Application Procedures for the Engaged Anthropology Grant

1. 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.

2. 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).

3. Applicants are not required to submit hard copies of their applications to the Foundation. This is an online only application.

4. Applications can only be made within 3 months of the application deadline.

5. Applications must be in English.

6. The Engaged Anthropology Grant application asks for the following categories of information:
   - General information about yourself, your prior Wenner-Gren grant and your proposed project.
   - An Abstract of the proposed project. 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 responses should be carefully prepared. Applicants are advised to read the questions and instructions as they develop their answers.
   - A detailed budget
   - A curriculum vitae

7. Please note that 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 permits.

8. Before submitting your application, please read the information on US tax issues applicable to all grantees Click here for more information.

9. 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 project Click here for more information.

10. 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
Special documentation is required for 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. (click here for more information)

11. Do not send any other material, such as a project bibliography, 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 and project

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

1. Applicant Information: 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. Project Information:
   - Title of the engagement project (15 words or less)
   - Title of the Dissertation Fieldwork or Post-Ph.D. Research Grant that forms the basis of this engagement proposal.
   - Total amount requested in U.S. Dollars. Note that you are also required to submit a detailed budget
   - The choice of a discipline and region/topic category that is selected from a predetermined list
   - Project start and end dates and location information. The beginning date must be after June 1 for applications submitted at the February 1 deadline and after January 1 of the following year for applications submitted at the August 1 deadline.
   - Other academic personnel participating in project: List only key personnel who will be carrying out or collaborating on a substantial portion of the project and their academic affiliations. You should not include local personnel who might be involved in the engagement project 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 project. You should explain the importance of these individuals for your project in Question 2 of the Project Description Questions.
Project Description Questions

Question 1: Describe your engagement project and how it will benefit the host community and/or the academic scholars who were involved with, or had a direct interest in, your Wenner-Gren sponsored research. [approximately one page, single-spaced]

Be as explicit and detailed as possible when describing your project. Clearly outline your aims and objectives and demonstrate how these will be achieved within the specified timeframe and budget of the Engaged Anthropology Grant.

It is very important to show how your project will benefit the host community and/or the academic community in the country of research. We suggest that you divide your answer into two sections, the first describing your project and the second providing a convincing argument for the benefits it will provide.

If your project involves the development of content, such as ethnographic film, educational materials or museum displays, this content should be clearly described. The nature of the collaboration with individuals in the host community should be clearly outlined. If your project involves the academic community, be explicit about the proposed activities and why they are appropriate. For example, if you plan to spend time at a relevant university, you should describe any teaching activities, seminars, or supervision in which you will be involved. If you are planning to organize a workshop, the details of this should be provided (e.g. topics to be covered, location, and the participants who will attend).

If the project is designed to extend beyond the period funded through the Engaged Anthropology Grant, plans for its sustainability should also be provided.

Question 2: Describe the Wenner-Gren funded Dissertation Fieldwork or Post-Ph.D. research that forms the basis of your engagement project. Demonstrate the connections between this research and your engagement project. [approximately a half page, single-spaced]

The Foundation is looking for a clear and concise description of the research results from your Wenner-Gren funded research. Priority will be given to those proposals that are well developed and based on research results that are in advanced stages of completion and publication.

It is also important to demonstrate that the proposed project is a direct outgrowth of your Wenner-Gren funded research project. Projects that are not specifically designed to disseminate the results of the funded research will not be competitive.
Budget Guidelines

You must submit a detailed budget with your online application.

The maximum award for the Engaged Anthropology Grant is US$5,000. Applicants 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.

Expenses allowed:

1. Expenses directly related and essential to the project, including travel, living expenses during project and any project assistance, 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.
2. Per Diem expenses should be an accurate reflection of the actual costs of carrying out the project. The Foundation rarely if ever pays US State Department per diems for foreign travel. 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 Engaged Anthropology 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 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. Institutional overhead, or institutional support
6. Expenses incurred prior to the effective date of the grant
7. Expenses incurred at home while the applicant is in the field (e.g., rent, mortgage payments, childcare, storage of personal effects, etc.)
8. Contingency funds or miscellaneous expenses.