



\*Detail of Vishap\* c 1,500 B.C.

# Project Discovery!

*Ensuring the Future of Armenia's Past*

## 2008-2009 Grant Guidelines and Information

Project Discovery is dedicated to the discovery and preservation of the archaeological and cultural heritage of Armenia. To further this goal and promote an increased understanding of Armenia's heritage in the world, Project Discovery is actively soliciting applications for three programs. The Conference Travel program is intended to help fund travel by scholars based in Armenia to international conferences where they can present to scholarly and non-professional communities the results of their research and learn about contemporary work in other parts of the world. The Research and Conservation Grants program is intended to fund archaeological investigations by scholars based in Armenia. The Publication program is intended to help bring the results of research to fruition, allowing them to be shared with the wider scholarly world. A fourth program is in development that would support extended travel by archaeologists in training (primarily graduate students pursuing the Ph.D. or equivalent) either from Armenia to study at an institution in the U.S or Europe or students in the U.S. to participate in archaeological research in Armenia (interested students should email Project Discovery for more information). Project Discovery also entertains grant applications for larger research and infrastructural projects for which it will seek special allocations (see *Aspecial projects@below*). Approval of these proposals by the Grant Review Committee does not in itself guarantee funding but places the project within a group of supported programs presented to interested donors.

Currently we are soliciting applications to the Conference Travel, Research and Conservation, and Publication Programs (see deadlines below). This guide provides details of each program, details on completing the applications, and the criteria for the evaluation of proposals. We request that applicants adhere strictly to the application guidelines and that proposal reviewers scrupulously attend to the evaluation criteria and conflict of interest policy. All applications and reviews should be submitted in English by email to: [projectdiscovery@comcast.net](mailto:projectdiscovery@comcast.net). Applications may also be accompanied by a description of the project in Armenian or Russian. Application forms are available on request from Project Discovery and can be downloaded from <http://www.projectdiscovery.net>. All proposals are subject to peer-review and it is the result of these reviews that provide the basis for all funding decisions.

## Policy on Collaborative Projects

Project Discovery's grants are intended for archaeological initiatives that are designed and implemented by citizens of Armenia with permanent residency in the country. Collaborative projects with citizens and residents of other countries are not eligible for funding. Members of

such collaborative projects may not seek support from Project Discovery for those particular initiatives, whether as co-applicants or as individual applicants. Projects designed and implemented by citizens of Armenia that require the expertise of non-Armenian citizens who would work as specialists or consultants are eligible for funding if such expertise is not available in Armenia. In such cases, applicants should seek pre-approval to apply and should clearly justify the use of such outside specialists. Prospective applicants are encouraged to contact Project Discovery in advance of preparing an application if they are in any doubt as to its eligibility for funding.

## **Programs**

### *Grant Writing Assistance*

A primary goal of the Project Discovery grant review process is to prepare grantees to write proposals to other agencies. In accordance with this goal, Project Discovery strongly advises applicants to participate in the grant writing assistance program. This program provides help in the writing of applications to Project Discovery in advance of the peer-review process.

In order to take advantage of this program, applicants are strongly encouraged to send drafts of their **complete** applications to Project Discovery **one to two months in advance** of the deadline. The application will be forwarded to skilled associates who will provide anonymous suggestions for revising the proposal. Please note that these suggestions will only extend to the writing and presentation of the proposal and cannot include the substance or conceptualization of the work.

This proposal writing assistance is not part of the peer-review process. Participation in the Grant Writing Assistance program does not ensure approval of an application.

### *Conference Travel*

Deadline:

**Two months prior to the conference date**

Project Discovery Conference Travel grants provide support for travel by scholars based in Armenia to international conferences where they can present to scholarly and non-professional communities the results of their research and learn about contemporary work in other parts of the world.

#### Eligibility:

Applicants must be based in Armenia and are expected to be associated with an educational organization or research institution. The competition is open to both scholars and students. All applicants must have adhered strictly to the grant requirements of any previous awards. Any candidate who has not closed a previous grant by completing the grant requirements may be declared ineligible for further support.

#### How to Apply:

The following materials are required for applications to the Project Discovery Conference Travel Program:

1. A completed application form submitted via the Project Discovery web site: [http://www.projectdiscovery.net/Grants/grants\\_application.htm](http://www.projectdiscovery.net/Grants/grants_application.htm).
2. A one page description of the conference paper to be presented and justification of the travel, in English.
3. A summary, in either Russian or Armenian, of the one page description of the conference paper to be presented and justification of the travel (optional).
4. A complete CV (See instructions on completing the CV below)
5. A letter of invitation from the conference or session organizer.

Materials should be emailed together in either Microsoft Word or Adobe Acrobat format to [projectdiscovery@comcast.net](mailto:projectdiscovery@comcast.net).

#### Grant Requirements:

The following are required by the terms of the grant. Failure to provide the following may result in a recipient being declared ineligible for future Project Discovery grants.

1. Within 2 months of the end of the conference, a report on the visit or a synopsis of the paper must be sent to Project Discovery for posting on the Project Discovery website.
2. A budget report must be included with the report describing the major expenditures.

#### *Research and Conservation*

Deadlines:

**March 1** for projects starting between May 1 and October 15  
**August 15** for projects starting between October 16 and April 30

Research and Conservation Grants support original archaeological investigations that involve field research and/or work with existing collections. Projects may encompass survey, excavation, materials analysis, and investigation/stabilization of collections.

