

THE BRITISH INSTITUTE OF PERSIAN STUDIES



10 Carlton House Terrace, London SW1Y 5AH
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Travel Grants – Risk Management policy

BIPS offer a limited number of travel grants to students and researchers.

All applications must include accurate budgets and a detailed breakdown of costs, and candidates are required to satisfy the selectors that their proposals are realistic in this respect.

All candidates must make themselves aware of and comply with the BIPS Travel Risk Management Policy in force at the time of travel.

All grants must be paid to a UK bank account.

All post-doctoral grants (Research, Research Assistant, and Flagship) must be paid into the bank account of the applicant's host institution.

All grant applications involving travel outside the UK must provide BIPS with a completed risk assessment from their institution before BIPS can pay the applicant.

BIPS will confirm receipt of the risk assessment and will keep a copy for reference, in line with GDPR.

Assessing and managing potential travel risks

Working in a politically unstable country can expose BIPS to risk. For example, a conflict could break out that puts BIPS staff, beneficiaries and assets in danger.

BIPS will weigh up the benefits of working in another country against the potential harm. BIPS will obtain and rely on the Grantee's Institution's risk assessment/procedures for managing this risk.

BIPS will consider travel outside the UK in accordance with Foreign Commonwealth and Development Organisation advice. Details of FCDO travel recommendations can be found at: <https://www.gov.uk/foreign-travel-advice>.

Currently, BIPS cannot support any travel to Iran.

Risk assessment – BIPS checklist

The activity/project:

- Is the activity clearly within the BIPS's objectives?
- Are proper policies and procedures in place to prevent beneficiaries being put at risk?

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- Are partners/staff/ beneficiaries sufficiently trained to be able to carry out the work?
- What lessons has BIPS learnt from its own previous experience, or that of other organisations working in the same area and/or type of activity?
- Are there any specific laws and requirements to be aware of in carrying out the activity? Are there any UK and/or local sanctions in force?
- Are partners being used? What risks does this pose?
- Have these partners been used before?
- Will a written agreement be in place?
- What are the risks of the partner not delivering?
- What factors are outside BIPS trustees' direct control?
- When working internationally have the grantee's institution considered relevant circumstances arising in a particular country or region of operation?