not be limited to, changing climate, movements across borders, socio-biological problems, artificial intelligence, medical humanities, people and infrastructures, and responses to or understanding of diseases and pathogens.

4. The purpose of each project will be to develop new ideas and methods to bear on existing international challenges and to deliver policy-relevant outputs. Projects will need to demonstrate an innovative and interdisciplinary partnership internationally (between researchers in the social sciences or the humanities on the one hand and counterparts in the natural, engineering and/or

medical sciences on the other), yielding new conceptual understanding and policy-relevant evidence on questions of international significance.

5. It is required that the projects will be international in scope or orientation, interdisciplinary and/or multi-stakeholder enterprises (nationally and/or internationally) led by established or emerging researchers in the UK, able to demonstrate creative thinking and potential to apply innovative research methods.

6. Proposals will aim to achieve the following outcomes:

    a. Enhance public, cultural and/or policy understanding of international challenges past, present and future through the expertise of the humanities and the social sciences in collaboration with the natural, engineering and/or medical sciences;
    b. Develop the insights required to address matters of international interdisciplinary concern;
    c. Engender new interdisciplinary international collaborations in order to yield new understanding for culture, policy and/or research agendas;
    d. Further cross-learning between disciplines and/or between academic, policy, cultural, practitioner and public communities on issues that are topical, under-explored or necessitate reframing.

7. While the British Academy does not have any other preconceived ideas regarding the exact type of project, outputs and dissemination of the research, the onus is on project proposers to convince the Academy that their projects fully address the aims described above.

8. The remit of the programme does not include primarily practice-based outputs such as in musical composition and performance, visual practice, creative writing, and film-making. These areas of research will be considered to fall within the British Academy's remit only when they form part of an integrated project of demonstrable critical or historical significance

9. The research outputs should inform policymaking and/or public awareness in the UK and internationally. Outputs must include both peer-reviewed academic publications that are policy-relevant and more targeted policy papers/briefings. Outputs may also include but need not be limited to: online resources, blogs, videos and podcasts.

10. Successful projects will be required to work closely with the British Academy's International team. This will include attending events at the British Academy during the course of the award and having regular contact with the team.

11. Awards must be of 18 months in duration and are available for up to £50,000.

12. Applicants are invited to submit their applications by **Wednesday 3 October 2018 (17.00 UK Time)**.

Suitable Candidates

13. The lead applicant must be based at a UK university or research institute, and be of postdoctoral or above status (or have equivalent research experience). The lead applicant must either be in a permanent position at the institution or have a fixed-term position for the duration of the award. International Co-applicants are strongly encouraged.

14. Co-applicants in the natural, engineering and/or medical sciences are required.

15. Award holders from the last round of the British Academy's *Tackling the UK's International Challenges* and *Knowledge Frontiers* programmes are able to apply for funding that further develops their original award. They are not able to apply with a proposal which does not relate to their original award. Award Holders that were successful for both of the previous two rounds are not eligible to apply. Award holders under any other British Academy funding programme may apply.

Value of Awards and Eligible Costs

16. The value of the award is set at a maximum of £50,000. Funding can be used to support:

    a. research/clerical assistance (postdoctoral or equivalent);
    b. research expenses and consumables;
    c. travel and subsistence;
    d. networking, meeting and conference costs.

17. Awards are not funded on a full economic costs basis, with contributions to overheads an ineligible cost.

18. In addition, the following items are **not eligible** for funding:

    a. computer hardware including laptops, electronic notebooks, digital cameras, etc;
    b. books and other permanent resources;
    c. the preparation of camera-ready copy, copy-editing, proof-reading, indexing, nor any other editorial task;
    d. subventions for direct production costs (printing, binding, distribution, marketing, etc.);
    e. costs of publication in electronic media;
    f. payment to the principal researcher(s) in lieu of salary, or for personal maintenance at home;

g. replacement teaching costs;

h. travel and maintenance expenses for purposes such as lecture tours or to write up the results of research.

19. Awards will be paid in full on acceptance of the award. All payments will be made to the employing institution of the PI, and not to the individual researchers involved. Institutions must be officially recognised by the British Academy prior to an application being submitted.

