**Archaeology of Island Southeast Asia and the Pacific  
ARCHY 325/525**

# **Grant Proposal Guidelines**

**Overview:**

You will write a grant proposal to the National Geographic Society to fund an archaeological research project in Island Southeast Asia and/or Oceania.

**Requirements:**

* Project must be **archaeological** and be about **Island Southeast Asia and/or Oceania** (though it can include other disciplines and regions in a minor way)
* $25,000 maximum budget (additional costs can be included if source of funds is identified, see budget guidelines below)
* 1 year maximum project period
* Proposal must use format outlined below
* Draft due Monday 12/1 for peer review, final revised version due Tuesday 12/9 @ 4:30 PM

**Evaluation:**

Your paper grade will be based on the following rubric:

1. Project need, Objectives, Methods and Community relations clearly communicated and compelling (50%)

2. Principal Investigator and other participants have appropriate experience for project (10%)

3. Budget and work schedule realistic and appropriate for the project (20%)

4. Quality of peer review comments on other papers, AND incorporation of comments from draft version into final revisions (20%)

**This paper counts toward 25% of your final course grade.**

**Grant Proposal Format**

*You must use the following section headings and content described below.*

*Word count max: 2500 words, NOT including bibliography, budget and appendix*

**Project Title:**

**Principal Investigator:**

You should list your name as the Principal Investigator (“PI”= project leader), along with home institution and qualifications (you can make these up).

**Project summary**

This is a one-paragraph overview of your project needs and goals.

**Participant list**

List any people (virtual or real) besides yourself who are directly involved in your project, including name, institution, position and brief summary of their responsibility on the project.

**Project need:**Discuss previous research on your topic, what is missing from that research, and how your project will fill that need.

**Project objectives:**  
List your research questions and/or hypotheses, which flow from (and were justified by) the need for your project (section above).

**Methods:**Describe in detail how your project will answer your research questions and/or test your hypotheses. Tell us what exactly you will do, in the field and/or in the lab. Include a work schedule here.

**Community relations:**Describe how you will interact and communicate with local descendant communities and host country peers.What, if any, will be the local response to your research? Will it in any way offend cultural or religious sensibilities of local communities? What can you do to prevent that outcome? How does your research enhance local scientific capacity?

**Budget Justification**Explain anything in your budget that could not be explained in the line item “description” column. Describe other sources of funding you are using (if any).

**Bibliography:**  
You should use citation style typical for archaeology publications (see any of the readings for our course for examples).   
**Appendix:**  
You can put maps, images and other information here that helps support your proposal.

**Budget:**  
Use the table below to list and describe expenses for the project. The maximum amount supplied by National Geographic is $25,000. You can supplement this with other funds and donations of money or supplies, as long as you document the sources of these funds (in the “Other Sources” column). Expenses should be realistic. For example, check travel websites for costs of plane tickets, check radiocarbon labs for costs of radiocarbon dates. Salaries are generally not supported by NGS for the PI. You are expected to earn your salary from your home institution. However, you can pay other staff (US based, or home country based). The minimum daily rate recommended by the UN is US $5 per day for basic labor. Obviously, you will have to pay people more in places like Hawaii where minimum wage laws and local economies determine pay rates.

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| --- | --- | --- | --- | --- | --- |
|  |  |  | |  |  |
| **ITEM** | **DESCRIPTION** | **NGS** | **OTHER SOURCES** | |  |
| ***TRANSPORTATION*** |  |  |  | |  |
| **Airfare** |  | $ | $ | |  |
| **Vehicle Rental** |  | $ | $ | |  |
| **Field Vehicle Gas and Maintenance** |  | $ | $ | |  |
| **Other** |  | $ | $ | |  |
|  |  |  |  | |  |
| ***SUBSISTENCE*** |  |  |  | |  |
| **Lodging** |  | $ | $- | |  |
| **Food** |  | $ | $- | |  |
| **Other** |  | $ | $- | |  |
|  |  |  |  | |  |
| ***FIELD WORK*** |  |  |  | |  |
| **Equipment** |  | $ | $ | |  |
| **Field Supplies** |  | $ | $ | |  |
| **Assistants/Consultants** |  | $ | $ | |  |
| **Other** |  | $ | $ | |  |
|  |  |  |  | |  |
| ***LABORATORY ANALYSIS*** |  |  |  | |  |
| **Equipment** |  | $ | $ | |  |
| **Lab Supplies** |  | $ | $ | |  |
| **Assistants/Consultants** |  | $ | $ | |  |
| **Tests** |  | $ | $ | |  |
| **Other** |  | $ | $ | |  |
|  |  |  |  | |  |
| ***OTHER*** |  |  |  | |  |
| **Telephone/fax/postage** |  | $ | $ | |  |
| **Miscellaneous** |  | $ | $ | |  |
|  |  |  |  | |  |
| **TOTAL** |  | $ | $ | |  |
|  |  |  |  | |  |
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