**APPLICATION FORM AND GUIDANCE NOTES: EDGAR J. PELTENBURG FELLOWSHIP**

CAARI is pleased to announce the inauguration of an annual fellowship in honour of the late Professor Edgar Peltenburg to conduct research on Cypriot prehistory (from the first visitors to the transition to the Iron Age). Applicants of all nationalities are encouraged to apply provided they have been awarded a PhD degree by the start of the fellowship. Although the fellowship is open to scholars of all ages, priority will be given to early career candidates who have received their PhDs within five years of the start of the fellowship. The period of the fellowship is nine months, renewable in exceptional cases for an additional nine months; it includes a $14,000 stipend and up to $1,500 travel expenses for those traveling to Cyprus from abroad. The deadline for applications is January 24, 2019 with notification approximately one month later. It can begin as early as March 1 or as late as April 30, 2019. The fellow will normally be expected to reside at CAARI for the duration of the fellowship. In addition, he or she is expected to play an active role in the CAARI community and to contribute to our academic environment with research-related and/or outreach events. Details for applying, including an application form and conditions of the fellowship, can be found below.

Please furnish the following information and send it by **24 January 2019** as an email attachment in a PDF or MS Word file to usa.office@caari.org.cy with this title: **CAARI Application [your name].** Be aware that though the deadline is 24 January 2019, the system may be congested as the deadline approaches, and an earlier submission is strongly recommended.

**Application details:**

Please type within the boxes below.

**Full Name (surname underlined) and title: Postal Address:**

**Nationality / Dual Nationality: Email Address:**

**Telephone number**

**Academic affiliation (or graduating institution): How did you learn about the fellowship?**

**Names and addresses of your two referees:**

**Necessary permits:** What permits are required for your work/research? Please provide proof that you have the requisite permissions or indicate the current status of your request for them.

**Project summary:** Give the title of your project, followed by a 100-word précis of the topic and the goal(s) that you expect to accomplish while on the fellowship.

**Project statement:** In no more than 1000 words, describe your project. Explain its focal issues, its significance for scholarship, the expectation you have for its publication or other use, and the way(s) in which you believe a period in residence on Cyprus will enable its successful completion. Please include a schedule (e.g. start date, time spent on data collection in various locations on Cyprus, time spent in the CAARI library, projected break for fieldwork).

**Importance to career development:** Please briefly outline your plans for publication of the research you will undertake at CAARI (e.g. articles in peer-reviewed journals, a monograph, edited volume).

**Suggestions for an academic/outreach event to be held at CAARI during the fellowship:** In no more than 300 words, please outline a possible topic for a reading or working group, and a lecture and/or workshop topic related to your area of research. Note that this is preliminary and non-binding and ideas can be further developed in conjunction with the CAARI Director once the fellowship commences.

**Bibliography:** Give a bibliography of no more than one page with publications crucial to your work.

**Curriculum vitae:** Provide a *curriculum vitae* (maximum four pages).

**Letters of recommendation:** Please have two scholars who are familiar with your work send a letter recommending you and your project in a PDF or MS Word file no later than **24 January 2019** to usa.office@caari.org.cy, with the following title: **CAARI Recommendation [your name]**

**Notification of outcome:** We will notify candidates of the outcome of their applications by the 1st March 2019.

**Conditions for CAARI Edgar J. Peltenburg fellowship awards**

*Eligibility and use of Award*

1. The fellowship is to support the research project described in the application. If it is proposed to vary the project or programme in any significant way, prior approval must be sought from CAARI by contacting the Director (director@caari.org.cy) who will then consult with the CAARI Fellowship Committee in order to establish whether the project is still eligible.

2. In order to be eligible, candidates must not have been offered a permanent academic post or concurrently be in receipt of another substantial fellowship (where the fellow is paid a living wage) at the commencement date of the fellowship.

3. It is permitted to hold the Edgar J. Peltenburg Fellowship award in conjunction with other awards where the awardee requires additional funds for their research expenses. Note that Peltenburg fellows will have free access to the CAARI petrographic thin section laboratory equipment, if they wish to make their own thin sections.

*Research Ethics*

4. CAARI attaches considerable importance to the maintenance of high ethical standards in the development, conduct and reporting of the research it supports and to ensure that it is conducted in a professional manner.

