



William & Mary
Graduate Arts & Sciences

OFFICE OF GRADUATE STUDIES

Graduate Humanities Research & Conference Funds, 2024-2025*

***Updated CFP August 1, 2024**

Direct any questions to Dr. Trey Mayo (tm@wm.edu)

This fund is for awards of up to \$3,000 for research and up to \$1,000 for conference travel. The information in this call for applications is subject to change should university policies change.

Eligibility:

The **Graduate Humanities Research Fund** is restricted to doctoral students in American Studies, Anthropology, and History who are conducting dissertation research and are in good academic standing. All applicants must have identified the research area in which they propose to write their dissertation; these funds are specifically for dissertation-related research. Priority will be given to those who have passed qualifying exams; however, doctoral students already conducting dissertation research who have not yet passed qualifying exams may apply if able to demonstrate that their dissertation research is underway in earnest.

The **Graduate Humanities Conference Fund** is restricted to doctoral students in American Studies, Anthropology, and History who are conducting dissertation research, are in good academic standing, and have passed qualifying exams. Advanced doctoral students will be given priority.

Humanities doctoral students who received a GSAB Humanities Research Grant in the previous academic year (23-24) are eligible to apply for funds in 2024-2025, but priority will go to those who have not recently received these funds.

Students may apply for both Conference and Research funds within the same application cycle; we ask you to submit separate applications for each purpose.

Eligible expenses: Examples of eligible research and conference travel expenses: travel expenses (e.g., airfare, lodging, meals); conference registration fees; the procurement of research equipment and supplies; fees to gain access to archives, museums, and public history sites; and fees for the digitization of materials where archive access is restricted. GSAB Fund recipients must work with the appropriate staff member in their doctoral program to ensure that anticipated expenses and procurement requests can be covered under and adhere to W&M policies. Note: university funds may not be used for lodging through Airbnb, VRBO or similar services.

Ineligible expenses: personnel costs (e.g., salaries and/or benefits), subscriptions to journals or periodicals, and dues to professional organizations.

Deadlines: We will review applications immediately following these deadlines:

- Fall Deadline: **October 1, 2024** for research or conferences, September 1 to December 31, 2024.
- Spring Deadline: **March 1, 2025** for research or conferences, January 1 to May 15, 2025.
- Summer Deadline: **April 1, 2025** for research or conferences, May 16 to August 31, 2025.

Review process: All applications will be evaluated and ranked. Recommendations for funding will be forwarded to the Vice Dean of Research and Graduate Studies for final approval.

In making selections for Research Funds, the quality, feasibility, and maturity of the research proposed will be considered. In making selections for Conference Funds, the relevance of the conference to the student's career advancement will be considered.

The reviewers will consider how realistic the budget is in support of the research or conference travel. A strong proposal does not presume a familiarity with the jargon of the field, but rather is written for a general audience. The total number of awards made and the level of funding for each award will depend on the quality of the proposals received and the amounts requested.

Special consideration will be given to the following:

- The extent to which the applicant has sought and secured supplementary funds from their graduate program, outside sources, and/or has undertaken cost-sharing measures.
- The extent to which the applicant has had prior success securing external research funding, along with evidence of the research progress made due to that support.

Requirements for submission: please submit the following application materials **as a single PDF** to the OGS by email to dean-gsr@wm.edu, and c.c. your Director of Graduate Studies (DGS).

1. A Graduate Humanities Research & Conference Travel Fund Application form (fillable .pdf included below)
2. **For Research Funds:** An application narrative of no more than two single-spaced pages outlining the research to be undertaken, explaining the essential nature of this research to the completion of the degree, and the contribution the research will have on progress toward finishing the dissertation. **For Conference Funds:** An application narrative of no more than one single-spaced page explaining the very briefly the research to be presented and the importance of presenting at this particular conference to your career development.
3. A budget narrative of up to one additional page elaborating on the budget presented on the application form and explaining any outside, supplemental funding applied for and/or anticipated, or any cost-sharing measures undertaken. If the applicant has had prior success in obtaining external funding for research, detail the source of that prior funding and the research progress made as a consequence of that funding.
4. **For Research Funds:** A Research Grant Institutional Compliance Form (.pdf included below).

Requirements upon approval and acceptance: Travel arrangements must be coordinated through the applicant's doctoral program. If a funded research proposal includes an international travel component, the recipient is required to follow all W&M policies regarding international travel and must work with their doctoral program to purchase CISI Comprehensive Medical and Evacuation Insurance, coordinated through the Reves Center, and to provide a copy of the CISI insurance card or receipt/confirmation of payment to their doctoral program prior to departure.

