

## RESEARCH GRANT APPLICATION

Please review the procedures carefully before submitting your materials. Direct questions to: Dr. David Turpie at [dturpie@azhs.gov](mailto:dturpie@azhs.gov), or (520) 617-1160.

Completed applications should be emailed to: Dr. David Turpie at [dturpie@azhs.gov](mailto:dturpie@azhs.gov).

Email is preferred, however if you submit via mail or hand/courier service, please use the following address:

Arizona Historical Society  
Research Grant Applications  
Attn: David Turpie  
949 E. 2nd Street  
Tucson, Arizona 85719

### Application Requirements

The Research Grant Review Committee will use **four (4) criteria** to evaluate applications. The relative weights for each criterion are indicated in parentheses. Identifying the selection criteria helps applicants understand the review process. A review panel of scholars will evaluate the applications using the criteria listed below.

The maximum score is 100 points.

The maximum score for each criterion is indicated in parentheses.

The **project narrative must not exceed 10 pages** (does not include cover sheet, abstract, budget, letters of support, supervisor statements).

**Please follow the instructions carefully and adhere to the limits outlined below:**

1. **Cover sheet:** Indicate your name, address, phone, fax, email, institutional affiliation, current title/position (1 page). Include a signature block as follows:

Signature of Researcher: \_\_\_\_\_

Please type or print name clearly: \_\_\_\_\_

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

2. **Program Title and Abstract:** Begin with an abstract summarizing the proposed research at the Arizona Historical Society (AHS) archives (limit to 250 words).
3. **NEED:** Description of the Proposed Project. **(20 points)**
4. **PROJECT DESIGN:** describe the AHS collections to be used and what kind of information you expect to derive from the collections. **(25 points)**
5. **QUALITY OF THE RESEARCH PLAN:** Discuss (a) how this research will support the goals of the proposed project, and (b) if your project is part of a larger work in progress, how information from AHS collections will be linked to other sources of information (archival or published). **(30 points)**
6. **PUBLICATION/DISSEMINATION PLANS:** Briefly describe your plans for publishing the results of your project or other plans for dissemination of the results, e.g., book, journal article, conference presentation, web resource, exhibit, film, etc. **(25 points)**

7. **BUDGET:** Provide your anticipated research schedule and estimated budget for research expenses, being as precise as possible. In supplying information on dates and number of days of research, please note that the archivists are generally available Monday-Friday. However, we recommend that you make an appointment with the archivist to ensure their availability. Weekend assistance may be available, upon appointment only.
  - **Eligible costs:** Travel, lodging, meals, photocopying, photo reproduction.
  - **Ineligible costs:** Computer equipment, hardware, or software; child care; honoraria; photo framing/matting.
  - **Include information on:** Dates for requested project support (start and end); number of days you plan to visit archives; location of archives to be visited.
  - **Provide an itemized breakdown** for travel, hotel, per diem (rate based on what is generally available in the region), parking, photocopying and other research expenses, and other expenses—as deemed eligible. Mileage is calculated at .35 per mile. We do not pay indirect costs.
  - **Identify other financial resources** that support this project.
8. **LETTERS OF SUPPORT:** One or two letters of reference by persons familiar with your project may be submitted. Letters of support are optional and must be included in the original application.
9. **GRADUATE STUDENTS:** Must include a statement from their dissertation/thesis supervisor on the applicant's experience in researching primary source materials and ability to carry out the proposed research project. Statements must be included in the original application.

All applicants are responsible for making sure the application package is complete and received by the deadline. Incomplete or late applications will not be considered.