

Guidelines for JRF grant applications

Overview

The Jacobs Research Funds (JRF) funds research on aboriginal peoples of the Americas. Most grants are in the range of \$3,000 USD, but projects up to \$6,000 or \$9,000 can be considered.

The remainder of this document explains how to apply for a grant, including which expenses are eligible and which documents are required. All documents, including two letters of support, must be received by the deadline, February 15.

All data collected with the support of the JRF must be archived at the University of Washington libraries.

Eligibility

Eligible research

The Jacobs Research Funds (JRF) supports projects involving fieldwork with living aboriginal peoples of North and South America. Priority is given to research on endangered cultures and languages, and to research on the Pacific Northwest (the Pacific Coast from Northern California to Alaska and the Columbia Plateau in British Columbia, Washington, Oregon and Idaho). The JRF does not support research on non-aboriginal peoples, nor on peoples outside the Americas.

Projects that produce new data are the highest priority, including proposals to digitize, transcribe and translate old materials that might otherwise become lost or inaccessible. Projects that only process, analyze, present, or publish previously gathered data, whether in an archive or personal collection, are of lower priority.

Most funded projects fall within linguistics (including ethnolinguistics, sociolinguistics, and world view) or anthropology (including social-cultural anthropology, social organization, political organization, and folk taxonomy). Projects in religion, mythology, music, dance, and other arts are also eligible.

Projects that are not supported include those in archeology, physical anthropology, applied anthropology, and applied linguistics (for example, grants exclusively for technological improvements, development of pedagogical materials, and the like). Nor does the JRF fund research on non-aboriginal (post-Columbian) cultures and languages of the Americas.

It is expected that both the subjects of research and society in general will ultimately benefit from the knowledge generated by the funded research. The JRF therefore does not support proprietary research; that is, research for the exclusive use of any public or private entity (such as national, state, provincial, or local governments; charities, churches or foundations; tribes or bands; or community groups).

Eligible researchers

For any funding year, a researcher can be an applicant or co-applicant on at most one JRF grant.

Researchers may hold JRF grants in consecutive years, but the final report from the last JRF grant must be filed and field materials must be archived before subsequent funding can be received.

At least one of the applicants should have an M.A. or equivalent. Otherwise, the proposal should designate a Sponsor. It is expected that the Sponsor of a student in a degree program will normally be that student's Supervisor. However, if another person is more appropriate, such as a tribal cultural affairs officer, please explain. In addition to writing a letter of support for the proposal, the Sponsor should provide oversight and be available for consultation and assistance throughout the project period.

Grant categories

There are three categories of Jacobs Research Funds grants.

- Individual grants: 1 researcher, up to \$3,000 USD
- Group grants: 2 or more researchers, up to \$6,000 USD
- Kinkade grants: up to \$9,000 USD

Individual grants support research projects administered by a single researcher on a focused problem.

Group grants support work by two or more researchers who will cooperate on the same or similar projects. The researchers should share field expenses working on the same language, with the same speakers, or in the same geographical area. Projects involving collaboration between academics and non-academics are encouraged.

One person in the group should be designated as the Principal Investigator (PI). The PI will serve as the contact person, and will be responsible for dispensing funds, filing reports, and archiving materials. Normally, the PI will be the most senior scholar in the group. Each member of the group should submit a CV. However, only one description and budget should be submitted per group.

Kinkade grants honor the memory of the late Dale Kinkade, a linguist known for his work on Salishan languages. Kinkade grants support projects requiring an intense period of fieldwork, such as a dictionary or collection of texts. They are intended for a single experienced researcher, such as a Ph.D. student working on a dissertation, a professor on sabbatical, or a retired professor seeking to complete major research. However, Kinkade proposals from groups of two or more researchers will be considered under exceptional circumstances.

Kinkade grants are awarded rarely, and only to the most worthy projects. If a project is not awarded a Kinkade grant, the PI is still eligible to receive an Individual grant. Please check the appropriate box for this on the application information form and include a second budget.

Application

A JRF application consists of:

- project information form
- CVs for all researchers (2 pages per CV)
- project description (up to 3 pages)
- budget form (1 page for most proposals)
- letters of support (submitted separately)

To apply, use the form provided on our website (depts.washington.edu/jacobsf), and upload it through the Apply page. All material should be in 12-point font with one-inch margins. Applications should be submitted as a single Word or PDF file (PDF if special fonts are used). The file should be named as follows:

- Surname-JRF_year

For Group grants, the surname in the file name should be that of the PI.