Reporting

20. The lead applicant and any Co-Applicant(s) will be required to attend an event at the British Academy during their award.

21. The lead applicant and any Co-Applicant(s) will be expected to stay in regular contact with the British Academy's International team throughout the course of the award, including through an interim report.

22. A final report and final statement of expenditure will be required within three months of the end date of the award, and any underspend will be required to be refunded to the British Academy.

Research Ethics

23. Applicants must ensure that the proposed research will be carried out to a high ethical standard. They must ensure that any potential ethical issues have been considered and must also explain how these will be addressed. The British Academy requires the research it funds to be conducted in an ethical manner.

24. The host institution is responsible for ensuring that ethical issues relating to the research project are identified and brought to the attention of the relevant approval or regulatory body.

25. Ethical approval to undertake the research must be granted by the relevant authority before any work requiring approval begins. Wherever necessary, appropriate consent should be obtained from or on behalf of participants or others affected by the research.

26. Applicants will be asked to indicate whether their proposed research raises any special ethical issues, and whether their application has been approved by the institution's Research Ethics Committee or other relevant authority.

Risk Management

27. Proposals funded under this call may choose to undertake (a part of) their research in a country/region where there is a risk of civil unrest, violence or crime.

28. All proposals will be required to indicate if (and where) they intend to undertake research. For countries/regions considered by the UK government's Foreign and Commonwealth Office as a host nation of medium or high risk, the application will also require researchers to demonstrate that the PI (and the PI's host institution) understand the risk management implications and can monitor and manage the risks effectively. This aspect will be explicitly covered in the approval of any application by the appropriate authorities at the PI's host institution, to confirm that the duty of care responsibility rests with the host institution.

Period of Award

29. Funding for the projects will begin on **31 January 2019**. Projects must be 18 months in duration. A fixed end date has been set for 30 July 2020.

Application and Assessment Procedures

30. All applicants must register in the British Academy Flexi-Grant® Grant Management System (GMS) to enable the processing and assessment of their application. All applications must be submitted in English.

31. All applications will be subject to an eligibility check undertaken by appropriate British Academy staff before being put forward for assessment, and applications that are not completed correctly and on time will not be considered.

32. The deadline for submissions is **Wednesday 3 October 2018 (17.00 UK Time)**. Host institutions must approve applications by **Thursday 4 October 2018 (17.00 UK Time)**.

Assessment Criteria

33. Applications will be assessed against the following criteria:

    a. The quality, significance and originality of the proposal, in particular in relation to making a significant advance in understanding of the topics, issues and concepts within the scope of the award;
    b. The ability of the proposal to enhance public, cultural and/or policy understanding of international challenges past, present and future through the expertise of the humanities and social sciences;
    c. Evidence of how the project will deepen existing or forge new international collaborations in the humanities and social sciences;
    d. Evidence of how interdisciplinary or cross-disciplinary approaches are providing new insights into the topic of study;
    e. The feasibility of the proposal in terms of appropriate and robust methodology and appropriate timing and plan of action;

f. The feasibility of appropriate plans to manage the project and disseminate findings to relevant audiences;

g. Value for money.

Code of Practice

34. The British Academy has a Code of Practice for assessing research applications, setting out the principles of equity, integrity and confidentiality governing the treatment of all applications for research support. The Code of Practice also covers Data Protection, the Academy's ethics policy and the appeals procedure. The Code of Practice may be viewed on the British Academy website.

35. The British Academy is unable to enter into correspondence regarding the decisions of the awarding Committee, which are governed by the Code of Practice. Please note that by applying to this programme, applicants undertake to accept the terms under which applications are assessed.

Application Information and Deadline

Applications can only be submitted online using the British Academy's online Flexi-Grant® Grant Management System (GMS) system via (https://britishacademy.flexigrant.com/). Further information about the GMS can be found here: http://www.britac.ac.uk/flexi-grant. If you have not previously used the British Academy's Flexi-Grant® GMS, please follow the registration process from the Flexi-Grant® homepage. Applications cannot be submitted on paper or in any other format. *The deadline for applications to be submitted is Wednesday 3 October 2018.* The application will be treated as confidential at all times.

