


ONLINE APPLICATION TUTORIAL
Site Preservation, Conservation, and Museum Enhancement (SPCME)

August 2013

1. Go to <http://grants.fieldmuseum.org/> and click "Get Started Now."




Welcome to the Grant Opportunity Center


Located on Chicago's beautiful lakefront Museum Campus, The Field Museum continues to be one of the finest natural history museums in the world. With our extraordinary collections, world-class research, and premier exhibitions and educational programs, we are setting the pace for museums in the 21st century.


The Field Museum recognizes the need to support basic research on our collections by interested students and scholars throughout the world. To this end, the Museum offers a modest number of grants and fellowships to visiting scientists and students for research and training on our scientific and library collections. Grants are open on a competitive basis to all individuals in the national and international scholarly community working on problems related to natural history.


Apply for Grants


Begin by registering as a user then follow our simple application process:


**CHOOSE**
Select a grant opportunity

**APPLY**
Complete your online application

**CHAMPION**
Secure Curator endorsement

**REVIEW**
Selection committee review

**CELEBRATE**
Celebrate your achievement

**GET STARTED NOW**

Site created with generous support from the Grainger Foundation and the Pritzker DNA Lab.

2. Click "Register Now."

The screenshot shows a registration and login page with a light green background. On the left, under the heading "New User?", there is a text prompt: "If you have not registered as a user on our web site, click on 'Register Now'." Below this text is a red arrow pointing to a yellow button labeled "REGISTER NOW". On the right, under the heading "I am already registered.", there is a "Login here:" section. It includes two input fields: "Email Address" and "Password". Below these fields is a yellow button labeled "LOGIN" and a blue link that says "Forgot your password?".

3. Complete the user profile and click "Next."


The screenshot shows a "User Profile" form. On the left, under "Step 1 of 2", there is a section titled "Create a Profile" with the text: "You need an email address to create a profile because:" followed by two bullet points: "• It becomes your Username on our website" and "• If we send you communications, they will be sent to this email address". On the right, under the heading "User Profile", there are five input fields: "First Name: *", "Last Name: *", "Email: *", "Password: *", and "Re-Type Password: *". A red arrow points to the "Next" button at the bottom right. A legend indicates that an asterisk (*) denotes a "Required field".

4. Before continuing, you must authenticate your email address. Log out of the application system and log into your email client.

5. You will receive an email from The Field Museum. If you do not receive one, check your spam folder. Click the link in the email to authenticate your email address, or enter the authentication token into the application page.

<p>An authentication token email has been sent to studenttesterstein@yahoo.com</p> <p>Please open the email and copy the token into the box to the right to confirm your account.</p> <p>If the email address above is incorrect, or you do not receive the authentication email, you can start again.</p> <p>IMPORTANT NOTICE Email spam filters may prevent you from receiving our emails. To ensure our emails get to you, please add noreply@fieldmuseum.org to your 'Safe List' or 'Approved' list of safe email senders. Note: The authentication token we have just sent to you may be in your 'Junk' or 'Spam' email folder.</p>	<p>Step 2 of 2</p> <p>Authenticate Your Email Address</p> <p>Please enter your authentication token into the box below</p> <input type="text"/> <input type="button" value="Next"/>
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6. Return to the application system and log in to your account.

<p>New User ?</p> <p>If you have not registered as a user on our web site, click on "Register Now".</p> <p><input type="button" value="REGISTER NOW"/></p>	<p>I am already registered.</p> <p>Login here:</p> <p>Email Address <input type="text" value="studenttesterstein@yahoo.com"/></p> <p>Password <input type="password" value="....."/></p> <p> <input type="button" value="LOGIN"/></p> <p>Forgot your password?</p>
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7. Select "Site Preservation, Conservation, and Museum Enhancement."

Select the grant opportunity for which you'd like to apply (you can apply to one of each type):

Internships

Pritzker Internships

- DNA Residency Student
- DNA Residency Educator
- Summer Science Camp Student
- Summer Science Camp Educator

Scholarships

- Research Experience for Undergraduates (REU)
- Visiting Scholarship
- Graduate Fellowship

Archaeological and Anthropological Grant Opportunities in Bulgaria

- International Collaborative Archaeological and Bioarcheological Research
- America For Bulgaria Foundation Postdoctoral Fellowship in Archaeology at the Field Museum in Chicago
- Site Preservation, Conservation, and Museum Enhancement

8. Complete the application. You must enter information into all fields preceded with a red asterisk (*). You can save the application as often as you like by clicking on "Save Now."

