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PROGRAM ANNOUNCEMENT – COLLABORATIVE HIGH-RISK ANTHROPOLOGICAL AND ARCHAEOLOGICAL RESEARCH (HRAR)

The American Research Center in Sofia (ARCS) invites proposals for the Collaborative High-Risk Anthropological and Archaeological Research Program (HRAR), to be implemented with the support of the America for Bulgaria Foundation (ABF).

Program Description:

The intent of this program is to encourage scholars to assess the feasibility of an archaeological research project, and to encourage the use of innovative research methods. Proposals with a high risk of failure are less likely to receive funding from traditional research grant programs, but they may also have great potential for the advancement of the discipline. The collaborative high-risk program intends to give an opportunity to risky projects by providing small awards that permit investigators to assess the feasibility of an archaeological research project. Funding is provided for developing pilot archaeological projects that have challenges related to the development of innovative, but untested, research methodologies. Funding can also be requested for research that has severe time restraints due to social, environmental, or political circumstances. The information gathered during the assessment phase of research may then be used as a basis for preparing a more fully developed research program.

The program promotes international collaboration between scholars from Bulgaria and the Balkans with those from the US, and other nations in Western Europe. The intent of the program is to fund archaeological and bioarchaeological research, including field work, museum and/or laboratory research. The program strongly encourages proposals from researchers interested in employing and developing innovative analytical techniques that will advance the scientific study of the human past.

Projects are required to be collaborative with at least one Bulgarian co-primary investigator (PI) and one international co-PI from the US or Western Europe. The project must focus on issues central to Bulgarian or Balkan archaeology. The program requires that international and Bulgarian researchers serve as co-Primary Investigators (PIs) on the grant. The international PI from the US or Western Europe must apply through an accredited institution with which the international researcher is affiliated and to which the grant will be made. That institution will be responsible for financial oversight of the grant. All projects funded through this program are required to acknowledge ARCS and ABF in presentations and publications that derive from the research.

Since these funds are intended to support preliminary high-risk research, requests for funds should not under normal circumstances exceed \$30,000 for a one-year period. Requests for smaller projects are especially welcome. Applicants, however, are encouraged to apply for other ARCS archaeology programs once the tested research methods have been developed and refined. Requests for funding must be in US Dollars. This program does not provide funds to support the following:

- Tuition for students obtaining degrees;
- Travel or maintenance for children or spouses of researchers;
- Research expenses incurred before the date of a grant;
- General activities of other institutions or entities including "overhead expenses" or "indirect costs."

Eligibility Requirements:

At the time of application submission, applicants must meet all of the following eligibility requirements:

- The international co-PI must have a Ph.D. from an accredited academic institution.
- The Bulgarian co-PI must have a Masters or a Ph.D. from an accredited academic institution.
- The Bulgarian co-PI must hold a permanent position in a Bulgarian research institute, museum, or university.
- Applicants must demonstrate evidence of English proficiency.
- Applications must be made through an institution in the US or Western Europe to which the grant can be awarded, and which will assume financial oversight of the award.

Pre-Application Submission:

Prospective applicants must first submit a completed pre-application that briefly presents the applicants, the research objectives, project duration, and a high-risk statement, as well as the total amount of their request. Pre-Applications should be sent no later than September 20, 2011 to the following e-mail address: abf@fieldmuseum.org.

Full Application Submission:

Please note that if our review of your initial inquiry is favorable, the program administrator will notify you within two weeks that you may complete the full application. All full application materials must be received no later than December 1, 2011. Applicants must use the most recent form which is available online. Applications received later than December 1st will not be considered. A hard copy of the proposal materials must be submitted as well as a CD with an electronic copy to **each** of the following:

HRAR Proposal Coordinator
Department of Anthropology
The Field Museum
1400 S Lake Shore Drive
Chicago, IL 60605-2496, USA

Archaeology Program Officer
American Research Center in Sofia
75 Vasil Petleshkov Str.
Sofia 1510, Bulgaria

Full Application Package:

- The **application form** (HRAR12.1 – Section 1 through Section 7)
- A detailed **project description**
- A **detailed budget** (All budget information must be entered into the attached HRAR Standard Budget Form)
- A **budget justification (narrative)** that outlines the proposed expenses
- All **additional materials** as specified

Grant Pre-Application & Full Application Location:

Pre-application (HRAR12.1_pre) and full application materials package (HRAR12.1 and HRAR Standard Budget Form) are available for download on the American Research Center in Sofia website: www.arcsofia.org or on The Field Museum's website: <http://fieldmuseum.org/explore/america-bulgaria-foundation-archaeological-advancement-program>. Per request Dr. Emil Nankov (ehn2@cornell.edu) and Mrs. Dilyana Ivanova (divanova@fieldmuseum.org) will also provide the application package.