When completing your application on Flexi-Grant®, it is recommended that you take particular note of the following points:

- *Personal details:* When registered in the British Academy Flexi-Grant® system, a user has the option to add or update personal information such as contact details, log-in details (including email address and password), interests, research, and employment details, at any time. **This does not form part of the specific application form for any individual programme**, but represents a personal record of your account in the system. It is useful if this information is kept up to date, but it is not essential to the progress of an application.

- *Automatic log-out:* **You are strongly advised to save your work regularly to prevent accidental loss of information**. In particular you should be aware that if the system does not detect any activity for 2 hours it will log out and save the application at that time. Please note that moving between *pages* within an application form will save the page that you are exiting but completing a field on a page is not considered an activity. It is recommended that you write the text for longer sections/fields in a word processor such as Word and then copy and paste into the relevant text box to avoid being timed out in this way.

- *Multiple sessions:* You should not have multiple browser windows/tabs of your application open at the same time as this may cause information to be lost. Only one user should edit an application at a time, otherwise changes might be lost.

- *Word limits:* When completing boxes that have a restricted length (note that it refers to words) you should note that if you exceed the specified amount you will not be able to save when you press the save button. You should type the text for the longer-length boxes in a word processor. You will then be able to check the word count and paste it into the British Academy Flexi-Grant® system. You will then still have a copy of the text to return to in the word processor. The word limit applies to text boxes.

- *Plain text:* If entering plain text, please avoid using symbols as some may not be accepted by the British Academy Flexi-Grant® system. You should generate and view a PDF of your application to check that the application appears as you want it to by clicking on 'print form'.

- *Uploading PDF documents:* When uploading PDF documents, please add your name and a heading at the top of every page to show what the document is. Please avoid uploading documents containing illustrations with fine details or colour as this can cause problems when creating a PDF of the application. Please note we will only print your applications in black and white. Each PDF cannot exceed 3 Mb in size.

- *Email addresses:* The British Academy Flexi-Grant® system relies heavily on automatic email contact. It is essential that you ensure you enter accurate email addresses where requested as it may cause considerable delay in the submission/processing of your application if any of these are incorrect. You cannot make changes to email addresses after your application has been submitted for approval.

- *Submission:* You will not be able to submit your application until you have completed each section in full. ***It is your responsibility to ensure that your application is submitted in good time, and in sufficient time, for it to be approved by your employing institution.*** You should submit your application for approval by a designated approver at your host organisation at least 5 working days before the closing date to allow for your host organisation's administrative procedures.

- *Application sharing:* **All applications must be started by the applicant who is to be the Principal Investigator (PI) on the award.** You can invite other contributors to join the application (e.g. Co-Applicant, Nominated Referee, Head of Department, Finance Office contact etc), but in order to do so your contributor will need to be registered in the British Academy's Flexi-Grant® system first. You will need to ensure you have their registered email address to invite them to participate in your application. You can let other British Academy Flexi-Grant® users view your draft application, in advance of submission, by providing their email address and entering the permissions you want them to have. They will be able to log in using their existing password and also see and, depending on permissions, amend your application.

- *Application deletion:* You can delete your application at any time although it is often a lot easier to just re-edit your existing application. We will be able to recover a deleted application for a period of 7 days after deletion. After this it will be permanently removed from the system.

- *Application returned for editing:* The approver can return your application to you for further editing. See 'Submission of Application' below.

- *Guidance:* In the tables below you will find in the left-hand each question as set out in the application sections and in the right-hand column useful guidance on its completion.

- *Further clarification:* If any of this advice is unclear, or you need further information, please do not hesitate to seek clarification from the British Academy's International Awards Team (contact details at the end of these notes).

PLEASE NOTE THAT IT IS ESSENTIAL THAT YOU CREATE A PDF OF YOUR COMPLETED APPLICATION (by clicking 'Download as PDF'), AND CHECK IT THOROUGHLY, INCLUDING EMAIL ADDRESSES AND UPLOADED PDF FILES, BEFORE SUBMITTING IT FOR APPROVAL BY YOUR HOST ORGANISATION. IT MAY NOT BE POSSIBLE TO RECTIFY MISTAKES IN TIME FOR THE DEADLINE.

