

Updated 3/2015

**FIELDWORK RESEARCH GRANT IN ANTHROPOLOGY**  
**\*COMPETITION ANNOUNCEMENT\***

The Department of Anthropology is pleased to announce that a generous gift from an anonymous donor has allowed us to create a competitive grant in Anthropology. More specifically, this competition is open to declared majors in the department at Barnard specifically for ethnographic research that will be conducted in anticipation of a Senior Thesis in Anthropology. The grant is designed primarily for juniors who wish to conduct summer field research, although exceptions may be made depending on personal circumstances. Applicants must submit **THREE COPIES** of their proposal, following the format provided below. Proposals are due no later than April 10 at noon in Prof. Sharp's box in 411 Milbank. This year we anticipate making several awards ranging (roughly) from about \$500 - \$1,000 each. Only proposals with a strong fieldwork component (ethnographic or archaeological) will be considered.

**GENERAL GUIDELINES**

The proposal, as outlined here, follows a format typical of that required by many funding agencies. You should aim for a clearly written proposal that outlines in specific terms what you hope to do. You want to be well-organized and eloquent, but jargon-free. The language should be strong and confident; where possible state "I will..." instead of "I hope..." or "I wish...". Your full proposal (maximum 6 pages, including all parts noted here) must include the following sections by the due date in order to be considered for this competition:

- I. A Cover Sheet (1 page);
  - II. A Project Proposal, including budget and working bibliography; note that in specific sections we've provided guidelines for maximum length, offering you the flexibility to determine the length of the remaining sections according to your specific needs. (Together, 2-3 pages, the text double-spaced, the bibliography single-spaced); and
  - III. A Human Subjects Protection Statement (maximum 2 pages, double-spaced)
- These should be organized in the order described below.

All materials must be typed, with one inch margins, and set in 12 point type. Should you have any immediate questions, please feel free to contact Prof. Sharp, [lsharp@barnard.edu](mailto:lsharp@barnard.edu).

**I. Cover or Title Sheet (maximum 1 page)**

*Proposal Title:* This should state clearly the focus of your research. Poetic titles are fine, but beware: you don't want to use something that is so obscure that the review committee cannot identify your purpose. YOUR NAME should appear below the title.

*Abstract/Summary* (up to 150 words): Begin with a brief and straightforward description of the project. This statement should identify the most important feature(s), aim(s), and goal(s) of your research. In addition, identify your informants and your primary data collection methods. It is always a good idea to write this last—only after you have written the body of the proposal will you know what to include here.

## **II. The Project Proposal (this begins on a new page; 2-3 pages total for all parts listed here)**

*Introduction:* Here you introduce the reader to your topic. The opening sentence should be particularly strong because it serves as a topic sentence for the entire proposal. Briefly pose the problem(s) (or phenomena) you wish to investigate and your understanding of its/their anthropological significance. This paragraph should be a strong introduction for the next sections.

*Background:* Here you clarify for the reader what has been done so far by other researchers: include a brief literature review (identifying the most relevant texts for your topic and making their significance clear) and a statement about what it is you hope to add to the existing body of literature. The sources cited here should be included in your working bibliography. In addition, you might want to discuss your biographical position within the project (as an active participant, new member, complete outsider, etc.).

*Project Description:* This is the meat (or tofu) of the proposal, a comprehensive explanation of its purpose and objectives. Consider these questions: Why do you wish to investigate your topic? What makes it so compelling? What sorts of questions and/or hypotheses drive your research? What do you want to accomplish? Be realistic! Be sure to include information on WHERE you will do your research and WHO and WHAT will be the focus of your work.

*Methodology:* This is often the hardest part of the proposal to write even for seasoned anthropologists. Please be specific and detailed in your description of data collection methods. Because this grant focuses specifically on field research, your methods must be especially strong and clearly articulated. *If ethnographic*, an assumption is that interviewing and participant-observation will be central to your research. This does not mean, however, that you should necessarily limit yourself to these techniques—other categories of data collection may be helpful, too. Thus, ask yourself this—how does your methodology address the major issues and questions you have identified? Be clear about how you will operate in the field. If you will rely on participant-observation, how, where, and when? During interviews, how many informants will you need? How will you identify them? Categorize them (i.e. by socioeconomic parameters such as gender, age, ethnicity, age, class, etc.--and/or by "member-recognized" categories)? Present a reasonable scope of ethnographic activities in accordance with your resources at the time. *If archaeological*, where will you do the research? In what context (field school, etc.)? For how long? What methods will be most suitable for your project? How is it specifically a *field based* project?

