

APPLICATION PROCEDURES FOR THE DISSERTATION FIELDWORK GRANT

1. The Wenner-Gren Foundation receives over 650 Dissertation Fieldwork applications each year. Only 11-12 percent of the applications are successful. Given this degree of competition, the Foundation advises applicants to follow closely all the procedures for completing the application.
2. Applications must be submitted on the most recent official application form. Application forms and guidelines for completing these forms are available three months before each application deadline.
3. The Foundation operates an [online application submission procedure](#). All application forms and other required application materials must be submitted online. If it is not possible to submit your application online because of inadequate internet access in your country of origin, you must notify the Foundation at least one week before the deadline to arrange to submit an application by conventional mail (applications@wennergren.org).
4. In addition to the online submission, five paper copies of the application form and other required application materials must be sent to the Foundation. This material must be postmarked by the application deadline (and received by the Foundation no later than two weeks after the deadline) or your application will not be reviewed.
5. Applications can only be made within 3 months of the application deadline.
6. Applications must be in English.
7. There is a single application form for both the Dissertation Fieldwork Grant and the Osmundsen Initiative. The application asks for the following categories of information:
 - [General information](#) about yourself, your supervisor, and the project
 - An Abstract of your proposed research. If your application is successful, this abstract will appear on the Foundation's website. Please make sure your abstract is written in a style that is clearly understandable to a non-specialist.
 - [Project description questions](#). All applicants must answer the first five project description questions. Applicants who wish to be considered for the Osmundsen Initiative must also answer the sixth question. All responses should be carefully prepared. Applicants are advised to read the questions and instructions as they develop their answers.
 - [A resubmission statement](#) if the current application is a resubmission of a previously declined application.
 - [A detailed budget](#)
 - [A bibliography](#) relevant to your proposed project
 - [A curriculum vitae](#) for the applicant and supervisor
8. Please note that research permits and/or special visas are not required at the application stage. If an application is successful, the Foundation will request

copies of the relevant permits. Grant funds will not be released to a grantee until the Foundation has received copies of all relevant research permits.

9. Before submitting your application, please read the information on US tax issues applicable to all grantees. *Refer to the Wenner-Gren Website for more information.*
10. Non-US citizens should read the information on US visa requirements for Non-US citizens who are present or coming to the United States as part of their research project. *Refer to the Wenner-Gren Website for more information.*
11. Successful applicants are required to comply with all US laws. This includes, but is not limited to, regulations governed by the US Department of Treasury Office of Foreign Asset Control (OFAC). OFAC administers US Government sanction programs and regulations pertaining to the Specially Designated Nationals List (SDN List). Please consult the US Department Treasury website for more information on US Government sanction programs and the SDN List at www.ustreas.gov/offices/enforcement/ofac
12. Special documentation is required for research projects located in the following countries where US Government sanctions are in place: Cuba, Iran, Myanmar (Burma), North Korea, Sudan and Syria. This documentation is not required at the stage of application, but must be submitted to the Foundation before grant funds are disbursed to successful applicants. *Refer to the Wenner-Gren Website for more information*
13. Do not send any other material, such as transcripts, letters of recommendation, computer disks, manuscripts, publications, photographs, or recordings to the Foundation in support of your application. This material will not be used in the review process and cannot be returned.

GENERAL INFORMATION ABOUT THE APPLICANT, SUPERVISOR AND PROJECT

You will be asked to provide the following information about yourself, your supervisor, and your project.

1. Applicant Information: The application must be submitted by the student. You are asked to supply your full legal name (first, middle, and surname), e-mail address and other contact details, date and place of birth, gender, citizenship, educational history, and current education status. You are asked to supply your home and/or department address. If you supply both, your home address will be used as your mailing address. Please note that the Foundation's primary method of communication with you will be by e-mail.
2. Supervisor Information: Dissertation Fieldwork applicants must indicate one individual who will act as the dissertation supervisor. This supervisor will be responsible for the reporting requirements of the grant. For the purpose of the application your advisor **MUST** be at the same department or academic institution. Other academic advisors can be mentioned in question 4 of the project description questions. You are asked to supply his or her full legal name (first, middle, and surname), e-mail address, department and institution contact

details, gender, citizenship, and education history (highest degree awarded, year, and awarding institution).