WORD LIMITS APPLY TO PLAIN TEXT ONLY. PAGE LIMITS APPLY TO PDFs ONLY.

All FIELDS MARKED WITH AN ASTERISK* ARE MANDATORY.

YOU SHOULD NOT HAVE MULTIPLE BROWSER WINDOWS/TABS OF YOUR APPLICATION OPEN AT THE SAME TIME AS THIS MAY CAUSE INFORMATION TO BE LOST. ONLY ONE USER SHOULD EDIT AN APPLICATION AT A TIME, OTHERWISE CHANGES MIGHT BE LOST.

Completing the application form: The application can be completed by using the navigation tabs on the application summary page, with each page categorised as follows:

Page 1: Eligibility
Page 2: Lead Applicant details
Page 3: Lead Applicant Career Summary
Page 4: Co-Applicant Career Summary
Page 5: Research Proposal
Page 6: Financial Details
Page 7: Equal Opportunities

A full list of question fields to be completed as part of the application can be found in the following table. Each box in the table represents a page of the application form: the left-hand column contains the questions within each of these pages as set out in the form; the right-hand column contains useful guidance on its completion. A red asterisk (*) indicates which questions are mandatory and therefore must be complete before the application can be submitted. **Please read the guidance notes carefully before completing the form.**

Completion of application

PLEASE BE AWARE: It is your responsibility to ensure that you complete your application in time for the host organisation to process it and provide their approval by the approval deadline. Once they have checked your application they will contact you if any changes are required. It is recommended that you allow at least five working days for this process.

SUMMARY

Summary table	When your application form is complete, all sections on this summary table will be marked as 'Complete'. The **'Complete' status will only appear when all the mandatory fields in that section have been completed.** All mandatory fields are marked with an asterisk '*'. Only then will a 'Submit' button appear for you to be able to submit your application.

PAGE 1: ELIGIBILITY

Eligibility*	Please confirm that you meet the eligibility criteria as stated on page 3 of these guidance notes.

PAGE 2: LEAD APPLICANT PERSONAL DETAILS

Title, Names, Address, Email address etc.*	Please take care to review and complete your personal details accurately. Errors in this section can cause difficulties in the processing of your application. Please use the search bar to find your home institution and add the organisation to your application. If your organisation is not available, then it may not be registered in our system. Before requesting the addition of a new organisation,

	please check that it is not affiliated with any organisation that is already registered. If it needs to be added please email us at internationalchallenges@britac.ac.uk
Co-applicants	Please note that all applications must have one lead applicant, although applications on behalf of more than one person are welcome. Please note that all correspondence is sent via the system **only** to the individual in whose name the application is submitted on the British Academy Flexi-Grant® system. The applicant is responsible for notifying any other parties. If there is more than one applicant, or the research involves other partners, please complete this section, and the relevant sections of the co-applicant personal details and co-applicant career summary. A 'co-applicant' is a joint director of the project with equal responsibility for the academic management of the project. Postgraduate students are **not eligible** to apply for grant support from the Academy, and applicants (and co-applicants) are asked to confirm in the personal details section(s) that they are not currently working towards a PhD, nor awaiting the outcome of a *viva voce* examination, nor awaiting the acceptance of any corrections required by the examiners. Other participants in a project, whose involvement does not equate to being a 'co-applicant', should be named in the relevant section (Other Participants') in the Research Proposal section.
Nationality*	Please use the search bar to enter your nationality.

PAGE 3: LEAD APPLICANT CAREER SUMMARY

Present Appointment, Employing Institution and Department*	Please give details of your current appointment. The Principal Investigator must be based at a UK university or research institute, and must be of postdoctoral (or above) or equivalent status. The Principal Investigator must either be in permanent position at the institution, or have a fixed term position for the duration of the award.
Permanent position*	Applicants must be in established academic posts that will continue at least beyond the end of the funded period of the grant. If your post is not permanent, please explain further in the personal statement how you meet the terms of the eligibility for these grants.
PhD confirmation*	**Applicants working towards a PhD, or awaiting the outcome of their viva/submission of corrections are not eligible to apply.** Please therefore confirm that you have a PhD by answering yes. If you are an established scholar with relevant equivalent experience, but no doctorate, please select 'no' and indicate in the 'personal statement' field why you should be eligible for consideration.
Personal statement	This field is optional, but may be used, for example, in providing information regarding interruptions to an academic career. The limit on this field is 150 words.
CV upload*	A brief CV of **no more than two pages** should be uploaded here as a **PDF file**.

