

**Robert E. Funk Memorial Archaeology Foundation, Inc.**  
**Grants for Research Support: Guidelines for 2023-2024 Grant Cycle**

The Robert E. Funk Memorial Archaeology Foundation, Inc. is a tax-exempt, 501(c)(3) nonprofit organization, dedicated to supporting archaeological research by student, avocational, and professional archaeologists. Research grants are available for studies of New York State archaeology. The Foundation is governed by a board of directors that serves in a voluntary capacity to review grant applications, award and oversee grants, and administer funds.

These *Guidelines* describe the program of grant awards of the Robert E. Funk Memorial Archaeology Foundation, Inc., for the 2023-2024 grant cycle, including: (1) project eligibility and support, (2) grant application deadline and award schedule, and (3) grant fulfillment requirements and support payment. See ‘Robert E. Funk Memorial Archaeology Foundation, Grants for Research Support: Application Format’ for application directions.

**Research Project Eligibility and Support**

Funds are awarded to support archaeological research projects that compile and present new data or test previous conclusions with the expectation of new findings or insights. Studies may utilize various accepted approaches or may offer tests of potential new approaches. Those studies that offer original research directions and/or may lead to more substantial publications are encouraged.

The Funk Foundation **DOES NOT** fund grants for conventional archaeological fieldwork (site survey, testing, or excavation). The Foundation **DOES** fund research grants to support (1) analysis of archaeological collections or documentation, (2) specialized analysis of an archaeological collection or site-associated paleoenvironmental data (e.g., artifact residue or use wear, paleobotanical, faunal, pollen), or (3) noninvasive site-focused field studies (e.g., ground penetrating radar, magnetometry, etc.).

Grant awards are intended to defray costs of technical analysis, travel/lodging, equipment, publication preparation, and other research-related expenses. *Award amounts can range from \$1000 to \$2500.* Applicants should submit a CV/resume of education and/or experience in archaeology or related research. Publications should be listed and/or a letter of support from a professional archaeologist provided. As needed, the proposal **must document** that (1) written approval has been obtained for access to specific study collections held in museums or other repositories, (2) estimated costs of technical analyses or subconsultant studies are valid, and/or (3) written landowner permission has been obtained for noninvasive field studies.

**2023-2024 Grant Applications and Deadline**

The 2023-2024 grant application deadline is **May 31, 2023**, and applications must be electronically submitted by email on or before this date. Applicants will be informed of the Board’s decision by **June 21, 2023**.

Application forms are available on-line at: <http://funkfoundation.org/> or by email request to the Foundation Board President Jonathan Lothrop at: [Jonathan.Lothrop@NYSED.Gov](mailto:Jonathan.Lothrop@NYSED.Gov)

The Foundation’s Board of Directors accepts and reviews grant applications from students, avocational archaeologists, and professional archaeologists. A ‘student’ is engaged in studies leading to a recognized degree. If pursuing or possessing a certificate only, the person is considered an ‘avocational archaeologist.’ One who is not currently enrolled as a student and holds a masters or doctoral degree in archaeology but does not practice archaeology as his or her

primary livelihood, is also an 'avocational archaeologist,' even should s/he publish research. A 'professional archaeologist' both holds an advanced degree and practices archaeology as his or her primary livelihood. *The grant applicant must apply as the individual in charge of the proposed research, not as a research team or institution (but can include a subconsultant in a grant).*

### **Grant Fulfillment Requirements and Support Payment**

*The proposed research project and the resulting draft Final Report must be completed within one (1) year of the grant award date (Note: extensions to this deadline are only granted under exceptional circumstances, based on a written request to the Board President).* The grantee must sign a 'Grant Recipient Agreement,' agreeing that s/he will fulfill the research and reporting described in the grant application and gives the Foundation permission to use the grant proposal and the resulting Final Report on its website and annual report(s).

The Final Report should (1) be a stand-alone document (*NOT* a dissertation or MA thesis) prepared to professional archaeological standards, suitable for posting on the Foundation's website and (2) include these topical sections: Introduction, Background Information, Research Question(s), Methods and Materials, Results, Discussion, Conclusions and References Cited. The report should include appropriate numbered tables and figures (e.g., site maps, digital field and/or artifact photographs w/scale, and/or statistical charts). Appendices should include, but are not limited to artifact catalogs, data files, radiocarbon date results or subconsultant report (e.g., microwear analysis, faunal analysis, etc.). The Final Report should be submitted as an electronic Word document to the Board President, via e-mail. The Board will review the draft Final Report, and if appropriate, may request revisions. Any such revisions must be submitted within 60 days of receipt of comments.

Grant recipients are also required to formally disseminate their research project results, preferably, as an article submitted for publication, but, minimally, as a conference presentation. Article submission can be to (1) a professional peer-reviewed journal or edited volume, or (2) a recognized non-peer-reviewed journal such as the *NYSAA Bulletin*.

Grant recipients must also provide copies of any public presentation or publication resulting from the grant research. A public presentation should be sent electronically to the Foundation, including figures and tables. ***The grantee must credit the Robert E. Funk Memorial Archaeology Foundation, Inc. in any publication, public presentation, or other dissemination of research results.***

The grantee will receive a four-fifths (80%) payment of the grant within 1 month of the award announcement. Receipt of funds will constitute the beginning of the one-year term of the grant. The final 20% payment of the grant will be issued to the grantee upon satisfactory completion of the proposed research and submission and acceptance of the grant's Final Report.

***If the grantee is unable to carry out the granted research project within the period of award, any award payments must be refunded in full to the Foundation within 30 days of conclusion of the one-year grant period (payable by check to "Robert E. Funk Memorial Archaeology Foundation, Inc. "). Alternatively, if completing the proposed research requires less than the proposed grant amount, the grantee shall return any unused funds to the Foundation. Note: Upon submitting the draft report, the grantee must also provide receipts documenting all grant fund expenditures.***