5. It is the responsibility of the award-holder to ensure that your research is organised and undertaken within a framework of best practice and CAARI expects research to be conducted in accordance with the highest standards of integrity and research methodology. Ethical issues should be interpreted broadly and may encompass, among other things, relevant codes of practice, the involvement of human participants, tissue or data in research, research that may result in damage to the environment, and the use of sensitive data. Fellows should follow the guidelines of the institution that awarded their PhD in these matters. Fellows are expected to comply in all facets of their research with the Directives of the Department of Antiquities, Cyprus. Relevant legislation can be found here: <http://www.mcw.gov.cy/mcw/da/da.nsf/DMLlaw_en/DMLlaw_en?OpenDocument>

*Payment of Award*

6. The fellowship award falls into two categories: travel and stipend. The travel component is only available to awardees not normally resident on Cyprus. Payment of the sum awarded will be made at the request of the award-holder, when the fellowship commences (or part may be requested earlier if reimbursement for travel expenses is urgent). The stipend will be payable in three equal installments, either in € on Cyprus or in $US to the bank account of the fellow. When requesting payment, please allow for at least two weeks for payments to be processed.

7. Award-holders are urged to start work on their project promptly. Should work be seriously delayed, CAARI may be obliged to cancel the award and reallocate the funds, although without prejudice to its consideration of any subsequent application on its merits. Awards unclaimed at the end of the calendar year will be automatically cancelled, unless prior written permission has been obtained from CAARI for an extension.

*Residence at CAARI*

8. It is a condition of the fellowship award that the awardee should reside at CAARI for the duration of their fellowship. The fellow will receive a 10% discount on the monthly accommodation rate if they are willing to act as the out-of-hours responsible individual during their stay. Please contact admin@caari.org.cy for current room rates. Exceptions to this condition occur in the following cases:

a) where the awardee is normally a resident of Nicosia or normally lives within a commutable distance. In this case, the awardee is expected to spend their research time, outside of remote data collection or fieldwork needs outlined in b) and c) below, at CAARI during the day (equating to a 40-hour working week);

b) where part of the duration of the fellowship project entails research involving fieldwork or museum study outside the Nicosia District, then it is acceptable to spend up to five months of the duration of the fellowship close to your dataset. It is expected that the remainder of the fellowship will be spent researching and residing at CAARI;

c) where the awardee wishes to interrupt the 9 month duration of their fellowship to participate in fieldwork relevant to their career trajectory or research interests. It is possible to halt the award whilst undertaking fieldwork as it is expected that the fellow will be housed and provisioned during this time. Payment of the award will resume upon the resumption of the research project for which the fellowship was awarded.

*Accounting for Award*

9. All award holders must complete a CAARI Edgar J. Peltenburg Fellowship Report Form and submit it by email to the CAARI US office (usa.office@caari.org.cy) and the CAARI Director (director@caari.org.cy) within one month of the completion of the fellowship.

10. All requests for reimbursement for travel expenses for international awardees must be supported by relevant receipts. Receipts for CAARI accommodation will be provided.

*Reports and publications*

11. All CAARI fellowship holders are expected to publish their work promptly in an appropriate medium (monograph, journal article, etc) including any required by local statutory authorities. A copy of the publications must be provided for the CAARI library.

12. Award-holders are required to provide a report for the *CAARI Newsflash* no later than 1 month after the end of the fellowship. Please write in an engaging and accessible style suitable for a general audience.

13. Award-holders should provide CAARI with the URL of web pages created in addition to publications that contain information concerning the project funded. Where these are not provided, suitable information should be provided for the CAARI web site.

14. Due acknowledgement of support received from CAARI should be made in any presentation or publication resulting from the research, whether an article, a book, or additional forms of output, including web pages.

**CAARI’s use of your data**

All information concerning you as an individual will be held and processed by CAARI in accordance with the provisions of the General Data Protection Regulation (GDPR)(Regulation (EU) 2016/679). By submitting this fellowship application form, you consent to CAARI having access to and using your personal data for the purposes of processing your application in accordance with CAARI policy. All decisions regarding the awarding of scholarships are made by the CAARI Fellowship Committee, comprising CAARI trustees and the CAARI Director. If your application is unsuccessful, you wish to withdraw your application or you later choose not to take up the fellowship, we will delete your information within a one year period. If your application is successful, different conditions on your data management will apply and these will be outlined in a ‘Fellowship Reporting Guidelines’ document.