Research Scholarships and Grants Application Form

*Required Fields
Unless otherwise specified, please complete the application in English

Program Information

Applying for which program* Site Preservation, Conservation, and Museum Enhancement

Application deadline* Sunday, December 1, 2013

Personal information

First Name* Jane

Middle Name

Last Name* Doe

Project Title*

Site Name*

Start Date of Project*

End Date of Project*

Amount Requested (in USD)*

Amount of Cost-Sharing (in USD)*

Amount of Funding From Other Sources (in USD)*

Estimated Total Cost of Project (in USD)*

Estimated Annual Cost of Project (in USD)*

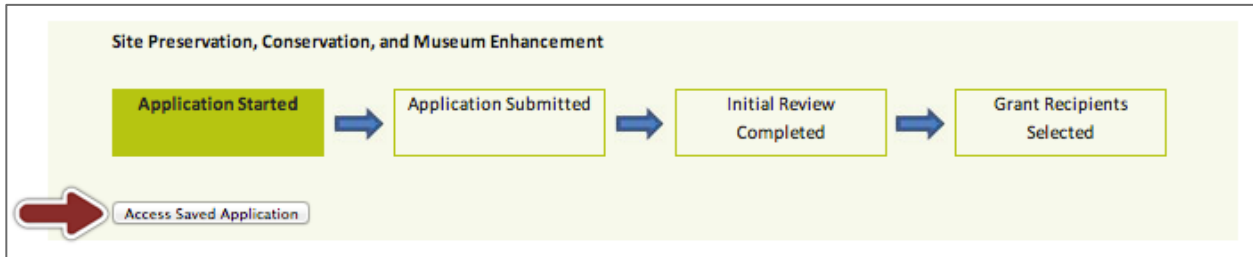
Total Estimated Cost of Project Upon Completion (in USD)*

Intended Year of Project Completion*

You may save your application in progress and complete at a later date by clicking SAVE NOW.

SAVE NOW

- a. Each time you save the application, you will be taken to the progress bar, which shows your application status. You will also see the progress bar when you log back into the system. Select “Access Saved Application” to return to the form.



- b. **Standard Budget Form** – download the .xls file, fill it in, and upload the completed file to the application system. Select “Choose File,” and navigate to the completed file on your computer. The file must be in .xls format.

The screenshot shows the "Upload Standard Budget Form" section. It includes the following text: "Upload Standard Budget Form*", "Download and complete the Standard Budget Form, available here: [SPCME-Standard-Budget-Form.xls](#) (with a maximum file size of 2.9MB)", and "Use this file to develop an organizational budget in U.S. dollars, assigning costs to immediate and long-term preservation actions. We strongly encourage applicants to use their own funds to pay monthly salaries to project members who are also employees of the applicant's home institution, should such salaries be required. (File must be .XLS and a maximum size of 2.9MB)". Below the text, there is a red arrow pointing to a "Choose File" button, which is currently displaying "No file chosen", and a "CLEAR" button.

- c. **Budget Justification** – prepare a narrative of your budget expenses and upload the document using the “Choose File” button. For all equipment purchases and services exceeding \$1,000, you must upload separate quotes from the service providers. Please note that the system will not prevent you from skipping this step, however **if you fail to upload quotes for any items exceeding this dollar amount, your application will be declined at a later stage.** These documents must be in .pdf format.
- d. **Abstract** – provide an abstract of your proposed research (4,000 character limit). It may be easiest to type the abstract into a word processor and copy/paste the text into this box.

- e. **Project Description** – upload the document using the “Choose File” button. The document must be in .pdf format.


Upload Project Description*

The project description is limited to 15 pages of single-spaced text and illustrations (12-point font, 1-inch margins), and it should address each of the questions outlined below. Any pages exceeding the 15-page limit will be discarded.

In addition, your proposal must focus on at least one of the following SPCME program components: Site Preservation; Collection Artifacts Restoration; Site Infrastructural Enhancement; or Museum Exhibits/Collections Enhancement.

- 1. General Information**
 - Provide a brief history of the site, museum, or collection.
 - Describe the current use of the site/museum/collection.
 - Note any designated landmarks or endangered site lists that include this site.
 - Describe the significance of the site/museum/collection.
 - Provide a brief history of the project and how it relates to earlier conservation, restoration, and socialization projects on the site/museum/collection.
- 2. Site Preservation Actions (if applicable)**
 - List up to five threats facing the site, in order of urgency.
 - Describe the threats to, and the physical condition of, the site and the extent and rate of its deterioration.
 - Describe the actions of governmental, community, or other entities to address these threats.
 - Describe any plans for long-term protection of the site.
 - What are the obstacles to implementing effective site protection?
 - Is there a prepared or proposed formal conservation plan?
- 3. Artifact Restoration Actions (if applicable)**
 - List up to five threats facing the collection, in order of urgency.
 - Describe the threats to, and physical condition of, the artifacts and the extent and rate of their deterioration.
 - Describe the actions of governmental, community, or other entities to address these threats.
 - Describe any plans for long-term protection of the collection.
 - What are the obstacles to implementing effective restoration?
 - Is there a formal restoration plan prepared or proposed?
- 4. Grant Request (up to \$50,000)**
 - Describe the specific project and provide a detailed plan of the project actions.
- 5. Community Benefits and Sustainability**
 - Describe the economic, social, and cultural benefits of the project to the local community.
 - Describe how the proposed project will be sustainable and prevent continued deterioration.


