GUIDANCE FOR ARCHAEOLOGY GRANTS (V.2025)

HISTORIC ENVIRONMENT SCOTLAND | ÀRAINNEACHD EACHDRAIDHEIL ALBA

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Using This Guidance

Who is this guidance for?

This guide is for anyone applying for, or in receipt of, funding to undertake an archaeology project supported by a grant award from Historic Environment Scotland (HES) through any of our funding programmes.

What is this guidance for?

This guidance is relevant for projects where archaeology is the focus or where it forms part of a larger project. It is to provide clear and comprehensive guidance to help applicants, grantees, and lead archaeologists working on a grant aided project to understand the following:

1. The types of archaeological work and activity that HES is likely to be able to fund, and our expected standards for these.

2. The application and project requirements and delivery process for HES funded archaeology projects.

This guidance reflects changes following our Grants Refresh and policies outlined in our HES Grants Framework and should be read in conjunction with the main guidance for the funding programme to which you are applying. For archaeology projects, this is likely to be our Historic Environment Grants (HEG) programme although there is the potential for an archaeology project to be delivered under our other funding programmes.

When is this guidance relevant?

This guidance is relevant to all archaeology projects awarded funding under the HES grants programmes outlined below irrespective of the amount of funding received. Other grant conditions applicable to your project will depend on the programme under which your grant has been awarded.

The guidance may not be relevant for projects in receipt of HES support under other funding mechanisms.

Historic Environment Grants (HEG)

Our Historic Environment Grants Programme can support a wide range of projects and activities relating to the historic environment and which align with HES Grants Priorities. It has replaced a number of previous grant programmes, including the former Historic Environment Repair Grant (HERG), Historic Environment Support Fund (HESF) and Archaeology Programme. Heritage & Place Programme (H&PP) The Heritage & Place Programme (H&PP) has replaced the former Conservation Area Regeneration Scheme (CARS).

Heritage & Place Programme (H&PP)

The Heritage & Place Programme (H&PP) has replaced the former Conservation Area Regeneration Scheme (CARS). The H&PP supports the development and delivery of a diverse range of projects and activities within a defined scheme area of heritage significance.

Partnership Fund

Our Partnership Fund supports organisations to deliver established activities with national impact for Scotland's historic environment sector

This Guidance for Archaeology Grants should be read in conjunction with the main guidance for the funding programme to which you are applying.

As archaeological investigation is so diverse, it has been necessary to generalise in some parts of this guidance. If there are any parts of this guidance you are unsure of, then please contact the HES Grants Team.

Introduction

This guidance is intended to assist in the development, design and execution of archaeology projects funded by HES through all our funding programmes.

Scotland's Archaeology Strategy defines archaeology as the study of the past through its material remains. Through archaeological research and analysis of our places, artefacts and ecofacts, everyone can explore, better understand, value and care about the prehistory and history of Scotland's people, cultures and landscapes.

Archaeologists study texts and place-names, standing buildings and ruins, monuments and landscapes, objects, soils, shipwrecks and buried remains from deep under the sea to the highest mountains. Ideas generated by archaeology are embedded in our business, art, literature, culture, religion and politics. Archaeological investigation offers insights into global challenges, such as migration, agriculture and climate change. For example, by reconstructing past climatic and environmental change, archaeologists can give context to the questions which scientists are asking today.

Why does HES fund archaeology projects?

HES is the lead public body set up to investigate, care for and promote Scotland's historic environment. This means that as well as funding archaeological projects, we are responsible for upholding best practice.

Scotland's Archaeology Strategy

We work with our partners in the archaeological sector to deliver Scotland's Archaeology Strategy. which is raising the standard of archaeological investigation across Scotland, making archaeology more accessible for everyone and promoting collaboration within Scotland and beyond.

You will need to explain in your application how your proposed project will meet with the aims and objectives of this strategy and how it will be delivered in accordance with best practice.

