

**INSTITUTE FOR AEGEAN PREHISTORY**

**3550 Market Street, Suite 100**

**Philadelphia, PA 19104**

**USA**

**215-387-4911 215-387-4950 (fax) instap@hotmail.com**

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## **2012 RENEWALS FOR RESEARCH GRANTS**

Renewal Applications for Research Grants are available to scholars who received an INSTAP Research Grant for 2011 and are requesting funding for continuation of the same project.

The deadline for renewal research grant applicants and final reports for 2011 grants is **November 1, 2011**. Please submit both application and report at the same time.

INSTAP now accepts and prefers applications and final reports submitted via **e-mail**. Please send one copy as an attachment, as either an MS WORD document or PDF file. Please combine the application into a single file where possible, or as few files as can be managed. Send to:

[instapapplications@gmail.com](mailto:instapapplications@gmail.com)

If you are not able to send your application electronically via e-mail, please send 10 copies of your application to the Institute for Aegean Prehistory (INSTAP).

Applications for 2012 funding must be **received no later than November 1, 2011 in the INSTAP office in Philadelphia**. It is strongly suggested that foreign applicants use an express courier service (i.e., DHL, UPS, FEDEX).

Faxed applications or letters which promise applications or additional copies to follow will not be accepted.

The INSTAP Research Review Committee will consider applications during December and January and announce awards by early February, 2012.

Because of INSTAP's commitments to ongoing excavations and major, long-term research projects, the funds available for new projects are limited. Except in extraordinary circumstances, INSTAP does not provide individual grants of more than \$60,000 for fieldwork or \$30,000 for research in any year. All applicants, and particularly those requesting support of \$10,000 or more, are strongly encouraged to explore additional sources of funding. Grants of \$7,500 are available for applicants requesting direct publishing subventions for printing costs (see separate application form). Support for multi-year projects is granted on a year-by-year basis, with funding for subsequent years dependent on fulfillment of objectives to date and availability of funds.

Requests for funding must be in **US dollars**.

INSTAP does not provide funds to support (1) students obtaining degrees, (2) travel or maintenance of children or spouses, (3) research expenses incurred before the date of a grant, (4) salaries for the project's principal researchers, (5) purchase of expensive individual items of equipment such as computers, cameras, and video recorders or (6) general activities of other institutions or entities including "overhead expenses."

**PLEASE NOTE:**

You should receive confirmation that your application has arrived no later than November 15, 2011. If you do not receive this notification, please contact Karen Vellucci to confirm that your application arrived safely.

Notification of awards will be made no later than February 15, 2012.

Grant payments generally will be made in the first week of May 2012, but you may indicate on your application if need exists for partial payment by either March 1 or April 1, 2012. Payment of funds is by check in US dollars, Euros or pounds sterling.

Applications requesting funds for excavations must include a complete description of the recovery procedures (such as water sieving) and scientific protocols to be used. Excavation applications will not be considered unless this information is supplied.

All applications for work in connection with an ongoing excavation or publication of a recently terminated excavation (final excavation season within the past five years) must come from the director of the excavation. All requests for one excavation must be contained in a single application.

Acceptance of INSTAP funding carries an obligation to provide a report on the work accomplished and an account of the expenditure of the grant funds. These reports should be sent digitally along with the renewal application form. If a printed version is sent, please send ten copies. The research reports should be no more than 10 double-spaced pages and should briefly describe the work accomplished. If a longer report is prepared which details the scholarly findings at greater length, we would be happy to receive one copy of that document in addition to the brief report. Financial accountings should show both the original budgeted amount and the actual cost spent for each budget category. Any substantial deviation must be explained. Reports are due no later than November 1 of the year in which the grant is paid.

INSTAP also requests three copies of publications resulting from funded projects.

***How to Assemble Your INSTAP Application:*** INSTAP applications are sent to members of our Research Review Committee around the world. The completed application form should be placed first immediately followed by your enclosures in the order requested on the application blank. In order to avoid delay in the consideration of your proposal, please be sure that your budget is explained clearly.

**PLEASE SUBMIT YOUR APPLICATION IN THE FOLLOWING ORDER:**

COVER SHEET

APPLICATION FORM (pages 1-3))

REQUIRED ENCLOSURES:

1. Title and brief description of project (100 words maximum)
  2. Complete and itemized budget for this year (this must include specific details as to the number of hours of work for each staff member or project area; individual subsistence and travel costs, analysis sampling costs, etc.)
  3. Staff list for this year including academic affiliation and status
  4. Explanation of the work to be done this year (5 pages maximum, limit this to 2012 only); if analyses is requested, the name of the laboratory must be listed and what is hoped to be learned from the analysis
  5. Schedule of work. Be sure to include the date work is scheduled to begin, any other agency involved in the project, the expected date and place of publication of a preliminary report, and the date and place of publication of your final report.
  6. Curriculum vitae for any new primary researchers whose CVs were not submitted previously
  7. Plans and schedule for publication (including name of publisher and existence of agreement or commitment to publish)
  8. Final Research Report for 2011
  9. Final Financial Report for 2011
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## APPLICATION SUBMISSION

If submitting by e-mail (instapapplications@gmail.com):

Please send as an attachment as a Microsoft Word or PDF file. Please consolidate your application into a single file when possible, or as few files as possible.

If submitting hard copies:

**ALL APPLICANTS ARE REQUIRED TO SUPPLY TEN (10) COLLATED COPIES OF THEIR APPLICATION AND THE REQUIRED ENCLOSURES ALONG WITH 10 COLLATED COPIES OF THEIR FINAL RESEARCH AND FINANCIAL REPORTS FOR 2011 INSTAP GRANTS**

**PLEASE STAPLE OR FASTEN WITH A CLASP IN THE UPPER LEFT-HAND CORNER (PLEASE AVOID THE USE OF FOLDERS, BINDERS, OR PRESENTATION COVERS)**

Karen B. Vellucci  
Director of Grant Programs  
Institute for Aegean Prehistory  
3550 Market Street, Suite 100  
Philadelphia, PA 19104

215-387-4911