(File must be .PDF)

 No file chosen

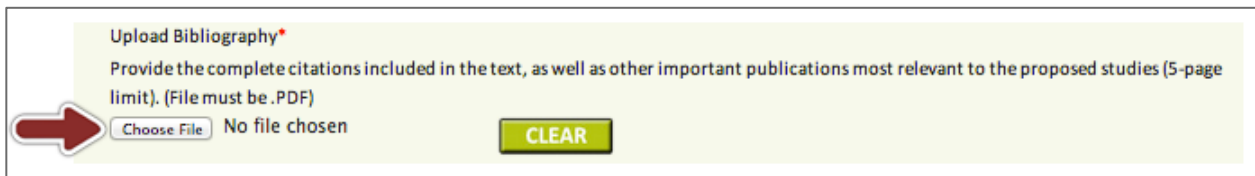
- f. **Maps** – upload the map(s) using the “Choose File” button. The maps should be organized into a single document in .pdf format.

Upload Maps*

Provide a map or maps (1:10,000 or better) indicating the location of the proposed study region or where the materials to be studied were collected (1-page limit) (File must be .PDF)



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- g. **Bibliography** – upload the document using the “Choose File” button. The document must be in .pdf format.

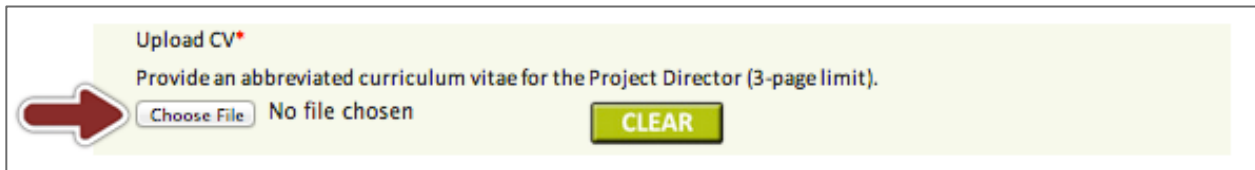


Upload Bibliography*

Provide the complete citations included in the text, as well as other important publications most relevant to the proposed studies (5-page limit). (File must be .PDF)

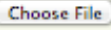

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- h. **Project Director** – fill in the required information.
- i. **CV** – upload the CV for the Project Director using the “Choose File” button. The document must be in .pdf format.



Upload CV*

Provide an abbreviated curriculum vitae for the Project Director (3-page limit).

 No file chosen 

- j. **Owner and Administrator of the Site, Museum, or Collection; Jurisdiction** – fill in the required information.
- k. **Previous Applications and Funding** – fill in the required information.
9. After finishing the application, click “SAVE and SUBMIT.” You may use the “Save Now” button if you wish to return to your application to make edits before you submit it, but your application will not be submitted until you click the “SAVE and SUBMIT” button. **You must check the declaration box before submitting.**



You may save your application in progress and complete at a later date by clicking SAVE NOW.



If your application is complete and you wish to submit for review, click SAVE AND SUBMIT.
Please note: Applications cannot be modified after submission.

By submitting this application, I Jane Doe, declare that the provided information is true and that, in the event of funding, I will complete this project according to the proposed project description.

 Yes No



10. After submitting your application:
- a. The progress bar on your account will advance to “Application Submitted.”

- b. You will be sent an email verifying that your application has been submitted.
11. At 11:59pm on the close date of the application cycle, the Advisory Committee will no longer accept application materials. You can continue to log in to the system to check your progress bar, but you will not be able to upload additional materials or change your application. Support from the administrator will end at 5:00 pm on the close date of the application cycle.
 12. After the grant administrator reviews your application and passes it onto the committee, your progress bar will advance to “Initial Review Completed.”
 13. The Advisory Committee will make final funding decisions after its annual meeting in January. Once the final decisions are made, your progress bar will advance to “Grant Recipients Selected.” You will be notified automatically via email about the final decision of your application.