HES Grants Priorities

HES has six Grants Priorities which are linked to our corporate outcomes. In your application, you will need to outline how your proposed project outcomes will help to meet these. Our priorities are listed below, and more detailed information is available on our website on each of these.

HES Grants Priorities Table

Grants Priority 1	Increase understanding of and engagement with Scotland's historic environment
Grants Priority 2	Enhance communities' use of the historic environment in place making

Grants Priority 3	Strengthen the resilience of Scotland's historic environment
Grants Priority 4	Use the historic environment as a catalyst for climate action
Grants Priority 5	Increase the quality and availability of historic environment skills
Grants Priority 6	Increase economic benefits from the historic environment in a sustainable and inclusive way

Project Requirements

Who can apply for an archaeology grant?

Details of who is eligible to apply for HES grant will vary depending on the funding programme you are applying to. If the project involves fieldwork, written permission must be obtained from the landowner before your application is submitted and should be included as a supporting document.

You must also be aware that there will be contractual requirements for anyone awarded a HES grant including the procurement of professionals and contractors working on your project.

Please refer to the specific programme guidance to which you are applying for further information on the above.

What archaeology projects are eligible?

As outlined in the introduction, the different types of archaeology subjects are wide and diverse. Some examples of archaeology projects which our funding may be able to support include:

- an archaeological excavation.
- a survey of a historic building or landscape.
- the scientific analysis of residue inside a pot.
- a community project to reconstruct the historic layout of a town.
- bringing to life the face of a person who died 4,000 years ago, or finding out what they ate and where they came from.

Archaeological projects may also consider the ideas, associations, even stories and songs that make up part of the historic environment, but they always begin with a question about Scotland's past, which can be investigated through traces left by people who lived before us.

Consents

Proposals to undertake any works to an archaeological site may require statutory consents and it is important that you understand the legal status of any site where work is planned. We would also expect for you to make all stakeholders aware of the proposed project before submitting an application.

Cultural and natural designations will place certain restrictions on what can be done, and you may have to fulfil set conditions before your project can start. If you are unsure of the cultural heritage designation of your site, you can search on the Historic Environment Portal.

If your project is likely to impact on a scheduled monument, you should make contact with our HES Planning, Consents and Advice Service before submitting an expression of interest for grant. In order for your application to be eligible for funding, it must have the support of the consenting officer from within HES.

An award of grant does not give any statutory consent and receipt of statutory consents does not mean that your proposals qualify for HES grant funding.

You may also need other types of consents which relate to the natural habitat of the archaeological site, for example Sites of Special Scientific Interest, and protected species such as bats and nesting birds. This may require monitoring or survey work prior to the works, and depending on the outcome, may affect your project programme. More information on protected areas and species can be found on NatureScot's website.

Lead advisers on archaeology projects

We require that the lead archaeologist on any HES supported project is a member of the Chartered Institute for Archaeologists (ClfA).

Where you are contracting professional archaeologists to undertake investigations, we expect that ClfA accreditation will be a material consideration in the tender process.

Other arrangements or suitably experienced advisers may be accepted in certain circumstances, but this is something that must be discussed and agreed with HES when making an application.

Procurement of the lead adviser

For all goods, works and services worth up to £50,000 (excluding VAT), you must seek at least three written quotes. This will include the services of your lead adviser and any other members of the project team with individual contracts up to £50,000 (excluding VAT). For all goods, works and services with a value of over £50,000, a formal tendering exercise must be undertaken.

Your competition can be based on a cost and quality approach as long as you can demonstrate that value for money is achieved. Other factors such as local availability or a desire to retain the services of a lead adviser who you have used on the project previously may be considered on a case by case basis by the HES Grants team. You would still need to demonstrate that value for money can be achieved in these circumstances.

Grant Eligible Costs

For more information on what costs our funding can help to support in relation to your archaeology project, please refer to the guidance for the funding programme you are applying to. This will also explain what costs are not eligible for our funding. When you are developing your project, you will need to carefully consider which works may be eligible for HES grant funding and we would expect your lead adviser to assist you in this process.

