
Overview

This standard is for those archaeologists who propose and develop research projects. It is relevant to archaeologists in a wide variety of organisations including heritage agencies, academic research institutions, commercial organisations and the voluntary sector. Research projects may involve the collection and analysis of new data (including new field data) and the re-analysis or synthetic analysis of existing data. This unit does not cover purely descriptive exercises such as the compilation of catalogues.

Individuals may carry out research projects alone or as part of a team. The principal researcher usually proposes the research topic and takes the lead in formulating the research proposal. This includes identifying the research aims and objectives within the context of relevant research strategies; and identifying appropriate methodologies for the research and the resources and timescale required. The format of the research proposal will be determined primarily by the requirements of the organisation providing the funding.

**Performance
criteria**

You must be able to:

Propose a research project

- P1 Identify a topic for original research
- P2 Review existing and current research in the field for its relevance to the proposed project
- P3 Define the aims, objectives and relevance of the project and review these with potential stakeholders
- P4 Establish how the research fits into any relevant research policies and strategies
- P5 Identify potential funding bodies for the proposed research and establish the criteria they will apply to providing support
- P6 Identify potential and necessary partners and collaborators in the research and canvas their support
- P7 Formulate a research proposal that is agreed with stakeholders, partners and collaborators and is compliant with funding body criteria
- P8 Estimate resource requirements
- P9 Formulate and submit the research proposal in accordance with organisational procedures and the requirements of funding body (or bodies)

Develop and plan a research project

- P10 Verify the research aims and deliverables of the project
- P11 Accurately describe the nature, quantity and quality of data to be collected and analysed
- P12 Identify and apply relevant technical and ethical standards to the research project
- P13 Identify and evaluate factors that might benefit or obstruct the achievement of research aims
- P14 Select the methods best suited to realising the research aims and deliverables
- P15 Prepare a work breakdown and critical path analysis that optimises the use of resources within constraints on timescale

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Propose and plan a research project

- P16 Estimate the resource requirements of the project, including contingencies, and reconciling costs against constraints on funding
- P17 Identify a team with the necessary skills to achieve the project tasks within projected qualitative, timescale and funding parameters
- P18 Identify and agree targets and milestones with stakeholders where required
- P19 Propose and agree project management and evaluation procedures, including an appropriate programme of peer review, with stakeholders

Knowledge and understanding

You need to know and understand:

- K1 How to present the aims and objectives of the project
- K2 How to write a proposal, and what components should be in it
- K3 What constitutes original research
- K4 Which organisations fund the type of project proposed
- K5 To whom the proposal should be addressed and presented
- K6 Research strategies and policies relevant to your work
- K7 Technical and ethical standards relevant to your work
- K8 What other research is being undertaken by organisations and individuals in this field
- K9 The state of existing research in the field
- K10 The normal project management methods for monitoring projects
- K11 Procedures for peer review and refereeing
- K12 How to estimate the time and resources needed to complete each task
- K13 Cost resource requirements, allowing for inflation and other pressures
- K14 The research aims and deliverables of the project
- K15 What data are needed to achieve the research aims
- K16 What factors are likely to benefit or obstruct the project
- K17 The range of methods available and the best methods for achieving the research aims and deliverables
- K18 How to identify project tasks, and to show their relationship to each other
- K19 What factors to include in estimating the timescale of the project
- K20 How to identify significant milestones and useful targets
- K21 How to identify an appropriate programme of peer review

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Propose and plan a research project

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Developed by

Version number

Date approved

**Indicative review
date**

Validity

Status

**Originating
organisation**

Original URN

**Relevant
occupations**

Suite

Key words