

# APPLICATION FOR GRADUATE STUDENT HIRSCH ARCHAEOLOGICAL RESEARCH AND TRAVEL GRANT

Cornell Institute of Archaeology and Material Studies

The Cornell Institute of Archaeology and Material Studies (CIAMS) calls for applications for support towards high-quality research projects by graduate students in any area of archaeology and material studies. Applications should be submitted by an individual, but may be in support of collaborative projects. Only graduate students who are members of CIAMS at the time of application are eligible to apply. Applications should seek either funding for specific small projects or partial funding towards larger projects. Typical award request amounts differ based on student status (see below); in all cases, students applying for a total of less than \$200 should use a Mini-Grant Application instead.

*MA students* should be in the first year of their degree, and have completed half of the necessary course requirements. Their thesis prospectus must be submitted and approved before an application is made, and all expenses must relate to MA-thesis research. There is no formal cap, but students typically apply for not more than \$2500.

Prior to reaching candidacy (i.e., before the A Exam) affiliated *PhD students* who have completed all eligibility requirements may apply for two (one per year) grants to support research and training broadly relevant to areas of possible future dissertation research. These grants typically will not exceed \$2500 in total over the two years. *Doctoral candidates* (i.e., post-A Exam) may apply for grants in support of work that relates directly to their proposed dissertation project. These grants typically do not exceed \$3500. Subsequent grant requests may be considered if accompanied by evidence of significant pursuit of external funding.

Students are not prohibited from submitting budgets in excess of the above guidelines, but requested funds must be well-justified, and may not be approved in full even if a grant is awarded. Priority is given to first-time applicants. In the event of equally qualified and ranked applications, the committee will prioritize (i) those requesting smaller amounts and (ii) those with lower lifetime award totals. If multiple students and/or faculty are collaborating in a research project and wish to submit complementary funding applications, they should discuss the matter with the Awards Committee before applications are submitted.

If a previous award has been held, a new application can be made **only** if satisfactory reporting has been completed **for all previous awards**. All applications must be made *before* travel or research occurs.

Allowable expenses may include, but are not limited to the following:

- Travel and living expenses for research-related fieldwork or training, collections-based research, ethnographic fieldwork pertaining to archaeology and heritage, or public archaeology and community engagement
- Costs associated with materials analysis, such as radiocarbon dating, chemical characterization, petrography, isotopic analysis, specialist analysis of plant and animal remains, etc.
- Computer software and/or licenses
- Spatial data (e.g., satellite imagery, aerial photography, etc.)
- Tuition support for methodological and/or regional training broadly relevant to areas of thesis research.
- Costs associated with equipment, including purchase of new equipment, insurance coverage for existing CIAMS equipment, excess baggage fees, etc.

Where a grant is used to purchase equipment (or other item that resides somewhere – like software), the equipment or items (if of value \$200 or more) is the property of CIAMS and must be given to CIAMS after the use under the grant awarded.

Submitted applications must contain the following components:

1. an **academic rationale** for the project, set out in plain non-technical language. Present the project's relevance, methods, and explain why it should be supported and how/why the applicant(s) can successfully carry out the project. Maximum 2 pages with minimum 1" margins, single-spaced, 10 point font – including any and all references, figures, etc. Aim this document at educated general readers – convince them of the relevance/importance of your project – and avoid technical language/terms and jargon. Travel-only applications may be much shorter.
2. a **budget, with justification** for funds requested – maximum 1 page (same layout limits). If a standalone small project, then this budget is for the entire project. If the application is to support a larger project, then explain how the amount requested fits into the larger project and its budget; name the sources of the rest of the funding and when decisions on this other funding will be known. CIAMS expects that applicants will search out reasonably-priced options. Budgets for travel should include individual estimated costs for equipment, services (e.g., radiocarbon dating), big-ticket transportation items (e.g., air, train, or bus) and lodging. Meals and incidental expenses should be calculated on a per diem basis (in other words, determine the average amount you think you will need to spend on meals and incidentals per day and multiply that by the number of days you will spend on-site). Personal vehicle use should be budgeted using the federal mileage rate (58 cents per mile in 2019). Please do include the **total amount** requested.
3. a copy of your **Cornell academic record** through the most recent term (may be an unofficial transcript).
4. a **letter of support** from your advisor, which (i) explains how this project relates to your goals and progress at Cornell, and (ii) comments on the merits of the application. The form may be downloaded from the CIAMS funding web page.
5. a **list of all previous funding** applications (from CIAMS or external sources), and the status of those awards.
6. a **signed copy of the form below**, affirming your commitment to proper documentation of any successful award requested – maximum 1 page (same layout limits).

E-mail applications to Laura Sabatini ([ldw59@cornell.edu](mailto:ldw59@cornell.edu)).

Funds received through Hirsch Graduate Research and Travel 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.

CIAMS requires that you provide proof that CIAMS funds were used for approved academic purposes. For equipment, services, big-ticket transportation items, and lodging, individual receipts are necessary. For per diem meal and incidental expenses, CIAMS will need a statement about which days you spent on location; for personal vehicle use, we will need a list of days driven and daily mileage amounts. You should *not* submit individual meal receipts, or receipts for gasoline purchases

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). It may be easiest to provide CIAMS with a spreadsheet indicating dates, individual expenses, and U.S. dollar equivalents. 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 reimbursement may be reported as taxable income. Students who are not U.S. citizens may have a portion of their award withheld for tax purposes

\*\*\*\*\* IMPORTANT \*\*\*\*\*

**The Cornell University Accounting Office Requires Documentation for All Awards.**

Documentation accounting for all Hirsch expenditures **MUST** be filed with CIAMS upon completion of fieldwork and your return to Cornell University. **If you fail to provide adequate documentation, you will be financially responsible for repaying all award amounts to the university.**

**PLEASE READ CAREFULLY AND SIGN**

If I receive financial support from the Cornell Institute of Archaeology and Material Studies (CIAMS), **I agree to submit a full account of the funds spent to Laura Sabatini ([ldw59@cornell.edu](mailto:ldw59@cornell.edu)). I also agree to provide the CIAMS Assistant Director ([ciams\\_ad@cornell.edu](mailto:ciams_ad@cornell.edu)) with a brief written report** (circa 1-2 paragraphs; at least 200 words) and 1-2 images of myself in the field or involved in research activities for possible posting on the CIAMS website (see the CIAMS funding web page for summaries from previous years' recipients).

I understand that in accepting a Hirsch award I will be representing Cornell University and will conduct myself accordingly, using the funds only for their intended purpose.

Signature:

Date:

Telephone:

Student ID No.

E-mail Address: