

# CLASP

## Research Proposal

### CLASP Research and Project Management Sub-Strategy

#### Raison d'être and parameters

This Strategy should be seen as a sub strategy of the primary CLASP Management Strategy and seeking to achieve the objectives and policies contained therein. *[Currently in discussion at Trustees]*

During the nearly ten years since the inception of CLASP there has not been a formally agreed strategy to oversee the evolution and development of research work undertaken by CLASP itself and also in its' name by member organisations and individual members. This Sub-Strategy is cognisant of external archaeological strategies, including the national CBA Archaeological Strategy for 2010-15, relevant regional and thematic English Heritage Strategies, Institute of Field Archaeologists Standards and CLASP Metal Detecting standards together with any other appropriate technical standards that may appear. Details on how to access these documents are shown at the end of this Strategy.

Until now, 2012, the principal research work undertaken has been to inform our Local People - Local Past Project (LP-LP Project) which seeks to define the character of the Romano-British Landscape across west Northamptonshire. By definition it is impossible to constrain this activity into a single era as one early result of the LP-LP Project has been to confirm a suspicion that the majority of the locations under investigation have continuity of occupation. This continuity of occupation is frequently, but not always, both before and after the Romano-British era. To fully understand and interpret the Romano-British era it is equally important to understand these contiguous eras. Nothing in this Strategy should however preclude other projects focussed outside of these eras being undertaken, providing they are self-supporting and fit within the overall objectives of CLASP.

It would be inappropriate to anticipate that the Archaeological Director would have the capacity to closely oversee projects that are outside of the principal area of CLASP activity. To that extent it would be necessary for proposals to include arrangements for academic and/ or professional oversight of the activity. These constraints would need to be considered when assessing the impact of any project on overall CLASP resources and effort.

#### Control and Reporting

For the strategy to be effective it is essential that all research and projects are supported by the CLASP management committees. To that effect project proposals must be submitted to the Organising Committee in the format appended to this Strategy. This submission is designed to ensure that the proposed research is detailed with a clear, timetabled programme of work and properly resourced. There must also be full facility for the reporting of the outcomes of the research, including the deposit of artefacts and reports in the relevant archives. Copies will also be

deposited with statutory bodies and other relevant bodies. The Submission format is attached to this Strategy as Appendix One.

Ownership of the information in the final report will be shared equally by each researcher and the Trustees of CLASP.

To ensure the submissions are correctly compiled advisory guidelines are attached as Appendix Two to this Strategy.

### **Strategies and Standards - Access**

CLASP Management Strategy (*In preparation, will be on CLASP website in due course*)

CLASP Metal Detecting Standards (*In preparation, will be on CLASP website in due course*)

English Heritage Research Agenda: An introduction to English Heritage's research themes and programmes.

<http://www.english-heritage.org.uk/professional/research/strategies/english-heritage-research-strategy/>

English Heritage Prehistoric Research Agenda

<http://www.english-heritage.org.uk/content/imported-docs/a-e/draft-prehistoric-strategy.pdf>

English Heritage Roman Research Agenda

<http://www.english-heritage.org.uk/content/imported-docs/p-t/rm-res-strat-1202-v22.pdf>

Regional Research Agenda and Strategy for the Historic Environment of the East Midlands

<http://tparchaeology.co.uk/east-midlands-research-strategy.htm>

West Midlands Research Strategy for Archaeology

<http://www.birmingham.ac.uk/schools/iaa/departments/archaeology/research/wmrrfa/index.aspx>

Solent Thames Research Framework

[http://thehumanjourney.net/index.php?option=com\\_content&task=view&id=553&Itemid=277](http://thehumanjourney.net/index.php?option=com_content&task=view&id=553&Itemid=277)

Institute of Field Archaeologists Standards

<http://www.archaeologists.net/codes/ifa>

Council for British Archaeology link to other Standards

<http://www.archaeologyuk.org/cba/strategy/2006to2011>

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**Prior to completing this research Proposal applicants are advised to consult the the associated guidelines.**

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**Proposal Ref:**

**Date of Submission:**

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**Proposal Title:**

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**Lead Proposer (Individual Member or Member Society):**

**Secondary Proposers (if any)**

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**Description of Proposal Including Aim, Objectives and Methodology**

**Overall Aim including Archaeological Rationale:**

**Objectives:**

**Proposed commencement date:**

**Methodology:**

**(Background research, fieldwork, identification and maintenance of standards)**

**Reporting Schedule.**

**Commencement Date for Project:**

**Firm Date for First Interim Report:**

**Provisional Date for Final Report:**

**Dates for Newsletter and Annual Report Submissions:**

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**Researchers' Covering Comments for Final Report including confirmation of archiving and submission of Final Report externally.**

**Comments & Recommendations of Organising Committee**

**Initial Proposal:**

**Interim Report(s):**

**Final Report:**

## **CLASP Research Proposal - Guidelines**

### **CLASP Research and Project Management Strategy**

Before preparing a submission potential researchers should have read and understood the requirements of the CLASP Strategy.

### **Associated Proposers**

These can be other CLASP individual members, associate members and member organisations. In some circumstances it would be possible to have external bodies or individuals associated with a proposal, for example these could include academics, other appropriate community groups or professionals. External participants would be expected to contribute a proportionate level of resources to a project, either financial or in kind.

### **Description of Proposal Including Aim, Objectives and Methodology**

The Aim for the proposal should be concise and include the archaeological rationale to justify the project. Rationales should reflect CLASP and external strategies, agendas and priorities. The Projects Objectives should demonstrate how the Aim will be achieved and naturally lead into the Methodology. The Methodology will normally need to illustrate at least three phases of work, documentary research, fieldwork followed by post field work research, conservation and post report writing and publication.

### **Resources Required**

This would need to include a detailed proposal of how financial support was to be achieved together with equipment sourcing. Funding support would be needed for any scientific investigations, conservation and report writing. Provision for a contingency allowance should be included. Resources should also provide an indication of the amount of volunteers hours required to undertake the Project

### **Project Report Schedule**

Arrangements should be made at the initiation of a project as to how the resulting information and reports are disseminated within CLASP, it's member organisations, individual members. Additionally consideration will must be given as to wider external dissemination.

### **Researchers Covering Comments for Final Report**

This section will provide a facility for the researcher(s) to make comments that would not be appropriate in the final report itself, e.g. personnel and logistical issues.