Reporting Requirements:

Acceptance of funding carries an obligation to provide a report on the work accomplished and an account of the expenditure of the grant funds. ARCS requires semi-annual reports for all projects awarded funding. More frequent reporting may be required for some projects. All publications or press releases resulting from the research should be sent to the ARCS Archaeology Program Officer and the HRAR Proposal Coordinator. All projects funded through this program are required to acknowledge ARCS and ABF in presentations and publications that derive from the research.

Inquiries:

Inquiries about eligibility and pre-application and the full application can be sent in English via email to abf@fieldmuseum.org or ehn2@cornell.edu. Inquiries in Bulgarian can be addressed to Mrs. Dilyana Ivanova at divanova@fieldmuseum.org and Dr. Emil Nankov at ehn2@cornell.edu.

HRAR FULL APPLICATION SECTION 1

HRAR Application Coversheet:

Project Title: _____

Start Date of Project: _____

End Date of Project: _____

Amount Requested (in US dollars): _____

Estimated Total Cost for Project (in US dollars): _____

HRAR FULL APPLICATION SECTION 2

Abstract:

In the space below, provide a brief summary of your proposed research. In so doing, specifically address the high-risk nature of the proposed project.

HRAR FULL APPLICATION SECTION 3

International PI Name: _____

Country of Primary Citizenship: _____

Position: _____

Institution: _____

Highest Degree, Discipline, Institution, and Year: _____

Applicant's Address: _____

Applicant's Phone Number: _____

Applicant's Email Address: _____

Applicant's Fax Number: _____

List all current commitments of the International PI to other research projects and the expected dates of their completion:

Bulgarian PI Name: _____

Position: _____

Institution: _____

Highest Degree, Discipline, Institution, and Year: _____

Applicant's Address: _____

Applicant's Phone Number: _____

Applicant's Email Address: _____

Applicant's Fax Number: _____

List all current commitments of the Bulgarian PI to other research projects and the expected dates of their completion:

HRAR FULL APPLICATION SECTION 4

Senior Staff:

Senior Staff Member #1 Name: _____

Position: _____

Institution: _____

Highest Degree, Discipline, Institution, and Year: _____

Address: _____

Phone Number: _____

Email Address: _____

Fax Number: _____

Senior Staff Member #2 Name: _____

Position: _____

Institution: _____

Highest Degree, Discipline, Institution, and Year: _____

Address: _____

Phone Number: _____

Email Address: _____

Fax Number: _____

HRAR FULL APPLICATION SECTION 5

HRAR General Application:

Are permits required for the work you wish to conduct? _____

If yes, have you obtained the necessary permits? _____

If no, what is the current status of those permits? _____

If this project is museum- or collection-based and does not require a permit, provide a letter in support of this research from the director of each institution, where this project will take place (attach with the additional materials).

How did you hear about the HRAR program? _____

Have you applied for HRAR funding before? _____

When? _____

Have you received HRAR funding? _____ Date of most recent award: _____

Awarded to whom? _____ Award Amount: _____

Are you receiving other funding for this project? _____

If yes, list the sources and the amount that they have provided:

Are you currently applying for other grants? _____

If yes, list the grants, the amount that you have requested, their submission date, and their expected notification date:

Is this an ongoing research project? _____ If yes, have you published any of your findings?

If yes, list them.

If no, explain the status of your work:

HRAR FULL APPLICATION SECTION 6

Provide the following information in the event that your grant proposal is recommended for funding:

- **Provide information of the Tax Exempt Status** of the Signing PI Institution. For American institutions this will be a status letter from the IRS indicating the organization's 501(c)(3) status; for other international organizations this will be an equivalent letter from a tax authority in that institution's home country (attach this letter at the end of the additional materials).

- **The Signing PI Institution**

Name of the Institution: _____

Address: _____

- **The Signing Individual for the Grant Agreement**

Name: _____

Position: _____

- **The Signing Institution Contact Person:**

Phone Number: _____

E-mail Address: _____

Fax Number: _____

HRAR FULL APPLICATION SECTION 7

High Risk Statement:

What qualifies this project as “high risk” research?

Because this money is intended to fund small preliminary projects, you must demonstrate that this research qualifies for high-risk funding by emphasizing one or more of the following aspects. This is by no means an exhaustive list:

- The development of innovative research methods and techniques that have not been successfully demonstrated in the research context.
- Exceptional circumstances that create a limited time frame for obtaining scientific information.

High Risk Statement (250 word limit):

HRAR FULL APPLICATION SECTION 8

Project Description:

The brief project description is limited to 15 pages of single-spaced text (12 points font, 1 inch margins) or illustrations, and should explicitly answer the specific questions outlined below. Any pages exceeding the 15 page limit will be discarded.