3. Project Information:

- Title of project (15 words or less)
- Total amount requested in U.S. Dollars. Note that you are also required to submit a detailed budget
- Three keywords or phrases that best categorize your research and the choice of a discipline and region/topic category that is selected from a predetermined list
- Project duration and location information, including the project start date and its duration. Note that projects may have a duration longer than 12 months and need not entail a continuous period of research. The beginning date must be after January 1 of the following year for applications submitted at the May 1 deadline, and after July 1 of the following year for applications submitted at the November 1 deadline
- Other academic personnel participating in project: List only key academic personnel who will be carrying out or collaborating on a substantial portion of the project and their academic affiliations. You should not include local research assistants who will be working under your direction or non-academic family members (or other non-academic individuals) who may be helping with aspects of your research. You should explain the importance of these individuals for your research in Question 4 of the [Project Description Questions](#)
- Other funding applications: List other agencies to which you have applied for funding for all or part of the research proposed in this application. This will not jeopardize your chances of receiving funding from the Wenner-Gren Foundation. If your proposed research is dependent on funds from other agencies in addition to funds from Wenner-Gren, you must indicate in Question 3 of the [Project Description Questions](#) the feasibility of your research if those other funds are not forthcoming

Project Description Questions

All applicants must answer the first five project description questions. The sixth question should only be answered by applicants who are applying for the Osmundsen Initiative supplement funding.

Question 1: Describe your research question/hypothesis or research objective. That is, what will be the focus of your investigation? [approximately one page, single-spaced]

The formulation of a developed research question, hypothesis, or research objective is the single most important characteristic of a successful proposal. There are three major guidelines that applicants should follow:

1. The research question, hypothesis, or objective should be narrowly focused and ask “why,” “how,” or “what” about an issue of significance to anthropology. Do not

- present a vast research topic as the object of investigation; instead, develop answerable questions (or testable hypotheses) in the context of the larger research topic.
2. Research questions should not be presented as if the answer were already known. Applicants need to demonstrate that the proposed research will answer (or test) the question/s (or hypothesis).
 3. Applicants should also be realistic about what can be achieved. Many applications fail because they assert that the research will answer such a wide variety of questions that the investigation may not answer any single one fully and carefully.

Question 2: How does your research build on existing scholarship in anthropology and closely related disciplines? Give specific examples of this scholarship and its findings. [approximately one page, single-spaced]

It is important to clearly demonstrate that you have a good knowledge of the anthropological literature, as well as other disciplinary literature, relevant to your topic of research. Be explicit in showing how your research will expand on previous findings. The foundation prioritizes work that is theoretically driven and question 2 allows you discuss the theoretical framework that has guided you in formulating your research questions. It is not enough to just cite literature in answer to this question. Please provide a clear and comprehensive discussion of the issues and demonstrate how your work fits into current theoretical debates in the field.

Primatologists should note that to be competitive they should clearly demonstrate how their research is derived from and will contribute to anthropological debates dealing with humanity's cultural and/or biological origins, development, and/or modern variation. It is not sufficient to merely cite primatological literature and primatological debates in answer to this question.

Question 3: What evidence will you need to collect to answer your research question? How will you go about collecting and analyzing this evidence? [approximately one page, single-spaced]

Applicants are strongly advised to clearly and explicitly demonstrate that the evidence gathered and the analytical procedures proposed will realistically support the research goals expressed in Question 1.

Applicants should provide a timeline for their research. They should also demonstrate that the plan for conducting the research can be managed in the allotted time and with the available funds. A feasible research plan with clearly defined procedures is much better than one so broad that it seems impossible to accomplish within the limits of the time and funding available.

