

CIAMS Hirsch Graduate Mini Grants

Applications are assessed on a rolling basis.

The Cornell Institute of Archaeology and Material Studies (CIAMS) has instituted a mini-grant program to fund non-travel, research-related expenses of \$200 or less for CIAMS affiliated MA and PhD students. Applications should be made by an individual, but may be used to support the research of multiple students. Only students who have completed the requirements for full membership of CIAMS at the time of application are eligible to apply. Applications should seek funding for time-sensitive needs (e.g., software licenses) that occur outside the regular CIAMS Research Grant funding cycle, and/or research equipment (e.g., lab supplies) that fall under the funding threshold.

Applications must request \$200 or less, and there is no minimum amount. Successful CIAMS Graduate Mini-Grants will count against the student's eligibility for regular CIAMS Research and Travel Grants (e.g., a student who has received a \$150 mini-grant may only apply for \$3350 through the CIAMS Research and Travel Grant program that year). If the applicant has received previous funding from the CIAMS grant programs, future applications may only be made if satisfactory reporting has been completed for the previous awards.

Please note:

- The CIAMS research grants are aimed primarily to support research and NOT travel. The Hirsch Research and Travel Grant program is the appropriate place to apply for travel and related support.
- All applications will be reviewed by the CIAMS Awards Committee, and judged on the merits of (i) how the use of the requested funds relates to the student's goals and contributes to their progress at Cornell; and (ii) how well the application justifies the expense.

Applications should address the following points explicitly:

1. Set out in plain non-technical language the project that the Mini Grant will contribute to, its relevance to your academic program, and briefly explain the methods being used. 1-2 paragraphs, maximum 300 words.
2. Set out and **justify the budget** requested – be specific, explaining what you are purchasing, and the source. If this is for a standalone small project, then this budget would be for the entire project. In the more likely case that the application supports a larger project, briefly explain how the amount requested fits into the larger project and its budget, and name the sources of the rest of the funding and when decisions on this other funding will be known.
3. Funds for software licenses require justification for why this particular piece of software, and why a personal license is required.
4. Have the chair of your special committee send an email of support for the request to Laura Sabatini (ldw59@cornell.edu).

To apply: send your completed application electronically (MS Word or PDF) to Laura Sabatini (ldw59@cornell.edu).

Funds received through Hirsch Graduate Mini Grants may be received as an advance through the student's Bursar Account (with receipts submitted after research is complete), as reimbursement for submitted receipts, through direct purchase of equipment and supplies, or as a combination of these methods. Successful applicants should meet with Laura Sabatini to make the necessary arrangements. Expenditure must occur within 5 months of award.

CIAMS requires that you provide proof that CIAMS funds were used for approved academic purposes. For most mini-grant expenses, individual receipts are necessary. For expenses incurred outside the United States, you will need to provide a document with conversions to U.S. dollars for each individual receipt (you should use daily exchange rates, which can be found on the web). An English translation must be provided for each receipt in a foreign language.

Please note that research and travel funds students receive as advances or reimbursements may be reported as taxable income. Non-U.S. citizens may have a portion of any advance withheld for tax purposes.