The Graduate Studies Advisory Board Humanities Research Fund, 2020-21

Spring 2021: For research to be conducted January 15 through May 15, 2021

The information in this call for applications applies to the spring funding cycle, January 15 through May 15, 2021, for awards of up to $2,000 for research. Due to COVID-19 and restrictions on travel, only research travel deemed essential will be considered for funding. N.B. – All information and procedures below are subject to change as university policies and pandemic conditions change.

Eligibility: This fund is restricted to doctoral students who have passed qualifying exams in American Studies, Anthropology, and History, are conducting research, and are in good academic standing. All applicants must have identified the research area in which they propose to write their dissertation.

Humanities doctoral students who applied for and received a GSAB Research “seed grant” (up to $350 for non-travel research) during the 2020-21 academic year are eligible to apply for one of these larger awards of up to $2,000.

Eligible expenses: Examples of eligible expenses include travel expenses such as airfare and lodging; the procurement of equipment and supplies in support of research; fees to gain access to archives, museums, and public history sites; and fees for the digitization of materials where archive access is restricted. GSAB Fund recipients must work with the appropriate staff member in their doctoral program to ensure that anticipated expenses and procurement requests can be covered under and adhere to William & Mary’s policies. Please note that university funds may not be used for lodging through Airbnb, VRBO or similar services.

Ineligible expenses: personnel costs (e.g., salaries and/or benefits), conference travel expenses, subscriptions to journals or periodicals, and dues to professional organizations.

Deadline: Applications must be received by no later than April 9, 2021. However, applications received prior to April 9 will be reviewed on a rolling basis as they are received in order to facilitate research this spring.

For research involving travel: All non-essential W&M travel has been suspended due to the ongoing pandemic. However, university leadership recognizes that in a limited number of cases, travel by faculty and graduate students may be essential. The Travel Review Committee (TRC) reviews proposed domestic and international travel for compliance with university guidelines and may grant exceptions to allow travel deemed essential. The TRC is made up of faculty and staff from across the university. Read more: https://www.wm.edu/offices/revescenter/safety_health_security/travel_review_committee/index.php

All GSAB Humanities Research Fund applications recommended for funding that include travel must also submit a petition to the TRC’s online travel portal. The TRC will appraise the safety of each travel plan; only travel deemed absolutely essential will be approved. Both your funding application and TRC petition should explicitly demonstrate why travel is essential to your research and progress toward degree.

For the sake of efficiency during this unusual semester, we recommend the following steps:

- Submit your GSAB Humanities Research Fund proposal to the OGSR as early as possible.
- It will be reviewed and a funding decision made within 10 business days.
If your proposal is to be funded, we will then prompt you to fill out the TRC Travel Portal questionnaire. Note that because pandemic conditions shift rapidly, funds cannot be dispersed to you until TRC approval is attained and it is certain your travel will take place.

**Review process:** All applications per award cycle will be evaluated and ranked. Recommendations for funding will be forwarded to the Dean of Graduate Studies and Research for approval, and then forwarded to the Dean of the Faculty of Arts & Sciences to obtain exemption as a mission-critical expenditure.

Special consideration will be given to the following:
- The degree to which any travel will be undertaken safely and is deemed essential.
- The extent to which the applicant has sought and secured supplementary funds from their graduate program, outside sources, and/or has undertaken substantive cost-sharing measures.
- The extent to which the applicant has had prior success securing external research funding, along with evidence of the research progress made due to that support.

In making selections, the quality, feasibility, and maturity of the research proposed will be considered. The reviewers will consider how realistic the budget is in support of the research. A strong proposal does not presume a familiarity with the jargon of the field, but rather is written for a general audience. The total number of awards made and the level of funding for each award will depend on the quality of the proposals received and the amounts requested.

**Requirements for submission:** please submit the following application materials as a single PDF to the OGSR by email to dean-gsr@wm.edu, and c.c. your Director of Graduate Studies (DGS).

1. A Research Fund Application form (fillable .pdf included below)
2. An application narrative of no more than two single-spaced pages outlining the research to be undertaken, explaining the essential nature of this research to the completion of the degree, and the contribution the research will have on progress toward finishing the dissertation.
3. A budget narrative of up to one additional page elaborating on the budget presented on the application form and explaining any outside, supplemental funding applied for and/or anticipated, or any cost-sharing measures undertaken. If the applicant has had prior success in obtaining external funding for research, detail the source of that prior funding and the research progress made as a consequence of that funding.
4. A Research Grant Institutional Compliance Form (.pdf included below).

**Requirements upon approval and acceptance:** Travel arrangements must be coordinated through the applicant's doctoral program. Tickets must not be purchased independently in advance of a consultation with your program administrator. If a funded research proposal includes an international travel component, the recipient is required to follow all W&M policies regarding international travel and must work with their doctoral program to purchase CISI Comprehensive Medical and Evacuation Insurance, coordinated through the Reves Center, and to provide a copy of the CISI insurance card or receipt/confirmation of payment to their doctoral program prior to departure.

The procurement of any supplies and equipment must be coordinated through the applicant's doctoral program; they must not be purchased independently in advance of a consultation with the staff member who handles procurement requests for the doctoral program. All property, equipment, and unused supplies remain the property of Arts & Sciences, William & Mary.

Following the implementation of your funded research, you will receive a prompt asking you to supply the OGSR with a very brief report of your activities. We’ll compile these reports as a “thank you” to the GSAB members supporting your research.