

# 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 are also considered.

This document explains how to apply for a grant, including what expenses are eligible and what documents are required. All documents, including at least two support letters, must be received by the annual deadline of 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—that is, the Pacific Ocean coast from Northern California to Alaska, plus the Columbia Plateau in British Columbia, Washington, Oregon, and Idaho.

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 language documentation and anthropological linguistics) or social-cultural anthropology (including folklore, social organization, political organization, and folk classification). Projects in religion, mythology, music, dance, and other arts are also eligible.

Fields of research that are not supported are archeology, physical anthropology, applied anthropology, second language acquisition, and applied linguistics. Projects that are concerned exclusively with technological improvements, development of pedagogical materials, and the like are not eligible. The JRF does not support research on non-aboriginal or post-Columbian peoples, nor on peoples outside the Americas.

It is intended that both the subjects of research and society in general will benefit from the knowledge generated by JRF-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, 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 archived, before subsequent funding will be awarded.

At least one of the Researchers on a JRF grant should have a PhD degree or should have advanced to candidacy for this degree. Otherwise, the proposal should designate a Sponsor. The Sponsor of a student in a degree program should normally be that student's advisor or supervisor. However, if another person is more appropriate, such as a tribal officer, please explain. The Sponsor must write one of the letters of recommendation for the project, and must agree to provide oversight, consultation, and assistance throughout the project.

## 3. Grant categories

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

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

*Individual grants* support research projects by a single Researcher on a focused problem.

*Group grants* support work by two or more Researchers who cooperate on the same or similar projects. The Researchers share expenses while working on the same language, with the same people, or in the same geographical area.

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

We encourage collaboration between university and community Researchers through Group grants. However, we discourage Group grants where not all Researchers appear to be crucial for project success, but instead are included only so that a proposal may be eligible for a higher level of funding. Make sure that the contribution of each member of the Group to the proposed project is justified in the proposal.

*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 six parts. The first four parts are all included in the downloadable proposal form, and are to be submitted as a single document:

1. Project information
2. CVs for all Researchers (2 page maximum per Researcher)
3. Project description (3 page maximum, not including bibliography)
4. Budget (1 page maximum)

Parts 5 and 6 are submitted separately. Letters of recommendation are submitted by the letter writers themselves (see instructions below). Last, if any of the Researchers has received a previous JRF grant, their latest final report will also be taken into account, and therefore must have been submitted no later than the current proposal.

5. Letters of recommendation
6. Final report (for latest JRF grant) filed by the Researchers (if any)

To submit these materials, use the forms for proposals and reports provided on our website, and email them to the address on the Apply page. All material should be in a 12-point font no smaller than Times New Roman with one-inch margins. Failure to comply with the physical requirements for proposals will result in such proposals receiving a lower rank than others that do.

Each proposal, report, or letter should be submitted as a single PDF file. Please name files according to the following conventions, replacing “PI-surname” and “Personal” with the PI’s surname and personal name, “yyyy” with the year that the proposal is (or was) submitted, and “Recommender-surname” with the recommender’s surname.

proposal:           PI-surname\_Personal-yyyy.pdf  
final report:       PI-surname\_Personal-yyyy-report.pdf  
support letters:   PI-surname\_Personal-yyyy-Recommender-surname.pdf

The following sections provide specific guidelines on remaining parts of the proposal.

## 4.2. *Project information*

Complete the first page of the proposal form. The completed Project information may be longer than one page.

## 4.3. *Curriculum vitae*

CVs can be up to 2 pages long per Researcher. Include information on the following:

- current academic status (professor, student, independent scholar)
- education and training (degrees completed or in progress, with dates; coursework, language classes, or other relevant preparation)
- name of advisor or 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

## 4.4. *Project description*

4.4.1. Overview. The description of proposed activity, up to the bibliography, may not exceed three pages. There is no page limit for the bibliography. Throughout this section, please avoid field-specific jargon. Many proposals include subsections like the following:

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

4.4.2. Research question. State the research question or problem precisely. Anthropology proposals that plan to describe cultural behavior should clearly indicate their focus. Linguistics proposals should summarize the language situation and state of documentation, include ISO 639-3 codes, and estimate numbers of speakers. Please provide concrete examples, in the target language, of the phenomena under investigation.

4.4.3. 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).

4.4.4. 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?

4.4.5. Work plan. Propose a timeline for data collection, analysis, archiving and dissemination of results. The duration of most projects is one year or less. If you are applying for Kinkade-level funding, then please explain why your project merits this level of funding.

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

4.4.7. 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).

4.4.8 Bibliography. A bibliography is required. In keeping with currently scholarly practice, all citations in the project description must have entries in the bibliography, and all entries in the bibliography must be cited in the project description. The bibliography is not included in the three-page proposal limit.

#### 4.5. *Budget*

4.5.1. Overview. The budget portion of your proposal should not exceed 1 page. If you are applying for a Kinkade grant, then you may include a second 1-page budget for an alternative Individual grant (see below). The budget consists of these parts:

- Budget summary
- Budget justification
- Other support

4.5.2. Budget summary. Break down budget amounts by category. Allowed expenses include payments to Consultants (that is, First Nations experts), Research Assistants, supplies, travel, accommodation, **wire transfer** and archiving. Disallowed expenses

include Researcher salaries, food, per diems, conference travel, health insurance, and capital expenditures such as computers.

Grants for fieldwork outside of the US or Canada can be disbursed by wire transfer upon request. After the grant is awarded, the recipient will be sent an international wire form with a due date to return the completed form. The JRF will cover the cost of initiating the wire transfer from the US. However, the bank on the receiving end may charge a fee for disbursing the funds. You will have to pay this receiving fee yourself, but may include it in your budget, provided that you give the exact amount.

4.5.3. Budget justification. Here you can explain the items in your budget as needed. For example, you should justify the rate at which you plan to pay your Consultants, and the anticipated number of hours of fieldwork. Although food is not normally an allowed expense, the JRF will consider proposals to pay Consultants with food, if they are justified. Supplies can include up to \$300 USD for microphones and other recording equipment, with adequate justification.

Regarding travel, please specify how you will get to your fieldwork locations, and how you calculate mileage or kilometrage. 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 justification. For other parts of the Americas, please propose a rate. Archiving can include amounts for digital media, copying, mailing, and the like.

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

4.5.5. Kinkade grants. If you are applying for a Kinkade grant and would like to be considered for an Individual grant should the Kinkade grant not be awarded, please provide a second, Individual-level budget on another page, and explain how you would scale down the Kinkade budget.

4.5.6. 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 any other currency 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, and so on). Also quote the exchange rate, including the source (such as *xe.com*) and the date that the rate was effective. The JRF may adjust the exchange rate at the time of the award if appropriate.

Please make your budget clear. Provide a separate subtotal in the budget table on the application form for every currency in which you plan to spend your funds, adding additional columns to the budget table if necessary. You may also include additional tables or explanation in the budget justification section, if needed.

#### 4.6. *Letters of recommendation*

Two letters of recommendation are required. Provide each recommender with a copy of the proposal well in advance of submission. Choose recommenders 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 number of required letters.

Please ask your letter-writers to submit their letters, named according to our guidelines in 4.1, via the email address on the "Apply" page of our website at [jacobsgrants.org](http://jacobsgrants.org).

### **5. Archiving and final report**

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 of the JRF website.

When you archive your materials, you must also file a final report directly with the JRF, preferably by email sent to [jacobsf@uw.edu](mailto:jacobsf@uw.edu).