Radiocarbon dating and Bayesian statistical analysis may be covered by the HES Radiocarbon and Bayesian Call-Off Contract which is managed by the HES Heritage Science team. For this reason, this work should be costed separately and included as a supporting document with your application. Please contact HeritageScience@hes.scot if you want to discuss this in more detail.

Any artefacts recovered from fieldwork may require conservation to enable their study and preservation and you are responsible for making sure that these requirements are appropriately met. This conservation work may be undertaken through the HES call-off contract for artefact conservation so any costs relating to this during and after post-excavation analysis should not be included in your grant application. If work is undertaken through the HES contract, this will be overseen by the HES Regional Collections Manager, collections@hes.scot. You must keep the HES Regional Collections Manager informed about the project as they will be able to advise if you are eligible to apply for funding from this contract budget which is separate to the grants funding available.

Although not specifically mentioned in the costs section of the main funding programme guidance, please note that if you need to obtain images for your project then this can be included as an eligible cost in your application.

If you are unsure whether you can include a specific cost in your application, please contact the HES Grants Team to discuss.

How much funding can I apply for?

Please refer to the specific programme guidance for information on the likely grant intervention rates for eligible costs.

For all projects, we will expect match funding from you and/or through a funding package with others. Please also don't forget to include any in-kind contributions for your project as a non-eligible cost and as an income. These are explained more in the main programme guidance but can include services, facilities or time given to your project without charge by other individuals or institutions.

Please contact HES Grants Team if you are unclear on what can be included as an in-kind contribution.

Your Application

Please refer to the main programme guidance for more information on our application, assessment, and approval processes.

For all our funding programmes, you will need to first complete and have approved an Expression of Interest (EOI) on our HES Grants Portal before being able to progress with a full application.

You may already have had pre EOI and/or application discussions with the grants team and/ or our colleagues in the Heritage Recording and Archaeology Team about your project. If you have had any discussions or advice prior to submitting your EOI and/ or application then details of this should be provided.

Included below is advice on what you should consider when planning your archaeology project and also on what information to include in your application.

Getting started

When we are assessing an application for an archaeology project, we need to be sure that those undertaking it understand what is involved in taking the project through to completion and have planned appropriately to ensure that adequate resources are in place. That is why we ask for you to outline the full scope of your project from start to finish. Please refer to the Project design section for more information on this.

An archaeological project is considered complete when the project archive has been submitted to HES Archives for inclusion in the National Record of the Historic Environment (NRHE) the excavation assemblage is submitted to the Treasure Trove Unit the assemblage is delivered to the recipient museum and the results of the project have been appropriately disseminated. You should ensure that all these steps are included in your project plan at application stage.

Identifying the need for a project

The archaeological resource is finite, and excavation is destructive and should be considered a last resort. As a result, projects which propose urgent works to archaeological remains which are under threat of loss are a higher priority for our support. If your project proposes the excavation of an archaeological site under threat, please consider whether there are any other management solutions which might better preserve what is culturally significant about the site.

You should also explain in your application about why there is a need to excavate and to think about whether there are alternative means of investigation which could achieve the same results. The Historic Environment Policy for Scotland (HEPS) sets out how we make decisions about changes to designated heritage assets, such as Scheduled Monuments or Listed Buildings. Even for sites which are not designated, it guides our approach to when and why sites should be excavated or otherwise altered.

All archaeological projects should be guided by research questions. Every excavation has the potential to add to Scotland's story, if we ask the right questions. The Scottish Archaeological Research Framework (ScARF) identifies research gaps and can help you to target your research.

We also recognise that archaeological projects can deliver against a wide range of outcomes for Scottish society, including health and wellbeing, culture and creativity, sustainable economic development, climate change adaptation, responsible tourism, and protecting and improving the natural environment. Social value refers to the significance of the historic environment to contemporary communities, including people's sense of identity, belonging, attachment and place, and should be taken into consideration in all historic environment projects including those involving archaeology.