Students should consult with their doctoral program regarding the procurement of any supplies and equipment. Students may be required to make purchases on their own behalf but must inquire about the most current university procurement regulations and be sure to abide by all policies. All property, equipment, and unused supplies remain the property of Arts & Sciences, William & Mary.

Direct any questions to Dr. Trey Mayo, Assistant Dean for Graduate Studies (tm@wm.edu)



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Humanities Research & Conference Travel Funds Application Form

Use this form when applying for Humanities Research and Conference Travel funds. This form is intended to serve as a cover sheet for your application materials. This fund is available to support humanities doctoral students' research. See the appropriate for Applications for complete details about eligibility, requirements, application instructions, and deadlines.

Instructions

Read the Call for Applications carefully for complete instructions.

A complete application includes:

- The Humanities Research and Conference Travel Fund Application form;
- A narrative, as described in the Call for Applications;
- A completed Research Grant Institutional Compliance Form (below) with signatures.

Return all application materials in a single .pdf by email (dean-gsr@wm.edu) to the Office of Graduate Studies. Please Cc the Director of Graduate Studies in your program on this email.



WILLIAM & MARY
Graduate Arts & Sciences

OFFICE OF GRADUATE STUDIES
Blow Memorial Hall, Suite 326
757-221-1966 | dean-gsr@wm.edu

Humanities Research & Conference Travel Fund Application

Student's Name: _____ Banner ID #: _____

Student's Dept/Program: ☐ AMST ☐ ANTH ☐ HIST Advisor's Surname: _____

☐ Ph.D. ☐ M.A./Ph.D. Please initial to certify that you've completed all M.A. requirements: _____

Yes | No

- ☐ ☐ I have passed my qualifying exams for the Ph.D.
- ☐ ☐ This research will involve travel.
- ☐ ☐ I have been awarded GSAB Humanities Research Funds in the past.
- ☐ ☐ I have applied for funds from outside W&M to support this research.

Summary Budget for Conference Travel or Research

In your application narrative, please elaborate on the information below. Be sure to adhere to university regulations regarding travel expenses.

Item (transportation, supplies, meals, etc.)	Amount	Notes (optional)	Total Budget:
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
			\$

Summary of Outside or Supplemental Funds and/or Cost-sharing Measures

In your application narrative, please elaborate on the information below.

Source of Other Funds (include date received or anticipated notification) or Description of Cost-Sharing Measures	Amount	Totals
	\$	Total Other Funds:
	\$	\$
	\$	
	\$	Total Cost Sharing:
	\$	\$
	\$	



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Research Grant Institutional Compliance Committees Form

Use this form when submitting a request for research funds (e.g., A&S Graduate Student Research Grants). Answer each question on the form by checking the boxes.

If you answer "yes" to any question on the form:

- Go to the website for the Office of Sponsored Programs and submit the necessary forms to the appropriate committee(s);
- Enter the assigned protocol number(s) in the appropriate box(es) on this form.

Completing and signing this form certifies that you have requested approval from the appropriate committee(s) *before* submission of a research grant application to the Office of Graduate Studies.

Final approval of your research grant will await approval by the appropriate committee(s).

Instructions

Deadline: To be submitted as part of your application for a research grant handled by the OGS.
Due by the research grant deadline posted online.

Return form to the Office of Graduate Studies in the manner described in the relevant call for proposals or research funding application.

Signatures required before returning form:

- Student;
- Student's advisor.



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OFFICE OF GRADUATE STUDIES
Blow Memorial Hall, Suite 326
757-221-1966 | dean-gsr@wm.edu

Research Grant Institutional Compliance

Student's Name: _____ Banner ID #: _____

Student's Dept/Program: _____

Yes No	Question	Oversight Committee	Protocol number assigned (e.g., IACUC-2018-04-12-7939-mspark)
<input type="checkbox"/> <input type="checkbox"/>	Will this project involve surveys, testing of human subjects, or collection of information from living human beings?	Protection of Human Subjects Committee	
<input type="checkbox"/> <input type="checkbox"/>	Will live vertebrate animals used in this project?	Institutional Animal Care and Use Committee	
<input type="checkbox"/> <input type="checkbox"/>	Will this project use any (a) recombinant DNA molecules (including transgenic animals or the transfection of cell lines), (b) infectious agents, (c) human tissue or body fluids (including saliva, urine, blood, semen, or primary human cell cultures), or (d) wild-caught or random source animals or animal tissue (for anyone employing animals that may carry zoonotic disease)?	Institutional Biosafety Committee	
<input type="checkbox"/> <input type="checkbox"/>	Will this project involve research with radioactive materials?	Institutional Radiation Safety Committee	

Student Signature

Date

Faculty Research Advisor: Print Name | Signature

Date