



SHA RESEARCH GRANTS - INFORMATION FOR APPLICANTS

12 Oct 2017

General

1. SHA Research Grants are available each year to paid-up members to support original research (but not publication costs) in the History of Astronomy. Their purpose is to defray expenses incurred during such research.
2. The total sum available for grants in the twelve months starting 1 November will be announced at the AGM (normally held as soon after 1 October as is practicable), and promulgated to all the membership.
3. This allocation will be available for grant applications at any time after the AGM date. The balance of the allocation, subject to ongoing reduction by successful applications, will remain in place until the next AGM.
4. Any approved grant funds not claimed within six months of notification of approval will be deemed to be void.

Applications

5. Grant applications can be submitted any time, although clearly the sooner after the AGM date, the better. The amount of the annual allocation that remains for further applications will be promulgated quarterly in the SHA e-News.
6. Applicants may apply for a grant up to the full amount remaining unallocated. The actual amount to be awarded in each case will be at the discretion of the Grants Committee.
7. Applicants are to use the Grant Application Form (available on the SHA Website). They may wish to include the following in their Case for Support on the form:
 - (a) Brief subject/project description.
 - (b) Any new/original aspects of the research.
 - (c) Current status of the project.
 - (d) Specific types of expenses to be incurred, and why they are necessary.
 - (e) Plans for publishing the results of the project/research (if any).
 - (f) Details of academic qualification to which the project/research contributes (if any).
 - (g) Brief applicant biographical summary.
8. Applications should be sent to the Grant Committee Chairperson by email (preferred) or post.

Expense Claims

9. Claims against approved grant applications may be submitted on a rolling, cumulative basis, but all such must be made after expenses have been incurred. Any exceptions require prior authorisation from the Awards Committee.
10. Claims are to be submitted using the SHA Expenses Claim Form (available on the SHA Website). Vehicle mileage expenses should be claimed at the appropriate pence per mile rate, up to the current maximum rate allowable (as specified on the claim form). All other expenses should be accompanied by receipts wherever possible.
11. The Form is to be submitted to the Grants Committee Chairperson by email (preferred) or post. The preferred method of reimbursement of claims is by direct bank transfer, although other methods are possible.

End of Project/Research

12. The successful applicant shall submit a brief summary to the Grants Committee no later than twelve months after the grant was approved. The summary will describe how the amounts claimed have contributed to the project/research. *This will be regardless of whether the project has been completed or not.* This will not preclude a further grant application.

13. The summaries in para 12 above will be promulgated at the AGM.

14. Successful applicants are invited (but not required) to report their research in SHA publications, at SHA meetings, or deposit any associated written works in the SHA Library.