



RESEARCH FELLOWSHIP

APPLICATION INSTRUCTIONS

The Arizona Historical Society (AHS) awards short-term research fellowships to visiting scholars for one to three weeks of residency in Arizona. It is expected that fellows spend most of their research time at AHS's archives in Tucson and/or Tempe, but up to a third of the residency period may be spent at other archives in the state. [Applications for the 2022 cycle are due at AHS by November 15, 2021](#). Awardees will be notified by December 15, 2021, and will be required to provide an Arizona State W-9, which will

Applications should be emailed (as a single Word or PDF document) to [Dr. Lora Key, lkey@azhs.gov](mailto:lkey@azhs.gov). For questions, contact AHS at the email address above or (520) 617-1169.

contain their Social Security number for tax purposes. [Arizona state employees are ineligible, except for public school teachers and university faculty and staff](#). Awardees must use the funds within

calendar year 2022. At the end of the project, awardees are expected to submit a 3–5-page report on their

research experience. Awardees can apply for research support as needed, but awards will not be given to the same recipient in consecutive years. Applicants working on doctoral dissertations and those at the postdoctoral level are especially encouraged to apply. Applications from international scholars are welcomed.

Preference is given to projects that have a high probability of publication in the *Journal of Arizona History*. Following their research visit, fellows are encouraged to make a presentation about their research as part of AHS's virtual programming series. Projects involving alternative uses of archival records, such as background research for multimedia projects, exhibits, and documentary films, are eligible, as are projects that will utilize AHS's 3-D object collections for research purposes.

- Awards range between \$500 and \$1,500 per project and are intended to defray travel and living expenses and/or other research-related costs.

APPLICANTS MUST SUBMIT A COVER PAGE, CURRICULUM VITAE, AND PROSPECTUS.

The cover page should state the applicant's [name, address, daytime phone, email address, title of project, and anticipated dates of visit](#). [The cover page should also include institutional affiliation \(if applicable\), field\(s\) of study, and classification \(MA, ABD, PhD, Independent historian, etc.\)](#). Scholars without institutional affiliation are eligible for funding.

The [two-to three-page prospectus](#) should describe your current project and emphasize how it would benefit from research at AHS. Include a project overview, sources, methods, work completed to date, necessity of AHS collections for your research, significance of the

project, and a budget. The prospectus must also include an annotated bibliography of the AHS collections you wish to consult. AHS supports research on all aspects of Arizona, including work that occurs at other repositories in the state. If you wish to also visit other archives in Arizona, you must identify the repositories you intend to visit and include those visits in your proposed residency timeline; however, two-thirds of your time needs to be spent at AHS archives. The budget should estimate how you would use your fellowship to maximize your research time. Applicants should consult our website, arizonahistoricalandsociety.org/research/library-archives/, for up-to-date information and hours of operation.

NOTE: AHS's two reading rooms (in Tucson and Tempe) are open Tuesday-Friday, 10:00 a.m. to 2:00 p.m. (Arizona MST) by appointment only. Prior to scheduling your visit, please email AHS Library and Archives staff at ahsreference@azhs.gov to schedule your visit.

In the prospectus, make sure to cover the following points:

- What is the end product of your project?
- What AHS collections or resources will aid you?
- How will these resources contribute to your project?
- How much time do you intend to spend at AHS?
- What is the estimated timetable for your project?
- What are your proposed dates of residency?

BUDGET

You must submit a preliminary budget for your research expenses. Please consider the following:

- Eligible costs: Travel, lodging, meals, photocopying, photo reproduction.
- Include information on: Dates for requested project support (start and end dates; 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 eligible expenses.
PLEASE NOTE: Parking at AHS archives is free.

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.

RESEARCH FELLOWSHIP APPLICATION CHECKLIST

- Cover Page
- Curriculum Vitae
- Prospectus
- Budget

Applications should be emailed (as a single Word or PDF document) to **Dr. Lora Key, lkey@azhs.gov**.

Deadline November 15, 2021

- Information on AHS archival holdings be found in the AHS Library Collections Catalog (which includes Tucson, Tempe, and Flagstaff) (arizonahistoricalociety.org/research/library-archives/)
- For repositories across the state please see Arizona Archives Online (azarchivesonline.org/xtf/search)
- And for a wide-range of digital collections and examples see Arizona Memory Project (azmemory.azlibrary.gov/)



azhs.org