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| **Royal Institute of****British Architects**66 Portland Place,London, W1B 1AD, UKTel: +44 (0)20 7580 5533Fax: +44 (0)20 7255 1541info@riba.orgwww.architecture. Incorporated by Royal CharterNo: RC000484Registered Charity No: 210 566VAT Registration No: 232 351 891 |

**RIBA Gordon Ricketts Fund 2022**

Application Form

**Background**

The Gordon Ricketts Fund was set up by RIBA Council in 1968 in memory of Gordon Ricketts, who had been Secretary of the RIBA (the equivalent, in today’s terms, of the Chief Executive Officer) from 1959 until his death in 1968. The Fund provides biennial grants for RIBA staff to pursue research in a personal field of interest related to architecture that is not necessarily directly connected to their work.

Applicants can apply for a grant of up to £2,000 to pursue their chosen research project.

**Eligibility criteria and assessment process**

Applications are welcome from past and present RIBA employees. Applicants do not need to be experienced researchers, but all applications should have defined objectives and clearly outline the personal and professional benefits of a specific research project related to architecture.

The application form requests information regarding the research proposed, the time the research is likely to take, how and where it will be carried out, and the sum of money sought with a breakdown of how it will be spent.

Applications will be assessed by a panel comprising members of the RIBA Research Development Group (a sub-committee of the RIBA Education & Learning Committee) and any co-opted individuals with expertise in assessing similar schemes.

**Please note** that if you are a current employee your application needs to be endorsed by your line manager. Your line manager will need to complete the approval form provided and email this to us separately. This form can be found at [www.architecture.com/gordonricketts](http://www.architecture.com/gordonricketts).

If relevant, applicants may also enclose a reference from an individual who is able to comment on their ability to undertake the research envisaged, but this is optional.

**Selection criteria**

The following criteria will be used to select the grant recipient(s):

* clearly stated and well-defined research objectives
* a demonstration that the research project will have personal and professional benefits for the applicant
* evidence that the proposal is well-planned, and completion within two years of the project commencing is achievable
* evidence that the applicant has the skills and capacity to carry out their proposed research and produce a final written report within the time frame and budget proposed
* clear consideration of the resources requested: these should be realistic and justified in the breakdown of anticipated expenditure

Use of the RIBA Library and Collections for the project is desirable but not essential.

**Grant amount and use of funds**

In 2022, the maximum grant amount per application is £2,000. The panel may decide to assist more than one applicant and to award less than £2,000 as it sees fit. It will, however, not be possible to award more than a total of £2,600 per application cycle.

The money may be used to cover expenses incurred in pursuit of the project, or it may be used to provide temporary cover for a member of staff on unpaid leave from the Institute. Any requests for unpaid leave should be discussed first with your line manager and the HR department.

**Terms and conditions of payment**

1. The research project should be completed within two years of April 2023. If it becomes clear that the project will not be completed within two years, or the nature of the project requires a longer time, this should be agreed in advance by the RIBA Research Development Group.
2. Grant recipients will be required to submit a short report to the RIBA Research Development Group on completion of the research project.
3. Grants are paid in two instalments: the first instalment of 80% of the award, is made on acceptance of the terms of the grant. The remainder 20% of the award will only be paid on receipt of the final report.
4. Any unclaimed funds will be reinvested into the RIBA Gordon Ricketts Memorial Fund and made available for future applicants.
5. There are no conditions attached to the acceptance of this award affecting the recipient’s employment contract with the RIBA.

**Final report**

Recipients of the grant will need to submit a final written report within two years of commencing the project, in order to receive the final 20% of the grant.

Alternative research outputs will be accepted, provided they are accompanied by a brief written summary of the research findings.

**Submitting your application**

Applications must be completed electronically using the form below and emailed with ‘Gordon Ricketts 2022’ in the subject line to Gillian Harrison, Education Projects Coordinator: Gillian.Harrison@riba.org.

The deadline for receipt of applications is **5pm on Tuesday 28 February 2023**. Applications received after this date will not be considered.

Following the deadline, the assessment panel will review applications before meeting to make their decision. All applicants will be notified of the outcome of the assessment process by the end of March 2023.

If you would like to discuss your research proposal in advance, or have any questions about the application process, please get in touch with Gillian Harrison: Gillian.Harrison@riba.org / 020 7307 3678.

All discussions and information provided in the application form will be treated in the strictest confidence.

**RIBA Gordon Ricketts Fund 2022**

Application form

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| **Section 1: Personal Details** |
| First Name: | Surname: |
| Job Title: | Department: |
| Work Email: | Personal Email: |
| Line Manager: |

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| **Section 2: Employment History**(please start with most recent first and include job title, name of employer and main responsibilities) | **Start date** | **End date** |
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| **Section 3: Academic History**(please start with most recent first and include qualification and grade/classification details) | **Start date** | **End date** |
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| **Section 4: Research project title** |
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| **Section 5: Research aims (no more than 50 words)** |
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| **Section 6: Anticipated costs of project** |
| Category | Total amount for project: | Amount sought from the RIBA Gordon Ricketts Fund: | Amount contributed by others:[[1]](#footnote-1) |
| Travel |  |  |  |
| Accommodation |  |  |  |
| Equipment |  |  |  |
| Administrative costs |  |  |  |
| Staff cover for unpaid leave[[2]](#footnote-2) |  |  |  |
| Other expenses (please specify) |  |  |  |
| **TOTAL** |  |  |  |

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| **Section 7: Project timetable** |
| Anticipated start date |  |
| Anticipated completion date |  |
| How much time will you devote to the research? |  |

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| **Section 8: Personal statement** |
| This section is for you to describe your project. Please ensure you:* define the research aims and objectives, and provide context for the project;
* clearly explain the personal and professional benefits of your proposal;
* explain how you will undertake the research and when it will be carried out;
* where applicable, detail any risks involved in your work and explain how they will be addressed

Please type your statement in the space below. It should not exceed **1,000 words**. |
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| **Section 9: Applicant’s declaration**  |
| I declare that the information provided in this application form is, to the best of my knowledge, correct in every respect. I agree that my typed name below replaces, in this context, my written signature.Signature: Date: |

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| **Section 10: Confirmation of approval by the applicant’s line manager**  |
| I confirm that I have discussed this application with my line manager, and they will be emailing their approval form separately.Signature: Date: |

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| **Section 11: Reference**  |
| If relevant, applicants may enclose a statement from a referee who is in a position to comment on their ability to undertake the research proposed. Please attach this as a separate document. |

Please email your completed application form and reference (if provided) with ‘Gordon Ricketts 2022’ in the subject line to Gillian Harrison, Education Projects Coordinator: Gillian.Harrison@riba.org

1. If you will be using funds contributed by others, please detail the funding source in your personal statement. [↑](#footnote-ref-1)
2. This should be discussed in advance with your line manager and the HR department. [↑](#footnote-ref-2)