Curriculum vitae

- 2 pages maximum per researcher

Include information on:

- current academic status (professor, student, independent researcher)
- education and training (degrees completed or in progress, with dates; coursework, language classes, or other relevant preparation)
- name of Supervisor, if any
- relevant employment and other experience
- relevant honors and grants (with project names, dates, and amounts)
- relevant publications, conference presentations, and the like
- degree of competence (speaking, reading) in relevant languages

Description of proposed activity

- 3 pages maximum, including bibliography

Many proposals include the following sections:

- previous research
- research question
- methods
- work plan
- permissions and consent
- archiving plan

Throughout this section, please avoid field-specific jargon.

Previous research. The proposal should be situated in the context of other scholarly research. All proposals must demonstrate an acquaintance with previous research on the topic under investigation, citing relevant sources. All references in the bibliography should be cited in the project description. Successful proposals typically demonstrate relevance of the project to contemporary theoretical issues in a particular subfield.

If the proposed project represents a continuation or extension of a previously funded one, this section of the application should summarize results of previous support (particularly if support was provided by the JRF).

Research question. State the research question or problem precisely. Anthropology proposals which will describe or record cultural behavior should clearly indicate the focus of the project.

Linguistics proposals should give an assessment of the language situation, including estimated numbers of speakers and the overall state of documentation. Please provide concrete examples, in the target language, of the phenomenon or phenomena to be investigated. It is also advisable to provide an ISO 639-3 code for the language.

Methods. Be specific about the methods and procedures planned and how the information collected will answer the research question. If research assistants will be used to help collect the data, indicate how they will be selected, trained, and supervised. If a standardized instrument such as a questionnaire will be used, please provide a copy. If the instrument has not yet been developed, describe it as well as possible.

For anthropology proposals, if there is a local indigenous language but language is not the focus of the project, how will native terminology for items of interest be handled? For projects which will collect data in the indigenous language, please

answer such questions as: Will the language be recorded or transcribed? Who will transcribe the language? Who will translate into a meta-language?

Work plan. Give a projected timeline for data collection, analysis, archiving and other dissemination of results. The duration of most projects is one year or less.

Permissions and consent. Indicate any arrangements for research which have been made with local communities.

Archiving. All applicants must archive copies of their field materials with the Suzzallo-Allen Library of the University of Washington at the conclusion of their project. Explain what archivable materials will be produced.

Budget

1 page maximum (2 pages possible for Kinkade grants). The budget consists of:

- budget summary
- budget justification
- support from other sources

Budget summary. Give a breakdown of amounts by category. Allowed expenses include consultant fees for 'Indian/First Nations experts', travel and lodging, supplies, equipment, and archiving (copying, mailing). Reasonable amounts (up to \$300) for microphones and other recording equipment will be considered with adequate justification. Disallowed expenses include researcher salaries, food, conference travel, and capital expenditures such as computers.

Currency. The JRF funds projects in either US or Canadian dollars. Awards in Canadian dollars are disbursed by our sister organization, the Whatcom Museum Society of British Columbia. Award limits are tied to the US dollar. A USD-CAD conversion rate in effect at the time of the award will be used. Grants that will be spent in other currencies are awarded in US dollars.

Projects which will be carried out in a non-USD currency should provide a breakdown of expenses in the other currency, along with a conversion to USD. If estimating expenses in a currency other than USD, please make this clear by using the appropriate currency code (for example MXN for Mexican pesos, BRL for Brazilian reais). Also quote the exchange rate, including the source and date checked (such as *xe.com*). The JRF reserves the right to adjust the exchange rate at the time of the award if deemed appropriate.

Budget justification. The items listed under the budget summary can be explained in further detail if needed. For example, provide the rate at which consultants are to be paid and the anticipated number of hours of fieldwork; means of travel, miles, and mileage rate; estimated lodging costs. For

automobile travel, use the following base rates: \$0.25/mi in the USA, \$0.20/km in Canada. Higher rates for mileage or kilometrage will be considered with adequate justification. Please propose a rate for other areas of the Americas.

Other support. Explain any other funding that has been received, has been applied for or will be applied for.

Kinkade grants. If you are applying for a Kinkade grant and would like to be considered for an Individual grant should a Kinkade grant not be provided, a second budget should be provided on a second page. Explain how the Kinkade grant budget would be scaled down for an Individual grant.

Letters of support

Two letters of support are required. Choose people to write letters of support who are in a position to judge the significance of the project, researcher capability, and the field situation. If a project has a Sponsor (see above), the Sponsor must write a letter. For Kinkade grants, one letter should be from a recognized scholar in the field who is not at the PI's home institution. Letters from members of the research team (as in a Group proposal) will not count towards the total number of required letters. Each letter writer should be provided with a copy of the proposal well in advance of submission.

Please ask letter writers to submit their letters via the upload link on the Apply page of our website at depts.washington.edu/jacobsf. In exceptional circumstances, we can accept letters via e-mail:

jacobsf@uw.edu

or regular mail:

The Jacobs Research Funds
Department of Linguistics
Box 352425
University of Washington
Seattle WA 98195-2425 USA