

WARD F. WEAKLY MEMORIAL SCHOLARSHIP

Proposal Instructions and Guidelines

Each proposal will include at least four basic components: a cover page, a project description, a budget and budget justification, and at least one letter of support. A link to the online cover page form can be found on the CCPA website. The project description should be emailed to the scholarship committee chair as Word (.DOCX) or Adobe (.PDF) files. Submit the budget and budget justification as Excel (.XLSX) or Adobe (.PDF) files. Letter(s) of support should be sent directly to the committee chair by the person providing the recommendation.

Depending on the nature and scope of your project, you may also need to provide letters from curation facilities or other institutions granting permission to conduct the study; please submit those letters to the committee chair via email. You may also wish to include photographs, maps, tables, or other relevant information. Please do not exceed the word limits for each section. Please do not include documents prepared for another proposal, such as a thesis prospectus.

Applicants are strongly encouraged to contact the scholarship committee before submitting a proposal.

PROPOSAL INSTRUCTIONS

Cover Page (Microsoft Forms Online Submission):

Application year and grant round: indicate the date of the application

Applicant name and contact information: provide your current, in-school address rather than a permanent address.

Institution and Degree Program: List the name of your home institution and the degree program in which you are currently enrolled.

Scholarship Type: Select the type of scholarship for which you are applying. A Research Grant covers most projects and can include some travel. A Professional Development Grant is specifically designed to cover travel and related fees for applicants who are presenting research at a conference or participating in the workshop. Proposal guidelines differ for each type of scholarship, as described in the next section.

Project Title: Your title should succinctly state the essential elements of the project. If applicable, you may use your thesis or dissertation title, or you may use a title that describes the specific task you propose to undertake with scholarship funding. Titles for Professional Development Travel Grants should include the name of the conference or workshop in which you will be participating.

Abstract: Briefly describe the area, site, or collection you are studying, what question or problem you intend to address, and why the project is important to archaeological or anthropological research in Colorado. If your request is for conference attendance, describe what you hope to achieve for your research or professional development at the conference. Please limit your abstract to approximately 200 or 400 words.

Ward Weakly Award Request and Total Project Budget: List the amount you are requesting from the Ward Weakly Memorial Fund as well as the total cost of the project. If the total cost exceeds your Ward Weakly Scholarship request, specify the source of the additional funds (e.g. CAS Alice Hamilton, State

Historical Fund, university department, state or federal agency, self-funding, etc.). See budget instructions for more information.

Letters of Support: List the names and institutions or organizations of up to three people who will provide a letter of support. At least one must be the individuals named must be your academic advisor.

Permissions: If permissions or a permit will be required to access or study the area, site(s), or collection you are working on, check yes and provide letters as applicable from the institution, agency, or landowner granting you permission. See the “Proposal and Award Guidelines” section on page 4 for more information.

Project Description (submit via email):

Attach as many pages as required but be sure your responses are concise. Figure captions, tables, and bibliographies are not included in approximate word counts.

For Research Grants:

Project Background/History of Research (up to approximately 500 words): Briefly describe the site or collection and the rationale for the project. Where is the site or what is the nature of the assemblage under study? What question or questions are you trying to answer? What other attempts have scholars made to answer that question?

Plan of Work (up to approximately 500 words): Describe the work you propose to undertake. Be sure to explicitly state what Ward Weakly funds will be used for. If funding will be used for one aspect of a larger project, be sure to explain how funding provided by the Ward Weakly fund will contribute. Describe how the project will contribute to your academic program.

Intellectual Merit and Broader Impacts (up to approximately 500 words): Explain why this project is important. How will it benefit archaeological, anthropological, or historical research in Colorado? Explain the significance of the research question. Will the project have broader academic or social benefits and, if so, what are they? Why is it important to conduct this project now? Is the site, collection, or resource under threat?

For Professional Development Travel Grants:

Conference or Event Description (up to approximately 200 words): Briefly describe the conference, workshop, or other professional event you propose to attend. When and where will the conference or workshop be held?

Purpose and Goal of Attendance (up to approximately 500 words): For conference attendance, provide a working title and abstract of the paper or poster that you will be presenting. For workshops, describe your role in the event and how attendance will enhance your professional development. Overall, what do you hope to gain by participating?

Additional Documentation: The committee will request a copy of the conference program showing the date and time of your presentation.

Budget (submit via email):

Your budget should only reflect costs that you will incur to complete the work proposed in the “Project Description.” Some Ward Weakly projects are connected to larger projects funded and carried out by a faculty advisor or other researchers. If so, you need not include costs paid on your behalf in the total project budget; only include costs you will pay directly.