If the research is to be conducted in phases, applicants should provide a timeline and justify why separate trips to the field are necessary. Applicants should note that the Foundation does not fund trips home to consult with supervisors/colleagues, to carry out preliminary data analysis or to attend conferences, nor does it fund follow-up trips to the field to verify or augment data, etc.

If the applicant has already received funds from other sources and is applying to Wenner-Gren for either top-up funds or funds to support subsequent phases of the research, the applicant should strongly justify the need for the additional funds to achieve their research goals. It is not sufficient merely to say that the additional funds will allow more data to be collected. The question is why those additional data are needed to achieve the stated research goals and why it is not possible to achieve the research goals with the funds already to hand.

The Foundation supports projects using all appropriate methods of data collection and analysis commonly employed in anthropology, including both qualitative and quantitative methods, laboratory, archival and/or museum research, and fieldwork involving archaeological, survey, or ethnographic techniques.

Question 4: Describe your training and preparedness for this research (examples: language competence, technical skills, previous research, and any other relevant experience). Describe any work you have already done on this project, and/or how it relates to your prior research. If you are collaborating with other academic personnel describe their role/s in the project and the nature of the collaboration. [approximately one page, single-spaced]

In assessing a project the Foundation pays close attention to the researcher's preparation. Have the required language and/or other relevant skills been acquired? Have local contacts or academic affiliations been made? Has the applicant already carried out a pilot project? If so, what data/results are already available? Are there any safety or access issues involved with the fieldwork or other forms of data collection? If so, how will they be managed? What are the ethical issues involved with the research and how have these been addressed?

Question 5: The goal of the Wenner-Gren Foundation is to support original and innovative research in anthropology. What contribution does your project make to anthropological theory and to the discipline? [approximately half a page, single-spaced]

The Wenner-Gren Foundation defines anthropology in its broadest terms as a discipline that advances significant and innovative research about humanity's cultural and biological origins, development, and variation.

A successful application is one that emphasizes the contribution of the proposed research not only to the specific area of research being addressed but also to the broader field of anthropology. Applicants should be explicit about the potential contribution of their research to anthropological theory and debate in the broadest possible sense.

Question 6 is to be answered only by those applicants who wish to be considered for the Osmundsen Initiative

Question 6: The goal of the Osmundsen Initiative is to provide additional financial support for projects that demonstrate how the unique quality of anthropology can make a significant contribution to the modern world. Describe the ways in which your project addresses broader issues of contemporary social or intellectual concern.[approximately half a page, single-spaced]

When answering this question it is important to be as specific as possible. It is not sufficient to merely claim that the research will address particular broader issue/s. You must demonstrate:

1. Why the issue/s are important and how your research contributes to them
2. How your work scales up from a rich anthropological analysis of a local situation or focused topic to address broader social or intellectual issue/s and
3. The unique value of the anthropological approach to these issue/s

It is important to build a careful and realistic connection between the proposed research and the broader social or intellectual issue/s and to make a convincing and well-supported case.

In answering this question do not simply reiterate the significance of your work for advancing anthropological theory, but demonstrate why your work would be of interest to non-anthropologists.

Budget: The Osmundsen Initiative provides up to an additional US\$5,000 for a maximum award of US\$25,000. This supplementary money is intended to be used to enhance the research project as described in the body of the proposal. It is not intended to be used for purposes of dissemination or popularization of the research.

It is important to provide a strong justification for the additional items requested in the Osmundsen budget. Clearly demonstrate how they would improve and enhance the research and why you are requesting them. Such items might include, but are not limited to, additional research or transcription assistance, additional time in the field or items of equipment that would facilitate the research.

RESUBMISSION STATEMENT

If the current application is a resubmission of a previous Dissertation Fieldwork grant application that was unsuccessful in a prior funding cycle, you must include a resubmission statement [approximately one page, single-spaced]. This statement should describe how your application differs from your previous submission and how you have addressed reviewers' comments.