As HES welcomes applications for archaeology projects which highlight these wider social benefits, we would expect you to explain in your application how these could be delivered in relation to your project.

If your project relates to archaeology and mental health, the AMPHORA guidelines, funded by UKRI March Mental Health Network, provides toolkits for project providers, link workers and participants. These guidelines may also be helpful for community archaeology projects.

You may also wish to read this Social Values Toolkit, produced by Dr Elizabeth Robson. to help assess the social value of your proposed project, and to better understand how this should be used in decision making.

Project design

You will need to upload a project design as a supporting document to your application. This will tell us what you want to achieve, how you will achieve it, the delivery programme, what resources you will need and any risks to delivery. We expect you to follow best practice guidance as set out by the Chartered Institute for Archaeologists (ClfA). All archaeological excavations must be undertaken scientifically, using minimally destructive techniques where this is possible.

If the project involves fieldwork, your project design should describe how the site will be managed, including details of how it will be protected if work will take place over a protracted period, and any plans for reinstatement. The project design must include details of all reporting, archiving and finds disposal procedures which you intend to follow.

We will only fund projects which propose the excavation of archaeological human remains where we are satisfied that there is an unavoidable risk to their remaining in in-situ. Proposals to excavate human remains will be carefully considered, and we expect the project design to make it clear that best practice will be followed. You must refer to The Treatment of Human Remains in Archaeology for developing and delivering any projects involving this work.

We also strongly recommend that you consult the British Association of Biological Anthropology and Osteoarchaeology's ethics and standards.

A data management plan should also be included, which describes how you are planning to manage the digital data gathered during the life of your project, and how that data will be shared and archived. ClfA provide extensive guidance on the expected standards for archaeological projects, including guidance on how to structure a project design and data management plans.

Depending on the type of project you are planning, you may also wish to consider including the following documents:

- Sampling strategy (if not included in the project design).
- Communication & dissemination plan.
- Risk assessments.
- Community consultation plan.

Post-excavation research design

If your project includes post-excavation analyses of archaeological material, you must include details of how you propose to manage and fund the post excavation stages of your project. This may include submission of a research design template with your application. Guidance on the structure of this document is available from ClfA .

We recognise that it can be difficult to estimate post-excavation resource requirements at the outset of a project. The purpose of including these details in the application is to demonstrate that the project has been planned to completion, and that you have anticipated that the excavation results will be appropriately disseminated and archived.

If your project requires destructive sampling of artefacts or ecofacts, the use of the chosen technique must be discussed with your expert advisor and permission obtained from HES's Archaeological Science Manager.

During the project, you will be responsible for the safekeeping of all artefacts recovered during fieldwork from the time they are discovered until they are delivered to a museum. You will need to have appropriate procedures in place to allow the effective tracking and recording of the location of all finds during all stages of post-excavation analysis or study. If any material from the excavation is to be taken out of Scotland, even temporarily, permission must be sought from the Treasure Trove Unit.

You should refer to the Appendix at the end of this document for more information on what we would expect to see included in an archaeological project design and on what can be included as eligible costs.

Identifying your audience

Different activities are likely to reach different audiences, so it is important to consider these when planning your project. Not all projects are going to appeal to everyone, so be realistic and remember projects with a limited specialist interest can still have a large impact.

You may find your audience falls in to one or more of three broad categories - a non-expert audience who are not specifically interested in your project; a more informed specialist or local audience; or an expert audience or community of interest. These audiences will have different expectations so you will want to think about how you create bespoke content addressing these groups and how it will be targeted toward them. It is also important to consider audiences which may have specific needs, and to consider how you can make material as accessible as possible.

Depending on where your project takes place and the subject matter, you may wish to consider producing content in Gaelic, Scots or other languages or dialects and make sure to include the cost of this work in your application.

You should also think about the legacy of your project; what will you leave behind when it is complete? For example, if you engage school children in your project, you may want to consider the creation of educational resources that will continue to engage the local community, long after your project is finished.

Organisations such as Evaluation Support Scotland provide helpful and free advice on identifying audiences.