Provide a brief narrative rationale for each budget line item. This may include reference to specific estimates or published rate sheets.

If you are applying for a Professional Development Travel Grant (i.e. funding for travel not related to a specific research project), the committee strongly encourages you to adhere to current State of Colorado reimbursement rates for mileage, per diem, and lodging.

PROPOSAL AND AWARD GUIDELINES

- Ward Weakly Memorial Fund grants are awarded for research relevant to Colorado archaeology and history. Projects need not be conducted within the political boundary of the state but should explicitly contribute to an understanding of Colorado's past.
- Ward Weakly Memorial Fund grants are awarded to support the professional development of students who are engaged in the study of Colorado's past.
- Applicants must be enrolled in an accredited college or university when an award is made. The applicant's institution need not be located in Colorado. Students must be pursuing degrees in anthropology, history, or an allied discipline. Students enrolled in either graduate or undergraduate programs are eligible.
- Applicants are strongly encouraged to contact the review committee prior to submitting a proposal.
- Applicants and their advisors should consider carefully whether specific permission(s) or a permit from an agency, institution, or individual will be needed to complete the project for which they are requesting funding. Some examples of projects commonly requiring permission include:
 - Destructive analysis of artifacts or archaeological samples
 - Survey or testing projects carried out on the public domain, such as national forest lands or state-owned parcels
 - Analyses of artifacts or collections that may hold special significance for Native American or other descendant communities
 - Projects determined by a federal agency to constitute an undertaking under the National Historic Preservation Act (Section 106)
 - Survey or testing projects carried out on private property or study of privately owned artifact collections
 - Projects that will or are likely to generate an artifact collection requiring ongoing curation
 - Out-of-state analyses of artifacts or other materials recovered from sites managed by the State of Colorado

Other types of projects may also require institutional permission. In addition, applicants may be required to demonstrate that a duty of care evaluation has been conducted on an existing collection. Copies of federal or state permits or letters granting permission from curation facilities, tribal governments, federal or state agencies, or individual landowners or collectors should be submitted to the scholarship committee chair via email along with the project description and budget.

- Examples of Allowable Expenses:
 - Travel costs for a trip to a research site, curation facility, conference, or workshop including transportation, lodging, and meals. Conference or workshop travel expenses are only available to students who are presenting a paper or poster or participating in a focused workshop.
 - Radiometric, archaeomagnetic, or dendrochronological dating
 - Faunal, macrobotanical, microbotanical, or petrographic analyses
 - Other materials science analyses
 - Geoarchaeological or environmental samples analyses
 - Costs associated with oral historical or archival research
 - Remote sensing surveys
 - Software applications
 - GIS or other digital datasets
 - Workshop or conference registration fees for students presenting a poster or paper
 - Minor equipment or supplies essential for collections study or field research
 - Equipment rental

- Books or other relevant research materials
- Selected fees payable to an academic institution, such as lab fees or library fees. Please consult with the committee prior to the application deadline regarding the allowability of such expenses.
- Examples of Unallowable Expenses:
 - University or college tuition, including field school tuition
 - Alcohol or legal recreational drugs
 - Applicant wages or wages for other project participants
 - Project costs incurred prior to a scholarship award
 - Capital equipment (e.g. durable goods costing over \$250 and expected to remain usable after completion of the project for which funding is awarded).
- Decisions about the allowability of other types of expenses will be made by the scholarship committee. Please inquire prior to applying.
- Students requesting professional development travel funds must be the sole author of the poster or paper or the presenting author of a multi-authored paper or poster. The presentation need not focus on a topic relevant to Colorado archaeology or history.
- Students may apply for a second Ward Weakly Fund grant award, provided that: 1) the first award was successfully completed; 2) the second award does not repeat work funded by the first award; and 3) the student's advisor confirms that the funding provided by a second award is needed to complete the overall project. Recipients of a research award are not eligible for a second award intended solely to present the results of the first award.
- Successful research grant applicants are required to present the results of their project. Students may elect to do so either by presenting a paper or poster at the CCPA annual meeting or another conference or by publishing an article on the project in the CCPA newsletter. Conference or workshop travel grant awardees are exempted from this requirement.
- If an applicant is unable to complete the project for which funding was awarded, they will return the unused portion of the scholarship to CCPA.
- Each application will be evaluated in relation to program guidelines and standards and not in relation to other concurrent applications. At its discretion and according to CCPA financial guidelines, the committee may award more than one scholarship during each application round.