

## RESEARCH GRANTS 2025 - GUIDELINES FOR APPLICANTS

### Introduction

The Society awards and administers a range of funds and grants for a broad scope of research activities. The average grant has previously been approximately £1,750 but amounts greater than this will be considered if deemed reasonable and equitable.

Applications for Society grants should be made using the downloadable form on the website. Please note that you do not need to be a Fellow to apply, however if successful, you will need to become a Fellow to receive your grant. We strongly advise you to read the guidelines below for full details paying particular attention to the allowable and non-allowable costs, as well as the information required for your application.

Applications must be accompanied by ONE supporting statement form, completed by a suitable person familiar with your work and proposed project. The referee does not have to be a Fellow.

Forms can be returned together or separately to [grants@geolsoc.org.uk](mailto:grants@geolsoc.org.uk) addressed to the Funding Officer and must arrive no later than the closing date. The grants cycle opens in autumn each year with the closing date for applications normally on the first/second Monday in February.

### Allowable costs:

- Travel
- Local travel costs
- Specimen shipping costs
- Laboratory expenses (please provide justification for the rates)
- Costs of training programmes, if the research grant panel feels it is essential to the candidate being able to carry out the proposed project

### Non-allowable costs:

- Grants to BSc/MSci/MSc/PhD students EXCEPT if the project proposed is separate or in addition to their degree – see further details below to check if you are eligible
- Attendance at committee meetings of IUGS and similar international bodies
- Conference attendance
- Tuition fees
- Funding for taught Masters programmes
- Costs associated with open access publishing
- Undergraduate field mapping projects
- Subsistence: please note that food is not an eligible cost except for in situations in which, (1) no salary/stipend to cover such costs is available to the applicant, and/or (2) food costs will be particularly high during the field period of the project. If you wish to request food costs, please ensure that your case is clear.

### Important points to consider before proceeding with your application

- Applications should have a clear scientific focus. It is not the practice of the Society to fund general proposals such as student expeditions.

- Applicants are required to provide one supporting statement from a suitable person familiar with their work and with whom they must discuss their project prior to application. A supporting statement from someone suitably qualified and familiar with the details of the candidate's topic of study is strongly recommended as the supporting statement will be used for confirmation of ability of the applicant to carry out the proposed research (i.e. it will be used as a letter of reference) and for verification of the need for research grant funding. The Supporting Statement Form can be emailed directly to [grants@geolsoc.org.uk](mailto:grants@geolsoc.org.uk) or it can accompany the application form.
- Applicants in receipt of NERC (or other UKRI) funding will need to make a strong case for funding although new, innovative opportunities will be considered.
- A grant to a BSc/MSci/MSc/PhD student will only be considered if the project proposed is separate/additional to the degree. The Society will not consider applications for grants to compensate for insufficient funding of studentships or where there has been a failure by the research supervisor to seek the full cost of associated field or laboratory work.
- Applications which the Committee considers to be premature, e.g. too early in the applicant's career path, will be ruled out.
- All applications are judged on the scientific excellence of the project. In deciding between those of equal merit, preference will be given to those who make the strongest case for financial support.
- All applicants will receive a brief statement of feedback. This statement is intended to be constructive and to aid the applicant with future funding applications. No further feedback will be provided, however feedback can be clarified if any comments are unclear to the applicant.

### **Guidelines for completing the application form**

- All applications must be submitted on the downloadable form.
- Please note that applications will be reviewed anonymously. Therefore, please avoid providing any personal details except for on the grants cover page.
- Please complete all sections. Incomplete applications will not be considered.
- The project must have a clear title and, in the case of a PhD project, please include the title of that project and the names of the supervisors.
- The project description may not exceed the specified word limits and must be in a font size of 11 or larger. Applications exceeding word limits will not be considered. Please note that in-text citations do not count towards the word limits. Up to two visuals/diagrams can be included.
- Describe clearly the work to be done and its timeliness.
- The role of the applicant must be stated if the application is part of a broader project. For example, explain your role within the team and set out what it is that you will do.
- State (1) that all necessary permissions have been obtained, (2) the ownership of any specimens collected in the course of the work, and (3) what will happen to any specimens collected at the end of the project (e.g. lodged with a museum, disposed of).
- As appropriate, confirm that an institutional risk assessment has been, or will be, carried out and that the fieldwork will only proceed once it has been approved by the institution. This is particularly important when an application is for funding to work in a remote area.

- Please do not exceed 10 references to support the project abstract and methods and materials sections. You may include up to two additional references to your own work. You may use your preferred reference style in this section.

### **Requirements for successful applicants**

- All applicants are required to be Fellows at the time of receipt of the grant money. If you are not yet a Fellow, you must complete an application in order to receive your grant.
- The grant may be used only for the purposes described in your application as approved by the Society's Research Grants Committee. If you are unable to use the grant for the specific purpose for which it was intended, please contact the Society before spending any portion of the grant.
- If any significant changes are likely to be made to the project's scope or scale, before or during implementation, or if the project's timetable is delayed, it is important to inform us immediately and to obtain approval for any variations. If changes are made without our agreement, we may consider reclaiming any funds not used for the intended purpose.
- Successful applicants must produce a report, either interim or full, 12 months from receipt of grant payment.
  - There is no a specified format, but example reports are available on request to help provide a guide.
  - The preferred style is more a piece of geoscientific journalism than a learned paper.
  - It must be no more than three pages clearly identifying the purpose of the research and what has been achieved.
  - It should outline the results/findings and any next steps, rather than accounting in a financial sense on how the money was spent.
  - It must state whether the recipient has had articles published or about to be published.

**Failure to produce a report will make future applications ineligible and your referee may be contacted and requested to chase the missing report.**
- Separate to the project report, successful applicants should provide an account of how the money was spent and receipts where possible e.g. flights, laboratory costs, accommodation, equipment, fuel etc.
- Recipients must ensure acknowledgement of funding from the Society in all publications relating to the funded project.
- Successful applicants may be asked to write a piece for the Society's magazine, *Geoscientist*, and blog.
- Reports may be published on the Society's website.
- Payments will generally be made by BACS. If your application is successful, we will require BACS details to make payment.

### **Privacy Statement**

The information that you submit with your form will be processed by the Geological Society for the purposes of administering your grant application. It will only be shared with external referees from the relevant committees as part of the review process. For more information, please refer to the Privacy Notice on our website [www.geolsoc.org.uk/privacy](http://www.geolsoc.org.uk/privacy).