

**Robert E. Funk Memorial Archaeology Foundation, Inc.**  
**Grants for Research Support: Spring 2018 Guidelines**

The Robert E. Funk Memorial Archaeology Foundation, Inc. is a tax-exempt, 501(c) (3) nonprofit organization, dedicated to supporting archaeological research by student, avocational, and professional archaeologists. Research grants are available for studies of New York State archaeology. The Foundation is governed by a board of directors that serves in a voluntary capacity to review grant applications, award and oversee grants, and administer funds.

These *Guidelines* describe the program of grant awards of the Robert E. Funk Memorial Archaeology Foundation, Inc., for Spring 2018, including: (1) project eligibility and support, (2) grant application deadline and award schedule, and (3) grant fulfillment requirements and support payment. See the 'Robert E. Funk Memorial Archaeology Foundation, Grants for Research Support: Application Form' for grant application format and directions.

**Research Project Eligibility and Support**

Funds are awarded to support archaeological research projects that compile and present new data or test previous conclusions with the expectation of new findings or insights. Studies may utilize various accepted approaches or may offer tests of potential new approaches. Those studies that offer original research directions and/or may lead to more substantial publications are encouraged.

The Funk Foundation **DOES NOT** fund grants for conventional archaeological fieldwork, including site survey, testing, or excavation. The Foundation **DOES** fund research grants to support (1) analysis of archaeological collections or documentation, (2) specialized analysis of an archaeological collection or site-associated paleoenvironmental data (e.g., artifact residue or use wear, paleobotanical, faunal, pollen), or (3) noninvasive site-focused field studies (e.g., ground penetrating radar, magnetometry, etc.).

Awards are intended to defray costs of technical analysis, travel/lodging, equipment, publication preparation, and other research-related expenses. *Award amounts can range from \$1000 to \$2500.* Applicants should submit a resume of education and/or experience in archaeology or related research. Publications should be listed and/or a letter of support from a professional archaeologist provided. As appropriate, the proposal should document that (1) approval has been obtained for access to collections held in museums or other repositories, (2) costs of technical analysis or subconsultant studies are up-to-date, and/or (3) written landowner permission has been obtained for noninvasive field studies.

**Spring 2018 Grant Applications and Deadline**

The Spring 2018 grant application deadline is **May 7**; applications must be electronically submitted on or before this date. Awardees will be informed of the Board's decision by **June 22, 2018**.

Application forms are available on-line at: <http://funkfoundation.org/> or by email request to the Foundation board President Ed Curtin, at: [ecurtin12003@yahoo.com](mailto:ecurtin12003@yahoo.com)

The Foundation's Board of Directors accepts and reviews grant applications from students, avocational archaeologists, and professional archaeologists. A 'student' is engaged in studies

leading to a recognized degree. If pursuing or possessing a certificate only, the person is considered an 'avocational archaeologist.' One who is not currently enrolled as a student and holds a masters or doctoral degree in archaeology, but does not practice archaeology as his or her primary livelihood, is also an 'avocational archaeologist,' even should s/he publish research. A 'professional archaeologist' both holds an advanced degree and practices archaeology as his or her primary livelihood. An applicant must apply as an individual in charge of the research, not as a research team (but can include a subconsultant in a grant).

### **Grant Fulfillment Requirements and Support Payment**

*The proposed research project and the resulting draft Final Report must be completed within one (1) year of the grant award date (Note: extensions to this deadline are only granted under exceptional circumstances, based on a written request to the Board President). The grantee must sign a 'Grant Recipient Agreement,' agreeing that s/he will fulfill requirements of the grant, and gives permission to the Foundation to use on its website and annual report(s) any part or all of the grant proposal and the resulting Final Report.*

The Final Report document should (1) be prepared to professional archaeological standards, suitable for posting on the Foundation's website, and (2) include these topical sections: Introduction, Background Information, Research Questions, Methods and Materials, Results, Discussion, Conclusions and References Cited. Text should include tables where necessary. As appropriate, the document must include graphic illustrations, such as: site maps, digital field and/or artifact photographs w/scale, and/or statistical charts. Appendices should include, but are not limited to: artifact catalogs, data files, radiocarbon date results or subconsultant report (e.g., microwear analysis, faunal analysis, etc.). The Final Report should be submitted as an electronic Word document to the Board President, via e-mail. The Board will review the draft Final Report, and if appropriate, may request revisions. Any such revisions must be submitted within 60 days of receipt of comments. *Beginning in 2018, the Foundation will post grantee final reports on the Foundation's website.*

Grant recipients are also required to formally disseminate their research project results, preferably, as an article submitted for publication, but, minimally, as a conference presentation. Article submission can be to (1) a professional peer-reviewed journal or edited volume, or (2) a recognized non-peer-reviewed journal such as the *NYSAA Bulletin*.

Grant recipients must also provide copies of any public presentation or publication resulting from the granted research. A public presentation should be reproduced in hard copy and also sent electronically to the Foundation, including figures and tables. ***The grantee must credit the Robert E. Funk Memorial Archaeology Foundation, Inc. in any publication or other dissemination of research results.***

The grantee will receive a four-fifths payment of the grant within 1 month of the award announcement. Receipt of funds will constitute the beginning of the one-year term of the grant. The final one-fifth payment of the grant will be paid to the grantee upon completion of the research work and submission and acceptance of the grant's Final Report.

***NOTE: If the grantee is unable to carry out the granted research project within the period of award, any award payments must be refunded to the Foundation within 30 days of conclusion of the one-year grant period (payable by check to "Robert E. Funk Memorial Archaeology Foundation, Inc.").***