Partnership working

The archaeological sector in Scotland is varied, but well connected, with a particularly strong community archaeology scene. We strongly encourage that you work in partnership with other organisations to share resources and the positive benefits of your project.

Most regions in Scotland are covered by a local authority archaeologist, who will have a good understanding of what work is already taking place in their area. You must contact the local authority archaeologist in the planning stages of your project. They can advise and ensure that the results of your project feed into the local Historic Environment Record. If your project involves fieldwork, you must inform the local authority archaeologist of your intended start date at least two weeks in advance of beginning work on site to give them the opportunity to plan a visit.

Often other groups outside the historic environment sector may understand the needs of local communities better and partnering with these organisations can really help your project deliver public benefits. These could include partners such as youth groups, community advocacy organisations, local third sector providers of social services, or community ownership organisations.

Scientific analysis is becoming a routine and integrated part of most archaeological projects, especially for those that focus on non-destructive methods of investigation. If your project involves innovation and science, it may be necessary to partner with a laboratory or university to gain access to specialist technology or expertise.

If Your Application Is Successful

If your application is successful and you are awarded grant, it is likely that an Expert Advisor from our HES Heritage Recording and Archaeology Team will be allocated to support you in the delivery of your project.

The role of the HES expert advisor is to ensure that archaeology projects which HES supports are of a high standard and meet the aims and objectives of Scotland's Archaeology Strategy. They will work with project managers on the delivery of the project through to completion and liaise with the HES Grants Team to sign off reports for payment and helping to manage any complications that might arise during the project.

Expert advisors know the structure of Scottish archaeology well and can also advise on possible partnerships, alternative or additional funding sources, and best practice.

For information on our permission to start and claiming and reporting processes, please refer to the main programme guidance.

Project Completion

For archaeology projects involving fieldwork, once complete, there are a number of steps that will need to be fulfilled which are set out below. You should ensure that these are all considered and included in your project design, timetable and costs when submitting your application.

Reporting

All HES funded archaeological investigations must follow standard reporting procedures for Scottish Archaeology. On completion of fieldwork, you must complete an OASIS form for your project. OASIS is an online reporting form which provides information about investigations to regional Historic Environment Records and national heritage organisations. In Scotland, OASIS is linked to Discovery and Excavation Scotland (DES), an annual publication which details all archaeological investigation which has taken place that year. The OASIS form also submits fieldwork reports to DES on completion.

OASIS users can also select which research questions your investigation will help to answer, and this information will contribute to Scotland's Archaeology Research Framework (ScARF). This ensures that the information which new archaeological investigations generate contributes to our broader understanding of Scotland's archaeological resource. There is no charge for reporting through OASIS or for reporting fully funded HES projects to DES.

Disseminating Information about your project

Disseminating and sharing the results of your investigation is a crucial part of any project. How this is done impacts on the legacy of your project. You should consider at an early stage how you will share the information that you create: when applying to HES for funding, you should explain in your Project Design how information will be shared, anticipated costs, and how this will be resourced. Dissemination can take many forms, such as learning resources, leaflets, popular and academic publications, or events. Examples can be found here.

It is important to explain in your application how the dissemination route proposed will meet the HES Grant priorities (for example, increasing understanding of and engagement with Scotland's historic environment).

Academic Publications

An academic publication such as a monograph or journal article will often be one output of an archaeological project. There are a wide variety of peer-reviewed journals and publishers who offer a range of services, with varying costs. These may be traditional publishers, print on demand services, or digital only.

One of the most important services offered by publishers is Open Access (OA). OA publications are freely available to anyone who wants to access them online. There are multiple levels of OA. Gold OA publications are made freely available immediately on publication and issued under an unrestrictive license. OA does not affect your right to be recognised as the author, or effect intellectual property rights. OA widens audiences, improves ease of access, and prevents publications going out of print and becoming unavailable. HES requires that all publications which it funds are OA.

