



Research and Project Management Sub-Strategy

1. Raison d'être and parameters

This is a sub-strategy of the primary CLASP Management Strategy, seeking to provide a detailed basis for achieving the general objectives and policies contained therein.

It covers projects that may contain mainly fieldwork, or mainly (or even exclusively) documentary research work, or any mixture of the two.

It is a formally agreed strategy, to oversee the evolution and development of research work undertaken by CLASP itself, and also in CLASP's name by member organisations and individual members. It takes account 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 document.

Prior to first issue of this document, the principal research work undertaken by CLASP was to inform the 'Local People – Local Past' project (hereafter LP-LP) which seeks to define the character of the Romano-British Landscape across west Northamptonshire. However, it is impossible to constrain this activity into a single era, and one early result of the LP-LP project has been to confirm that the majority of the locations under investigation have continuity of occupation – 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.

The above comments are specific to one main era. However, nothing in this strategy precludes the undertaking of projects with a focus outside of these eras, provided that they are self-supporting, and that they fit within CLASP's overall research objectives.

2. Control and reporting

2.1 Setting up a project

All research and projects must be supported by CLASP's management committees.

- Project proposals must be submitted for approval to the Organising Committee, in the format appended to this document. This submission process is designed to ensure that the proposed research is specified with a clear, timetabled programme of work, and that it is properly resourced.
- There must also be full provision for recording and documenting the outcomes of the research, including the deposit of artefacts and reports in the relevant archives. Copies shall also be deposited with statutory bodies and other relevant bodies.
- The Submission format is attached to this Strategy as Appendix 1.
- To ensure that submissions are correctly compiled, guidelines are attached as Appendix 2.

2.2 Project supervision

CLASP's Archaeological Director may not always have the capacity to closely oversee projects that are outside the principal area of CLASP's activities. It may therefore be necessary for proposals to include arrangements for academic and/ or professional supervision of the activity. Such possible constraints should be considered when assessing the impact of any project on CLASP's overall resources and effort.



3. Intellectual Property - ownership of information

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

4. Standards to be followed

Projects submitted for approval should be based on the following list of archaeological standards:

- 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/englishheritage-research-strategy/>
- English Heritage Prehistoric Research Agenda
<http://www.english-heritage.org.uk/content/imported-docs/a-e/draft-prehistoricstrategy.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
- 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>



Appendix 1: Completing/submitting a CLASP Research Proposal

Before completing this Research Proposal, applicants should consult the associated guidelines.

Proposal Ref: _____ **Date of Submission:** _____

Proposal Title: _____

Lead Proposer (individual Member or Member Society): _____

Secondary Proposers (if applicable):

Description of Proposal:

- **Overall Aim including Archaeological Rationale:**

- **Objectives:**

- **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: _____

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:



Appendix 2: Guidelines for completing a CLASP Research Proposal

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

The following notes provide guidance on completion of specific sections of a proposal.

- **Proposal Reference**

This reference will be added by CLASP

- **Proposers**

These may be other CLASP individual members, associate members, or member organisations.

In some cases, external bodies or individuals may also be associated with a proposal – for example, academic bodies, 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**

The **Aim** for the proposal should be concise, and should include the archaeological rationale to justify the project. Rationales should reflect CLASP and external strategies, agendas and priorities.

The project **Objectives** should demonstrate how the Aim will be achieved and naturally lead into the Methodology.

The **Methodology** should normally describe at least three phases of work – documentary research; fieldwork, followed by post-fieldwork research; and conservation and post report writing and publication.

- **Resources Required**

This should include a detailed proposal of how financial support will be provided, and how any necessary equipment will be sourced. Adequate financing is required for any scientific investigations, conservation and report writing. Provision for a contingency allowance should be included. Resources should also indicate the numbers of volunteers/hours required to undertake the Project

- **Project Reporting Schedule**

Arrangements should be made at the initiation of a project for how the resulting information and reports will be disseminated within CLASP, its member organisations, and individual members. Consideration shall also be given as to wider external dissemination.

- **Researcher's Covering Comments for Final Report**

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