

2019-2020 APPLICATION FOR FOR UNDERGRADUATE STUDENT HIRSCH ARCHAEOLOGICAL RESEARCH AND TRAVEL GRANT Cornell Institute of Archaeology and Material Studies (CIAMS)

Deadline for Applications: Monday, March 16, 2020 at 5 pm

The CIAMS Hirsch Archaeological Research and Travel Grant program supports undergraduate students seeking to participate in archaeological research and learn the methods of the discipline. With the approval of their advisor, a student may apply for funding to cover expenses related to archaeological field schools, laboratory-based materials analysis, and other kinds of archaeological exploration. These engaged learning opportunities are intended to extend student learning in the practice of archaeology outside the classroom through hands-on research in the field, lab, and other relevant settings.

Please read these guidelines thoroughly. Students should feel free to consult with CIAMS Awards Committee chair Kurt Jordan (kj21@cornell.edu) about applying for a Hirsch Grant.

Guidelines and Eligibility

All Cornell undergraduate students are eligible: archaeology majors and minors are given preference, but anyone with a proven interest in archaeology (typically demonstrated through coursework) will also be considered.

Students may apply once per year, although all programs must be completed prior to graduation. Declared Archaeology majors and minors are permitted to apply for and receive multiple grants; non-majors/minors can receive only one grant.

First-time applicants should engage in a high-quality excavation or other project that will provide a good introduction to the realities of archaeological research. We prefer projects that provide comprehensive exposure to techniques and methods. Ideally, the project should run for a minimum of three weeks. This training can be sought through an accredited field school, but equivalent experience on a non-course-based project is acceptable with documentation of the training received.

Archaeology majors and minors are invited to apply in subsequent years for the purposes of acquiring complementary training or solidifying relations with a particular project.

Funding Amounts

CIAMS offers two levels of undergraduate funding:

1. Standard funding: An amount up to \$1800 to cover expenses related to archaeological projects, including travel, tuition, program fees, lodging, food, etc.
2. Extended funding: Declared Archaeology majors may request the full amount of all costs related to an archaeological project; the total amount awarded will be at the discretion of the CIAMS Awards Committee based on the merits of the application and available funds.

**Students requesting standard funding should complete Section A of the application form only.
Students requesting extended funding must also complete Section B.**

Selection Criteria

The CIAMS Awards Committee prioritizes applications which strongly demonstrate how the proposed experience will contribute to the applicant's development in the field of archaeology. Applicants should clearly explain how the project fits in with their educational trajectory and how this archaeological training will benefit their future goals.

Preparing a Budget

CIAMS expects that applicants will search out reasonably-priced options. Budgets should be broken down into the following categories, as needed: **Transportation, Lodging, Meals, Class/Project Expenses, and Research Expenses.** *Transportation* consists of big-ticket items such as air, train, or bus, as well as any use of privately-owned vehicles (personal vehicle use should be budgeted using the 2019 federal mileage rate of 58 cents per mile driven). *Lodging* consists of housing en route and at the destination. *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). *Class/Project Expenses* include items such as tuition and program fees. *Research Expenses* consist of things like equipment and services (e.g., radiocarbon dating).

Submitting Your Application

Email your application and required documents to Laura Sabatini (ldw59@cornell.edu) by **5 pm on Monday, March 16, 2020.**

CHECKLIST OF REQUIRED APPLICATION MATERIALS

Section A: Standard Funding

- Completed application form
- Formal project description (if a non-Cornell project)
- Record of grades through Fall 2019
- Faculty letter of support form

Section B: Extended Funding

Everything from Section A, plus:

- Writing sample (such as a paper written for an archaeology course)

***** IMPORTANT *****

The Cornell University Accounting Office Requires Documentation for All Awards.

Documentation for all Hirsch expenditures **MUST** be filed with CIAMS upon completion of the project 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), with an October 1, 2020 deadline for summer 2020 projects. I also agree to provide the CIAMS Assistant Director (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 ciams.cornell.edu/funding 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: _____

SECTION A
To be completed by all applicants.

»A.1. STUDENT INFORMATION

Name: _____ Student ID No.: _____

E-mail: _____ Telephone: _____

Current Address: _____ Permanent Address: _____

College, Level of Study, and Major Field(s): _____

List present classes (Spring '20) with course names and department/number:

Are you an Archaeology major or minor? Major Minor Neither

Previous archaeological field work, if any: _____

If you have received any Hirsch funds in the past, please list:

Project: _____ Amount of Award: _____ Year: _____

Name and e-mail of the CIAMS faculty member providing a letter of support for this application:

»A.2. PROJECT DESCRIPTION AND DEVELOPMENTAL OUTCOMES

*Please list below the sponsoring institution, location and dates of project, supervisors' names, and number of course credits you will receive, if any. **How will participating in this project contribute to your development as a young archaeological scholar? What skills will you acquire, and how will these aid your educational goals? Why is this the best program for your academic development?***

»A.3. FORMAL PROJECT DESCRIPTION

If your project is based outside Cornell, please submit a formal description of your intended program (e.g., guidelines issued by the project or advertising material) with your application.

»A.4. BUDGET

*List below your anticipated expenses, breaking them into the categories described above. Please do include the **total amount** requested. If you are requesting tuition, be sure to indicate which institution will be awarding course credit. Please list any additional sources and amounts of funding (other than from CIAMS) that you have received or to which you have applied or intend to apply. Be clear about the amount you are requesting from Hirsch funds.*

»A.5. TRANSCRIPT

Please submit a complete record of your grades through Fall 2019 along with your application. This may be an unofficial transcript.

»A.6. FACULTY LETTER OF SUPPORT

A CIAMS faculty member should complete the Letter of Support form on your behalf. The form is available for download at <https://archaeology.cornell.edu/funding>.

SECTION B

To be completed by applicants applying for extended funding.

»B.1. WRITING SAMPLE

Please submit with your application a term paper or other formal writing assignment you have completed for an archaeology course that you have taken at Cornell. Indicate in the document which course and term the paper was for and the professors of the class.

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(ldw59@cornell.edu) by 5 pm on Monday, March 16, 2020.**