Although HES does not insist that you use any particular publisher or journal, there are some simple rules regarding academic publications:

- Intended publication output should be indicated at time of application and will be agreed with your expert advisor.
- We will only fund publication costs of outputs which are part of this agreement.
- We require a full breakdown of publishing costs and services provided (i.e., copy editing, indexing, etc) as these vary between publishers.
- We expect all academic publications to have Gold Open Access, or the chosen publisher's equivalent, except by prior agreement.
- We do not fund printing costs unless under special agreement, for example where this would enable access for a specific audience. In these instances, only a limited run will be funded for inclusion in local book repositories to enable accessibility. Repositories must be identified during the application process.
- We do not grant-aid reprints.
- The publication must include an acknowledgement of grant-aid by HES. This acknowledgement text must be approved by HES before publication.
- The current HES logo must be used in a prominent position in the publication.

Open Access Licenses

- The type of open access licence selected is up to you as an author. You can read more about the types of Open Access licencing on the Creative Commons website here.

- If any images from the HES Archives are used or the publication features images acquired through HES, then a discussion will be required with the HES Archives Team before any decisions on copyright licence are taken by the author.

Publication Costs

Assessing publication costs at the start of a project, particularly a long one, can be challenging. Your expert advisor can give you advice about publications, including the potential costs.

Please note that licensing costs associated with purchasing images from the HES Archives can be included as a grant eligible cost, but this must be included in the Budget Profile submitted with your application.

Archiving

An archaeological project is not deemed to be completed until the paper, digital and physical material associated with the project have been archived. Archaeological archives record a destructive process, and they are therefore the last and final record of a site which may no longer exist, wholly or in part. Project leads therefore have a responsibility to deposit an archive which is adequate record of the nature of the site and the evidence found. All applications for funding to HES must include costed plans for archiving of the following at minimum:

Paper and digital archiving

In Scotland, the National Record of the Historic Environment is the designated archive for all fieldwork records, including digital data, generated during archaeological fieldwork. We ask that all HES funded archaeological projects deposit their paper and digital archive with HES on completion. HES is an accredited archives service and has Core Trust Seal certification. We request that you contact HES directly at archives@hes.scot Our guidelines can be found here: Information for Depositors.

Spatial data

Accurate spatial data is fundamental to archaeological research. The spatial data which a project produces needs to be accessible to future researchers, who will build on the findings of the investigation. HES has a Data Management Team who are able to advise on expected spatial data standards for archaeological fieldwork. If your project will produce spatial data, such as GIS shapefiles, it is important that you speak to the Data Management Team at an early stage about the structure and standards you intend to use so that the data can be archived appropriately at the end of the project

Physical archive

In Scotland, all archaeological assemblages are considered to be bona vacantia (ownerless property) and must be reported to the Treasure Trove Unit. On completion of post excavation analysis, reporting and conservation, the physical archive should be prepared for deposition with a museum. The Treasure Trove Unit will inform you who the recipient museum will be, and you are responsible for the delivery of the whole assemblage of finds and all associated ecofacts collections to the recipient museum.

The assemblages should be cleaned, and where appropriate, minimally conserved and stabilised by an accredited conservator. An excavated assemblage may be reduced or reorganised during analysis; for example, as a result of sediment sample processing or specialist examination of artefacts. The material assemblage should be processed and stored to industry standards using appropriate systems for material packing and identification. Packaging and containers should be appropriate for the relevant materials and boxes should be clearly labelled using a consistent system. Box lists and any other associated documentation (e.g. publications, conservation reports or specialist assessments) should be included for transfer to the museum. This should be in line with relevant standards set out by ClfA and the Society of Museum Archaeologists:

- ClfA Standard for the completion and transfer of archives.
- ClfA Standard and Guidance for the collection, documentation, conservation and research of archaeological materials.
- Society of Museum Archaeologists (SMA) Guidance.

Appendix: Project Design Stages

The list below includes stages and tasks which we would expect to see included in an archaeological project design.