PAGE 4: CO-APPLICANT CAREER SUMMARY

Present Appointment, Employing Institution and Department	**Your co-applicant(s) will need to register themselves on the British Academy Flexi-Grant® system before they are able to complete this section.** If applicable, please enter all the details of your co-applicant(s) by clicking 'Contributors' tab on the Application's 'Summary' page. Please click on the 'Invite' button, enter the co-applicant's email address and then click 'Send Invitation'. If necessary, it is possible to enter additional co-applicants by repeating the instructions above. Once you have clicked on the 'Send Invitation' button, your co-applicant will be able to view your application and, depending on permissions, amend and submit your application. Please give details of your current appointment. Co-applicants from OECD DAC countries are strongly encouraged. Co-applicants in the natural, engineering and/or medical sciences are required. Co-applicants must be of postdoctoral (or above) or equivalent status. The Co-applicant must either be in permanent position at the institution, or have a fixed term position for the duration of the award.
PhD confirmation	**Applicants working towards a PhD, or awaiting the outcome of their viva/submission of corrections are not eligible to apply.** Please therefore confirm that you have a PhD by answering yes. If you are an established scholar with relevant equivalent experience, but no doctorate, please select 'no' and indicate in the 'personal statement' field why you should be eligible for consideration.
Personal statement	This field is optional, but may be used, for example, in providing information regarding interruptions to an academic career. The limit on this field is 150 words.
CV upload	A brief CV of **no more than two pages** should be uploaded here as a **PDF file**.

PAGE 5: RESEARCH PROPOSAL

Title of Research Proposal*	Please state the title of your research proposal.
Starting date/ end date/project duration*	To select a date in the future using the calendar feature in the British Academy Flexi-Grant® system, click on the month and year in between the two arrows at the top of the box. A second box will appear where you can select the month you wish and then you can type the year you require in the box provided. Click 'Okay' and the calendar will take you to the month and year you have selected. Please note that awards must be 18 months in duration from a fixed start date of 31 January 2019 to a fixed end date of 30 July 2020.
Abstract*	Please provide a short abstract summarising your proposed research in terms suitable for an informed general audience, not one specialised in your field. This is a mandatory field and the limit is 150 words.
Principal aims of project*	Please outline which research theme(s) your proposal falls under as described in the guidance notes. Please state briefly in a sentence or two why your application is particularly relevant to this theme.
Proposed programme*	This field should be used to describe the proposed research, including objectives, methodology and hypotheses, and the country/countries to which it is relevant. Please state clearly whether the project is a relatively new initiative or a project of longer standing. If appropriate, explain any achievements to date. Please explain briefly the project's intended audience and explain its potential impact in addressing the issues to be tackled. The limit for the proposed programme field is 1500 words.
Plan of action*	Please set out the proposed plan of action covering activity to be undertaken during the course of the one year of the award. This should be as detailed as is