The application should address the following issues in the proposal:

- 2) **Research Objectives:** What are your primary research questions? Describe the research questions and main objectives for the project.
- 3) **Intellectual Merit:** Why is this research important? Specifically, how does it relate to past scholarship and how will it advance archaeological and anthropological research?
- 4) **Resubmission Statement:** If you are resubmitting an HRAR full application that was unsuccessful in a prior funding cycle, describe: 1) how this application differs from your previous submission; 2) how you have addressed the committee's comments on your prior application. Otherwise, type N/A.
- 5) **Results from Prior HRAR Program:** If you previously received an HRAR Grant, briefly describe the results of your research. Also discuss how your current research proposal differs from your previous successful application and how this application builds upon the results of your previous research?
- 6) **Research Design:** What specific recovery procedures and scientific protocols will you implement to carry out the proposed research?
- 7) **Qualifications:** What makes you a qualified applicant to carry out this research? Please describe your past work experience (either in the field or in the lab), your technical skills, and any other relevant experience.
- 8) **Division of Labor:** Describe the different roles that each PI will perform during the course of the collaboration and outline their complementary roles. If a senior staff member will be performing in lieu of a PI, please indicate this explicitly and delineate his/her respective role in the research.
- 9) **Project Timeline:** What is the proposed schedule for publication of the research? Please provide a detailed schedule of the project, including expected dates in field, date of initial report, and date of publication.
- 10) **Curation and Conservation Plan:** Discuss the long-term curation and conservation plan for any artifacts or other materials that will result from your research. Discuss where artifacts will be stored and housed and who will be responsible for their long-term curation.

11) **Legal Disposition of Sites:** For site-based research, include a statement on the legal disposition of the land and how this has been determined. If the land is privately owned, provide evidence for permission to carry out the research.

HRAR APPLICATION SECTION 9

Detailed Budget and Justification:

Describe the budget and justification in a maximum of 5 pages.

Budget:

Provide a detailed budget that outlines the proposed expenses. **Use the attached HRAR Standard Budget Form.**

Justification (Narrative):

How do you plan to use the funds specifically provided by the HRAR grant? Additionally, how will the funds be divided among the PIs of the project? Provide a detailed budget that includes estimated expenses including subsistence costs, travel costs, etc. You must justify your project costs and explain their necessity. Also, indicate how additional funds from other sources will be allocated. **Any budget items over \$3000 must be justified with a quote from a service provider.**

HRAR FULL APPLICATION SECTION 10

Additional Materials:

- A **map** or maps (1:10,000 or better) indicating the location of the proposed site or region where research will be conducted or where the materials to be studied were collected - not to exceed 1 page (1 inch margins).
- A **bibliography** of citations included in the text, as well as other important publications most relevant to the proposed studies - not to exceed 5 pages of single-spaced text (12 point font, 1 inch margins).
- Abbreviated **CVs** for all PIs and additional senior personnel - not to exceed 3 pages each.
- **Permit applications and/or permits** for research or access to materials and sites - not to exceed a total of 5 pages.
- If this project is museum based and does not require a permit, please provide a **letter in support** from the director of each institution, where this project will take place (attach with the additional materials).
- **Provide information of the Tax Exempt Status** of the Signing PI Institution, for American Institution this will be a status letter from the IRS indicating the organization's 501(c)(3) status; for other International Organizations this will be an equivalent letter from a tax authority in that institution's home country.

HRAR FULL APPLICATION SECTION 11

Completed Full Application:

1. Full application may only be submitted after the pre-application has been approved.
2. Applications must be received in complete and final form, with all questions answered. Revisions and items sent at a later date cannot be accepted.
3. The language of application is **English**. Applicants must use the official HRAR **full application form** (HRAR12.1) and the HRAR Standard Budget Form.
4. Printed materials must be single-side copies.
5. Sections 1 through 7 of the HRAR12.1 full application package must be submitted in “.pdf” format; the narrative project description must be in “.doc” or “.pdf” format; the budget must be in “.xls” format (use HRAR Standard Budget Form); the narrative budget justification must be in “.doc” or “.pdf” format; the additional materials must be submitted in “.doc”, “.txt”, “.xls”, and “.pdf” formats.

The proposal printed copy must be paper-clipped (NOT stapled) and collated as follows:

- HRAR Full Application Form (HRAR12.1 – Section 1 through Section 7)
- Project Description
- Budget (HRAR Standard Budget Form)
- Budget Justification (Narrative)
- Map or Maps
- Project Bibliography
- CVs of PIs
- CVs of staff members
- Permit Applications and/or Permits
- For museum- or collection-based projects, a letter of support from the director of each institution where this project will take place
- Evidence of the tax exempt status of the organization that will receive the grant

Send the printed materials along with a CD with an electronic copy of the pre-proposal in a securely bound package to **each** of the following:

HRAR Proposal Coordinator
Department of Anthropology
The Field Museum
1400 S Lake Shore Drive
Chicago, IL 60605-2496, USA

Archaeology Program Officer
American Research Center in Sofia
75 Vasil Petleshkov Str.
Sofia 1510, Bulgaria