

Guidelines for JRF grant proposals

1. Overview

The Jacobs Research Funds (JRF) offers grants in support of 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 will be considered.

This document explains how to apply for a grant, including what expenses are eligible and what documents are required. All documents, including two support letters, 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.

2. Eligibility

2.1. Eligible research

The 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, 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 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 governments, charities, churches, foundations, tribes or bands, or community groups.

2.2. Eligible researchers

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

At least one of the applicants should have an Masters degree or equivalent. Otherwise, the proposal should designate a Sponsor. 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 officer, please explain. In addition to writing a support letter, the Sponsor should provide oversight and be available for consultation and assistance throughout the project.

3. Grant categories

There are three categories of JRF grants—Individual, Group, and Kinkade:

- 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 expenses working on the same language, with the same people, or in the same geographical area. We encourage collaboration between academics and communities.

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 retiree seeking to complete major research. However, Kinkade proposals from groups of two or more researchers will be considered in 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. To

take advantage of this option, please check the appropriate box on the proposal form, and include a second budget.

4. Proposals

4.1. Overview

A complete JRF grant proposal consists of the following parts. Except for support letters, these are all included in the downloadable proposal form, and should be submitted as a single document.

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

To apply, use the form provided on our website (*jacobsgrants.org*), and upload it through the “Apply” page. All material should be in 12-point font with one-inch margins. Submit your proposal as a single Word or PDF file (use PDF if you use any special fonts). Name the file according to the following convention, replacing “SURNAME” and “YEAR” with the PI’s surname and the year, respectively:

SURNAME-YEAR-JRF-proposal

The following sections provide specific guidelines for each part of the proposal.

4.2. Curriculum vitae

CVs can be up to 2 pages long 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

4.3. Description of proposed activity

4.3.1. Overview. You can take up to 3 pages to describe your project, including any bibliography. Throughout this section, please avoid field-specific jargon. Many proposals include sections like the following:

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

4.3.2. 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 description should summarize results of previous support (particularly if support was provided by the JRF).

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

Linguistics proposals should summarize the language situation, including ISO 639-3 codes, estimated numbers of speakers, and the state of documentation. Please provide concrete examples, in the target language, of the phenomena under investigation.

4.3.4. Methods. Be specific about the methods and procedures planned and how the information collected will answer the research question. If research assistants will 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, or 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 that will collect data in an 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?

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

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

4.3.7. Archiving plan. Describe what archivable materials will be produced. All grant recipients must archive copies of their field materials with the University of Washington Libraries at the conclusion of their project (see below).

4.4. *Budget*

4.4.1. Overview. Budgets are at most 1 page. If you are applying for a Kinkade grant, then you may include a second 1-page budget (see below). The budget consists of these parts:

- budget summary
- budget justification
- other support

4.4.2. Budget summary. Break down budget amounts by category. Allowed expenses include consultant fees for ‘Indian/First Nations experts’, travel and lodging, supplies, equipment and archiving (copying, mailing). 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.

4.4.3. Budget justification. The items in 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 or kilometers, and mileage or kilometrage rate; and 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 will be considered with adequate justification. For other areas of the Americas, please propose a rate.

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

4.4.5. 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 awarded, a second budget should be provided on another page. Explain how the Kinkade grant budget would be scaled down for an Individual grant.

4.4.6. Currency. The JRF funds projects in either US dollars (USD) or Canadian dollars (CAD). Awards in CAD are disbursed by our sister organization, the Kinkade Language and Culture Fund (KLF). Grants that will be spent in other currencies are awarded in USD. A USD conversion rate effective at the time of the award will be used. All award limits are tied to the US dollar.

Projects that will be conducted in non-USD currency should provide a breakdown of expenses in the other currency, a subtotal in that currency, and a conversion of the subtotal to USD (see proposal form). When citing expenses in a non-USD currency, please make this clear using the appropriate currency code (such as MXN for Mexican pesos, BRL for Brazilian reais). Also quote the exchange rate, including the source (such as *xe.com*) and date checked. The JRF may adjust the exchange rate at the time of the award if appropriate.

4.5. *Support letters*

Two support letters are required. Choose letter-writers who are qualified to judge the significance of the project, the researchers, 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 institution. Letters from members of the research team will not count towards the total number of required letters. Provide each letter-writer with a copy of the proposal well in advance of submission.

Please ask your letter-writers to submit their letters via the upload link on the “Apply” page of our website at *jacobsgrants.org*.

5. Archiving

If you receive a JRF grant, then you must deposit copies of your field materials at University of Washington Libraries Special Collections, in the Jacobs Research Funds Collection. Please see the “Archive” page at our website.

When you archive your materials, you must also file a final report directly with the JRF, preferably by email at *jacobsf@uw.edu*.