	practicable, but suitable allowance may be made for variation in the event of an award being offered. The limit on this field is 800 words.
Planned research outputs/plans for publication/dissemination*	Under 'planned research outputs', please only state the type of output expected. Please give more detail about potential publishers etc. under 'plans for publication', for which the limit is 500 words.
ODA Related	If your project in any way relates to the problems of the developing countries on the OECD DAC list, please use this section to briefly outline this. Only research that has a primary objective which is directly and primarily relevant to the problems of developing countries may be counted as ODA.
Other participants/ Role of other participants/ Added value of collaboration	Under 'other participants' please give the names, appointments, and institutional affiliation of any other participants in the proposed research. Please describe the contribution to the project to be made by other participants, citing any particular specialisms and expertise, under 'role of other participants'; and under 'Added value of collaboration', please provide any comments you wish to make on the particular relevance, timeliness or other aspects of the collaboration, and the benefits envisaged.
Ethical Issues*	Are there any special ethical issues arising from your proposal that are not covered by the relevant professional Code of Practice? Have you obtained, or will you obtain ethical approval from your employing institution or other relevant authority? If the answers are yes to special ethical issues and no to having obtained prior approval, please describe in the available space the non-standard ethical issues arising from your research and how you will address them. Applicants must ensure the proposed research will be carried out to a high ethical standard and must ensure that any potential ethical issues have been considered and explain how these will be addressed. The British Academy requires the research it funds to be conducted in an ethical manner. The host institution is responsible for ensuring that ethical issues relating to the research project are identified and brought to the attention of the relevant approval or regulatory body. Ethical approval to undertake the research must be granted by the relevant authority before any work requiring approval begins. Wherever necessary, appropriate consent should be obtained from or on behalf of participants or others affected by the research.
Risk management*	Researchers funded under this programme may choose to undertake fieldwork while the research project. Depending on the country/region concerned, there is a risk that the researchers will be in an area of civil unrest, violence/crime. At this stage, all research groups are required to indicate if (and where) they intend to undertake research in the field. For countries/regions considered by the UK government's Foreign and Commonwealth Office as a host nation of medium or high risk, applicants are also required to demonstrate that the PI (and the PI's host institution) understand the risk management implications and can monitor and manage the risks effectively. This aspect will be explicitly covered in the approval of any application by the appropriate authorities at the PI's host institution, to confirm that the duty of care responsibility rests with the host institution. The limit on this field is 750 words.
Benefits – International context*	Is the proposed engagement likely to meet international challenges facing society? If so, briefly explain in what ways the benefits more generally might be spread to other countries. The limit on this field is 550 words.
Benefits – UK context*	Is the proposed activity likely to meet national challenges facing the UK? If so, briefly explain in what ways the UK more generally might benefit. The limit on this field is 550 words.

Other relevant information	Please use this space to provide details of any other relevant information.

PAGE 6: FINANCIAL DETAILS

Financial Details/ Justification* ***Please refer to pages 3-4 above for a full list of eligible costs.**	Please provide details of funding in the relevant fields. Please note that this grant will not be paid on a fEC basis and contributions to overheads are not an eligible cost. Please outline the costs for the grant in the appropriate budget heading as below: Travel Costs: please include all costs associated with travel, whether by the PI, Co-Is or other participants. Accommodation: please include all costs associated with accommodation for any participants in the project. Subsistence: please include all costs associated with subsistence for any participants in the project. Other Costs: please include in this section any other eligible costs, relating to consumables and networking. Research/ Clerical Assistance: please include all costs of research or clerical assistance. In the justification box, please make a clear statement about the expected division of costs between the headings - indicating for example, the number of research assistants and the amount of time they will paid to work on the project, the expected costs of travel, networking, and related expenses and so on. The total maximum for the grant will be £50,000. **Please do not use '£' signs in the amount boxes.**
Applications to Other Funding Bodies	The British Academy does not require applicants to demonstrate that the research has also attracted funding from other bodies, but please use this space to indicate if it has done so. The limit on this field is 750 words.

PAGE 7: EQUAL OPPORTUNITIES

Equal opportunities/ Co-Applicant Equal Opportunities	This section is optional. The Academy would however, greatly appreciate it if you complete the details. You must either complete the form or tick the box stating that you do not want to complete the form. If you do not tick one or other of the boxes the system will regard your application as incomplete and will not allow you to submit it. The British Academy is committed to its policy of Equal Opportunity in the provision of its grants and awards. Please help us to monitor the effectiveness of

	this policy by providing the following information concerning your age, gender, ethnic origin and disabilities (if any). **This information will be kept separately from the rest of your application and will not be seen by those involved in making decisions in the selection process, including referees etc.**
Date of birth	To select a date in the past using the calendar feature in the British Academy Flexi-Grant® system, click on the month and year in between the two arrows at the top of the box. A second box will appear where you can select the month you wish and then you can type the year you require in the box provided. Click 'Okay' and the calendar will take you to the month and year you have selected.