Include this statement whether or not the current project is similar to your previous one. A resubmission statement is often a benefit to an applicant in demonstrating how and why his/her thinking has changed.

BUDGET GUIDELINES

You must submit a detailed budget with your online application. A sample budget [can be accessed on the website](#).

All applicants

The maximum award for the Dissertation Fieldwork Grant is US\$20,000. All applicants, including those who wish to be considered for the Osmundsen Initiative, should submit a budget within this limit.

Provide a budget only for the items and amounts you are requesting from Wenner-Gren. If your project is dependent on funding from more than one source, you should include a brief description of the items not covered in your Wenner-Gren budget together with the cost of these items. Please also include a statement of the feasibility of your project if additional funding is not forthcoming.

It is important to include a detailed breakdown of the budget, showing how expenses were estimated in each category. You should use the categories listed below when relevant and be detailed in your justification/explanation. Items not fully justified will not be considered.

Applicants also applying for the Osmundsen Initiative

The Osmundsen Initiative provides up to an additional US\$5,000 for a maximum award of US\$25,000. This supplementary money is intended to be used to enhance the research project as described in the body of the proposal. It is not intended to be used for purposes of dissemination or popularization of the research.

It is important to provide a strong justification for the additional items requested in the Osmundsen budget. Clearly demonstrate how they would improve and enhance the research and why you are requesting them. Such items might include, but are not limited to, additional research or transcription assistance, additional time in the field or items of equipment that would facilitate the research.

Expenses allowed for both programs:

1. Research expenses directly related and essential to the project, including travel, living expenses during fieldwork, research assistance, transcription costs, specialized software, gifts for informants, visa fees, and other relevant research expenditures. Childcare expenses will be considered if no adult family member accompanies the applicant and child(ren) into the field. Please refer to the sample budget for an example of the detail required. Items of special note include the following.
 - If you are requesting multiple trips to the field, please justify the need for them. Please note, the Foundation does not fund pilot research or trips home from the field to consult with supervisors or colleagues or to carry out preliminary data analysis. It also does not fund trips to the field for supervisors to advise or support their doctoral students.
 - If you are requesting funds for research assistance, please justify why the assistance is needed and precisely what aspects of the research will be carried out by you and what aspects will be carried out by the research assistant/s. Please also clearly justify the level of payment for the research assistant/s in the context of the appropriate wage level for your research site, the number of assistants requested, and the amount of time for which you are requesting assistance. It is important to provide a convincing justification for the number of research assistants requested and for their period of appointment. Resist the temptation to inflate this item to the budget maximum.
 - If you are requesting funds for transcription costs, please justify the payment level, the need for this assistance, and the proportion of the transcription that will be carried out by the assistant and by you and how

the transcriptions will be used in the resulting analysis. It is particularly important to justify why word-for-word transcriptions are necessary for your particular research project.

- Dissertation Fieldwork Grant applicants should note that the Foundation expects our grantees to participate in all aspects of the research and not hire in others to carry out activities that would give the grantees themselves valuable experience and/or insight. This is particularly relevant to requests for research and transcription assistance.
 - If you are requesting childcare expenses, please confirm that your child(ren) will be accompanying you to the field and whether any other adult member of the household is available to care for them. Provide the number of hours/days and hourly/daily rate for childcare.
2. Per Diem expenses should be an accurate reflection of the actual costs of carrying out the research. The Foundation rarely if ever pays US State Department per diems for foreign travel. If the applicant does not have a clear idea of the costs of research, s/he should consult with others who have experience in the area. The Fulbright-Hayes or the Economic and Social Research Council (UK) websites also provide international per diem/maintenance allowance estimates appropriate for academic research. All per diem amounts should be justified.
3. Supplies and equipment directly related to the successful completion of the project. For items of equipment costing in excess of \$750, include a donation statement as well as a justification. The Donation Statement should include:
- Why the equipment is necessary for this project
 - Why use of such equipment cannot be obtained from your institution
 - Why funding cannot be obtained from other sources
 - How you plan to dispose of equipment at the end of your project. Please note the Foundation's equipment policy requires that if any item of equipment (including software) purchased with grant funds at an original cost in excess of \$750 still has monetary value, the resale value must be returned to the Foundation; or, upon approval by the Foundation, such equipment may be donated to an educational or scientific organization (see the [Requirements and Conditions of the Dissertation Fieldwork Grant](#)). Equipment comprised of compound elements each costing less than \$750 but used together (e.g. camera body and lenses) are considered a single piece of equipment for donation purposes

