

Robert E. Funk Memorial Archaeology Foundation, Inc.
Grants for Research Support: Application Format for 2024-2025 Grant Cycle

The Robert E. Funk Memorial Archaeology Foundation, Inc., supports archaeological research by student, avocational, and professional archaeologists. Research grants are available for studies on Indigenous and historical archaeology of New York State. *Please read these application format instructions carefully.*

See “Robert E. Funk Memorial Archaeology Foundation, Inc., Grants for Research Support: Guidelines” for a description of the expectations of the Foundation for research support, the amounts to be awarded, and the application submission deadline and award dates.

Note: We strongly encourage prospective grant applicants to contact the Board President, Dr. Jonathan Lothrop, to discuss their proposed research *before* preparing and submitting a grant application (Jonathan.Lothrop@NYSED.Gov 518-486-2992).

Preparing Your Application

1. Prepare & compile application, including any accompanying documentation (e.g., resume/CV, letter of support, etc.), as one electronic document in PDF format.
2. Attach a resume/CV, including a list of archaeological research publications. If you have not published, attach a separate letter of support from a professional archaeologist that attests to the value of your proposed work.
3. Use the format below to prepare your grant proposal (including headings). (Note: beginning on second full page of application text, insert footer, specifying: “Applicant Name – Abbreviated Project Title – 2024-25 Grant Cycle – Page 2 of X”).

Cover Page-Applicant Information, centered:

Title of Research Project

Applicant Name
Phone number
E-mail address
Address

Co-Principal Investigator (for student and avocational applicants)

Phone number
E-mail address
Institutional Affiliation

Institutional or other affiliation (e.g., NYSAA Chapter)

Current title/position
Date

Specify: Application as a Professional, Student, or Avocational Archaeologist

A. Description of Proposed Project (up to 1000 Words, following cover page)

Provide a description of proposed research, organized according to the following subheadings:

1. Research Problem
2. Proposed Methodology
3. Expected Results
4. Significance for New York State Archaeology

In *Proposed Methodology*, specify activities that will be supported by a Funk Foundation grant (e.g., travel costs, technical or subconsultant analysis, etc.). Also, indicate if this is part of a larger research project, and if so, describe the amount, source, and purpose of any other research funding.

B. Sources of Data to be Used/Generated by the Proposed Research (200 Words)

Identify specific sources of data to be used and/or created in the research. Indicate the type of data and methodology that you will be employing for your research. For collections research, specify institution(s) or person(s) holding the collections, and specify collection(s) by site, collection age, size, and composition. Describe the origin and scientific quality of the collection(s), and list previous research, if any, on collection(s).

Note: As appropriate, the Applicant must attach (1) acknowledgement from the curating institution(s) and/or owner(s) of availability and approval of the proposed study of the curated artifacts/samples or property, (2) documentation of availability and cost estimate of the laboratory or subconsultant analysis for which funding is requested, (3) landowner permission for any noninvasive field studies, and (4) for proposed research on Indigenous collections held in repositories, documentation of consultation with appropriate Nations.

C. Dissemination Plan (50 Words)

Briefly describe how you intend to disseminate your research results. See the Grant Fulfillment Requirements section below for dissemination formats.

D. Research Support Requested (Budget)

List the type of support requested: technical analysis, travel/lodging, equipment, publication preparation, or other. For each, list with quantity/description/detail and give a total for each as well as an overall total of funds requested. Use a table format similar to below:

Proposed Budget for [Project Title]		
Item	Rate/Detail	Total
Mileage	_____ @ \$0.655/Mi. (2023 GSA Rate)	
Air/train/bus fare, from _____ to _____	_____ round trip(s) @ \$_____	
Lodging/meals ^a	___ days @ \$_____ /day	
Laboratory analysis (specify)	___ samples @ \$_____/sample	
AMS radiocarbon dates	___ samples @ \$_____/sample	
TOTAL AMOUNT REQUESTED		

^aUse CONUS rates for calculating mileage, lodging, and meals: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Schedule to Submit a 2024-2025 Grant Application

On or before **October 15, 2024**, submit by email a PDF of the fully completed application to the Foundation Board President, Jonathan Lothrop, at:

Jonathan.Lothrop@NYSED.Gov

Grant Fulfillment Requirements

If the applicant is offered an award, a separate *Grant Recipient Agreement* must be signed before activation of the grant. This agreement form is available on the Foundation web site and specifies conditions and obligations of the award.