This list is not exhaustive or proscriptive, and if your project includes a stage or cost which is not noted below, we will be able to tell you if it is eligible. Similarly, not every stage will be applicable to every project, and it is unlikely you will need to include everything below.

Please use this list as a guide and prompt to ensure that your proposal is considered and costed from start to finish, so that we can be sure you have everything you need to complete your project to a high standard.

Project Planning (in advance of fieldwork)

- ✓ Project management
- ✓ Outline project design
- ✓ Resource assessment
- ✓ Project tendering
- ✓ Project design
- ✓ Sampling strategy
- ✓ Communication & dissemination plan
- ✓ Advertising and social media communication
- ✓ Risk assessment
- ✓ Timetabling
- ✓ Co-creation and community consultation
- ✓ Plan for evaluating impact

On Site

- ✓ Travel, accommodation and subsistence costs for paid archaeological staff and volunteers
- ✓ Survey - (including field survey, remote sensing, metal detecting, photogrammetry) Archaeological Evaluation
- ✓ Historic building recording and associated sampling
- ✓ Fieldwork staff costs
- ✓ Site infrastructure, consumables, equipment - including annual percentage increase as appropriate.
- ✓ Staff, expenses, consumables and infrastructure associated with community engagement
- ✓ Specialist costs during excavation, including but not limited to:
    - On-site Conservators
    - Ceramics (pottery, tile, daub etc.)
    - Osteoarchaeologist
    - Zooarchaeologist
    - Macro plant specialist
    - Coarse stone
    - Lithics specialist
    - Dendrochronologist
    - Community archaeology, evaluation or engagement expertise

- Other specialist dating expertise (excluding radiocarbon)
- Other specialist sampling expertise
- Vitreous materials, metallurgy, industrial waste

Post-excavation I: Immediately following fieldwork

- ✓ Production of data structure report
- ✓ Production of post-excavation research design
- ✓ Specialist input into the above, including but not limited to:
  - Ceramics
  - Osteoarchaeologist
  - Zooarchaeology
  - Macro plant specialist
  - Micromorphology
  - Coarse stone expert
  - Lithics specialist
  - Dendrochronology
  - Other specialist dating expertise (excluding radiocarbon)
  - Other specialist sampling expertise
  - Vitreous materials, metallurgy, industrial waste

Post excavation 2: analysis of the archaeological assemblage following completion of work on site

- ✓ Post-ex staff costs, by role and day rate, with annual percent increase clearly stated and factored in.
- ✓ Sample preparation and processing
- ✓ Specialist meetings including travel and subsistence for participants
- ✓ Report writing
- ✓ Specialist input into the above, including but not limited to:
  - Ceramics
  - Osteoarchaeologist
  - Zooarchaeologist
  - Macro plant specialist
  - Coarse stone expert
  - Lithics specialist
  - Dendrochronologist
  - Other specialist dating expertise (excluding radiocarbon and Bayesian analysis)
  - Other specialist sampling expertise (excluding radiocarbon and Bayesian analysis)
  - Vitreous materials, metallurgy, industrial waste

Dissemination

- ✓ Your expert advisor can advise on appropriate costs for publication, as HES routinely commissions and grant-aids archaeological publications.
- ✓ Production of final report/ DSR
- ✓ Direct publication costs to be paid to an appropriate publisher
- ✓ Contracting/ working with an appropriate publisher (specific costs including but not exclusive to copy editing, peer review preparation of illustrations, indexing, marketing and sales, peer review, image licencing, typesetting, storage, printing)
- ✓ Open access costs
- ✓ Costed associated with deposition of the physical archive, including delivery and reporting to Treasure Trove
- ✓ Costs associated with deposition of the digital and hardcopy archive to NRHE
- ✓ Popular publication costs
- ✓ Other dissemination costs, i.e. production of leaflets, popular publications, guidebooks Academic/ peer reviewed publication costs
- ✓ Education packs
- ✓ Handling boxes
- ✓ Interpretation, including but not exclusive to:
    - Fixed information boards
    - Digital dissemination
    - Digital reconstruction
    - Facial reconstruction