Please note that the Foundation expects applicants to request cost-effective equipment that is appropriate for their research. Costs of unusually expensive equipment, such as high-end laptop computers or camcorders, must be justified in the context of the research to be carried out and not merely by the fact that such equipment would be nice to have.

4. Insurance Coverage.

- Medical Insurance: the Foundation encourages all applicants to make allowance for medical insurance while in the field. Please note, however, that medical insurance coverage is limited to a maximum of \$100 per

month and is only intended to cover the applicant while undertaking work at his or her research site.

- Equipment Insurance: please justify the level of insurance coverage and the relationship of the item/s covered to the project. Include in your justification an explanation of why your personal or institutional insurance does not include coverage for the item/s.

Expenses given low priority:

1. Film or video-making (unless inherent to the research project)

Expenses not allowed:

1. Salary and/or fringe benefits for applicant
2. Personal income taxes
3. Tuition fees
4. Travel, subsistence, insurance, etc. expenses of non-project personnel including family accompanying the applicant to the field
5. Travel to and/or attendance at meetings
6. Return trips to consult with a supervisor or colleagues
7. Institutional overhead, or institutional support
8. Expenses incurred prior to the effective date of the grant
9. Writing or publication expenses, including costs related to page changes for journal publication or to the (re)production of illustrations, photographs and maps.
10. Expenses incurred at home while the applicant is in the field (e.g., rent, mortgage payments, childcare, storage of personal effects, etc.)
11. Living expenses while engaged in thesis write-up
12. Contingency funds or miscellaneous expenses.

BIBLIOGRAPHY

A bibliography should be prepared specifically for this proposal and should focus on the central research question and its related debates.

The bibliography should be prepared in a format compatible with Microsoft Word, and attached to the application following the directions provided during the online submission process.

1. All sources appearing in the bibliography must be cited in the resubmission statement or the project description questions. In-text citations should take the form of the authors' name/s followed by the date: (Sahlins 1961) or (Aiello and Wheeler 2003) or (Aiello et al. 2002).
2. The bibliography should not exceed **ten** pages in length, using single-line spacing and 10-point font or larger, with 1-inch (2.5 cm) left, right, top and bottom margins.
3. Bibliographic references should be complete, be listed in alphabetical order and be presented in one of any of the bibliographic formats found in major anthropological journals (e.g., *Current Anthropology* or *American Anthropologist* or *American Journal of Physical Anthropology*, among others). Whichever format is used, the bibliography should be consistent throughout.

CURRICULUM VITAE FOR THE APPLICATION AND SUPERVISOR

A curriculum vitae for the applicant and the supervisor is required. It should include only the most relevant aspects of the applicant/supervisor's career to date. The curriculum vitae should be prepared with a word-processor and attached to your online submission following the directions that are clearly provided once you enter the online submission process. Each curriculum vitae must be formatted in the following manner. The Foundation reserves the right to reject applications that have incorrectly formatted curriculum vitae.

1. The curriculum vitae may not exceed **five** pages in length.
2. Use single-line spacing and 10-point font or larger. Use 1-inch (2.5 cm) left, right, top and bottom margins.

Revised April 2011: Always consult the Foundation Website for the most up to date information and guidelines on programs and application instructions. Please note, information on how to submit your application online and also on the general criteria of evaluation of Wenner-Gren Grants can also be found on the Foundation's website.