

Robert E. Funk Memorial Archaeology Foundation, Inc.
2023-2024 Grant Cycle: Grant Recipient Agreement

Recipient Information

Title of Research Project:

Name:

Address:

Phone:

E-mail:

Recipient Agreement

As a recipient of a Robert E. Funk Memorial Archaeology Foundation grant for research support, I hereby agree to the following conditions, as stated below:

- I have signed this *Grant Recipient Agreement*, confirming that I will abide by the requirements of the grant award.
- I will conduct my research project according to specifications of my grant proposal (any changes to the proposed research **MUST** be approved by the Foundation Board).
- I will complete the research project and the resulting draft Final Report (see below) within one (1) calendar year of receipt of the grant.
- I give permission to the Foundation to use any portion of my grant proposal and resulting Final Report on the Foundation's website and in its annual report(s).
- I will credit the Robert E. Funk Memorial Archaeology Foundation, Inc., in any publication, presentation or other dissemination of my research results.

The Final Report document should consist of the following topical sections: Introduction, Background Information, Research Questions, Methods and Materials, Results, Discussion, and Conclusions. Text should include tables where necessary. As appropriate, the document must include graphic illustrations, such as: site maps, digital artifact photographs w/scale, and statistical tables. Report appendices should include, but are not limited to artifact catalogs, data files, radiocarbon date results or subconsultant report. The draft Final Report must be submitted as an electronic Word document to the Funk Foundation President, via e-mail, within one (1) year of the grant award date. The Funk Foundation board of directors 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.

The grant recipient is required to formally disseminate their research project results, preferably as an article submitted for publication, and 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*. Electronic copies of any public presentation or publication resulting from the granted research must be provided to the Foundation's board president.

Grantees will receive a four-fifths (80%) payment of the grant within 1 month of the award announcement. Receipt of these funds will constitute the beginning of the one-year term of the grant. Grantees will receive the remaining one-fifth (20%) payment of the grant upon submission and acceptance of the grant Final Report.

If I am unable to carry out my grant supported research project within the calendar year after award, I will apply for an extension prior to conclusion of the one-year grant period, OR I will refund any award payments to the Foundation on or before 30 days after conclusion of the one-year grant period (payable by check to "Robert E. Funk Memorial Archaeology Foundation, Inc."). If completing the proposed research requires less than the proposed grant amount, I will return any unused funds to the Foundation. Upon submitting the draft report, I will provide receipts or documentation of all grant fund expenditures.

Grantee Signature and Date

Signature: _____ Date: _____