

**INSTITUTE FOR AEGEAN PREHISTORY**

2133 Arch Street, Suite 300

Philadelphia, PA 19103

USA

215-496-9914 215-496-9925(fax) instap@hotmail.com

---

**2013 RENEWALS FOR RESEARCH GRANTS**

Renewal Applications for Research Grants are available to scholars who received an INSTAP Research Grant for 2012 and are requesting funding for continuation of the same project.

The deadline for renewal research grant applicants and final reports for 2012 grants is **November 1, 2013**. 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, either as 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 2013 funding must be **received no later than November 1, 2012 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, 2013.

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, 2013.

Because of INSTAP's commitments to ongoing excavations and major, long-term research projects, the funds available for new projects (see separate application form) 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 all 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:** Grant payments generally will be made in the first week of May 2013, but you may indicate on your application if need exists for partial payment either by March 1 or April 1, 2013. 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. The design of the procedures will be considered in making funding decisions. Excavation applications will not be considered unless this information is supplied with the application.

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. No 2013 renewal applications will be accepted for review without the inclusion of the 2012 research and financial reports. The research reports should be no more than 10 double-spaced pages and should briefly describe the work accomplished in the 2012 season. 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 any publications resulting from any funded projects.

If awarded the INSTAP Renewal Grant, I agree to abide by the terms of the award, including the submission of a report and financial accounting at the end of the grant period, and I agree to supply three copies of any publications resulting from this research to the Institute for Aegean Prehistory.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**How to Assemble Your INSTAP Application:** INSTAP applications are sent to members of our Research Review Committee around the world. Please keep in mind that each copy of your application should contain all the material you wish the reviewers to consider. The completed application form should be placed first in each copy 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.