*Time Table* (note that a few sentences will do): Describe the schedule you will lay out for yourself over the course of the weeks and/or months to follow in such a way that it is clear you can carry out this project successfully.

*Special Qualifications* (again, a few sentences only): This section is optional, and should be brief if you choose to include it. This is where you may wish to stress your language fluency, should you plan to conduct research in a language other than English; explain where you plan to live while conducting research; and/or outline any current contacts you might already have that you feel will help you accomplish this project successfully.

*Conclusion:* Provide a quick wrap-up expressing your confidence in carrying out this proposal. You can also use this section to add anything else you wish to tell the proposal reviewers.

*Budget:* Please itemize on a separate page the expenses you anticipate you will incur during your research and justify in a sentence or two each category. Keep in mind that this grant does not cover salary but, rather, is designed to assist you with, for example, travel costs, housing and food, writing, computer, and/or photographic supplies, etc. You are required to submit receipts at the end of your research period, so please be certain to keep these in a safe place.

*Bibliography of References Cited:* Be sure to include not only book titles but also up-to-date articles and/or book chapters from academic sources. In most cases, your authors should be anthropologists or, more generally, social scientists. In composing this bibliography, follow AAA guidelines (for instructions see a current issue of the journal *American Anthropologist*).

### **III. Human Subjects Protection Statement (2 pages maximum)**

This is where you describe the ethical issues relevant to your project. Please note that if you are funded you may not begin your project (and funds will not be released to you) until you have completed the RASCAL/CITI tutorial on-line. Details on how to do this are posted on the bulletin board in the Department suite.

An essential aspect of anthropological research is a heightened awareness of and respect for the ethical dilemmas that often plague this sort of work. *If ethnographic*, what ways, are interviewees and/or others put at risk as a result of your activities? If archaeological, in what ways might your intended activities affect the well-being of others? Cause distress to others or disturb local landscapes (be they geographic or sacred)? What will happen with the materials with which you work? More generally, where do your responsibilities lie, and to whom (such as fellow students, other ethnographers, anthropologists more generally)? What will you do to avoid causing harm? Strike a balance between being brief yet thoughtful.

#### **Ethics Statement (maximum 1 page)**

--Describe the setting(s) in which the project will be carried out and the data collection methods you will use;

--Who are the human subjects relevant to your project? (Note that if your project is archaeological, you must address issues relevant to the dead and not just the living.) Who (what types or categories of people) will you involve? Will any minors be involved? Or any other vulnerable or stigmatized populations? How will you select participants? How will you acquire consent--written or orally—to do your fieldwork, or to interview people? How will you protect their identities? (A common strategy includes the use of pseudonyms for people and locations.) Where will you store your data to protect people's privacy?

--What are the risks associated with your project? Under what circumstances, if any, might anyone (interviewees, yourself, acquaintances and their kin, etc.) involved in your research be put at risk? What are the short- and long-term effects of your research? If there are any potential dangers, what will you do to avoid or eliminate these?

**Informed Consent Statement (maximum 1 page)**

Please include a 1 paragraph statement that you will use to describe your project to informants. Will this be read aloud or stated to informants, or will they read it themselves? Remember that you must be honest about your intentions; you must also make it clear that all participation is voluntary and that participants have the right to suspend, terminate, or withdraw from the study and/or questioning at any time. They also have the right to refuse to answer any of your questions during the course of the interview. Finally, make it clear that pseudonyms will be used to protect identities. At the end, leave room where you can both sign and date the form or, depending on the nature of your research, where at least you sign and date the form, using a code name for each person, so that you have a record that informed consent was given.

If you will be conducting your research in a language other than English, please provide the statement in the field language, followed by an English translation.

NOTE: You must store these forms in a safe place; you may not conduct an interview if you have not first acquired informed consent.

In instances involving funded ethnographic projects, you will be required to draw up a preliminary “interview schedule”—that is, an anticipated list of approximately ten open-ended questions that you will use when interviewing research participants. Please consult with a faculty member before leaving for the field.

**All students—ethnographers and archaeologists—must complete RASCAL/CITI human subjects certification before departing for the field.**