#### Eligibility:

Applicants for Research and Conservation Grants can be either senior scholars or advanced graduate students. In general, preference is given to scholars who have scrupulously published their data and who do not currently have large backlogs of unpublished or under published field results. Project Discovery discourages new investigations when results of previous research remain unpublished. However, applicants may include a justification in their project description for why new research is necessary in advance of the publication of existing data.

#### How to Apply:

The following materials are required for applications to the Project Discovery Research and Conservation Grants Program:

1. A completed application form submitted via the Project Discovery web site: [http://www.projectdiscovery.net/Grants/grants\\_application.htm](http://www.projectdiscovery.net/Grants/grants_application.htm)
2. A four page project description in English.
3. A one page summary of the project description in either Russian or Armenian (optional)
4. A complete CV. (See instructions on completing the CV below)
5. Written permission signed by the director of the applicant's sponsoring institution (e.g., Institute, University Faculty, Museum, etc.) to undertake the proposed work.

No applications will be considered without all of the materials above completed in their entirety. Incomplete applications or applications that do not follow the format outlined below will be returned to the applicant. Please note that the written support of the sponsoring institution is now required at the time of application.

Materials should be emailed together in either Microsoft Word or Adobe Acrobat format to [projectdiscovery@comcast.net](mailto:projectdiscovery@comcast.net).

#### Budget Instructions:

Project Discovery anticipates funding 2-4 research proposals each year. Budgets for research projects can include funds for travel to the site, room and board, small equipment, and related expenses. There is no official budget maximum, but applicants are encouraged to keep expenses for a given project to under \$5,000 if possible.

#### Project Description Instructions:

The project description should be divided into three sections which provide the following information:

- A. Define the aim and scope of the project.
- B. Describe the methodology to be used.
- C. Briefly describe how this work will contribute to archaeology in Armenia.

Project Descriptions cannot be longer than 4 pages, single-spaced, 12 point font.

#### Curriculum Vitae Instructions:

The CV should be no longer than 3 pages and provide details about the applicant's

- A. History of professional employment,
- B. Education,
- C. Fieldwork Experience,
- D. Major Grants Received
- E. Significant Recent Publications.

Entries related to all of the above items should be listed individually.

## Grant Requirements:

The following are required by the terms of the grant. Failure to provide the following may result in future ineligibility for all Project Discovery programs.

1. Within 2 months of the end of the grant period, a report on the initial results of research must be sent to Project Discovery
2. A budget report must be included with the report describing the major expenditures.
3. An extensive report on the results of the research must be published before the program can apply to Project Discovery for further grant support. The report must include the following:
  - A. A thorough description of the archaeological context, either the site or the region of survey complete with a map, geographic coordinates, and plan of the site (a sketch plan is sufficient if necessary).
  - B. A description of research goals and methods; i.e., what was done at the site and why.
  - C. Descriptions of the archaeological contexts; e.g., the excavation units, the stratigraphy, the architecture, etc.
  - D. Thorough descriptions of the artifacts recovered including relative percentages by period and/or by type, and illustrations.
  - E. Basis for chronological attribution and assignment to a cultural phase.

The support of Project Discovery must be acknowledged in the report and a copy forwarded to Project Discovery.

### *Publication*

#### Deadlines:

- March 1** for projects starting between May 1 and October 15  
**August 15** for projects starting between October 16 and April 30

Publication grants are intended to help bring the results of research to fruition, allowing them to be shared with the wider scholarly world. Publication grants are available to support the translation and publication of both classic and cutting-edge monograph-length works as well as the translation and preparation of shorter articles detailing the results of research. Funds are limited and the potential library of works quite large. So proposals must provide a strong justification for the import of a given work to the intended audience.

## Eligibility:

Anyone can nominate a work for a publication grant and both scholars and students are eligible to request funds for publication. In general, preference is given to unpublished or under-published data sets.

### How to Apply:

The following materials are required for applications to the Project Discovery Publication Grants Program:

1. A completed application form submitted via the Project Discovery web site: [http://www.projectdiscovery.net/Grants/grants\\_application.htm](http://www.projectdiscovery.net/Grants/grants_application.htm)
2. A four page project description in English.
3. A complete table of contents in English.
4. A sample chapter in the original language of the manuscript.
5. A complete CV of the author(s). (See instructions on completing the CV below)

Materials should be emailed together in either Microsoft Word or Adobe Acrobat format to [projectdiscovery@comcast.net](mailto:projectdiscovery@comcast.net).

### Budget Instructions:

Budgets for publication projects can include funds for translation, preparation of illustrations, and other attendant expenses.

### Project Description Instructions:

The project description should be divided into three sections which provide the following information:

- A. Define the overall theme of the work along with a summary of the data discussed.
- B. Describe the audience intended for the work.
- C. Briefly describe how this work has contributed (or will contribute) to advancing the archaeology of Armenia. How will translation contribute to world archaeology more generally?

Because of the complexity and expense of publication projects, potential applicants are strongly encouraged to contact Project Discovery in advance of submitting an application.

### Curriculum Vitae Instructions:

The CV should be no longer than 3 pages and provide details about the applicant=s

- A. History of professional employment.
- B. Education.
- C. Fieldwork Experience.
- D. Major Grants Received.
- E. Significant Recent Publications.

Entries related to all of the above items should be listed individually.

Grant Requirements:

Upon request, grant awardees must provide a full budget of expenditures as well as a written assessment of the ongoing state of the project. Failure to provide the following may result in future ineligibility for all Project Discovery programs.

***Student Abroad***

Contact Project Discovery for information

The Project Discovery Student Abroad program is designed to provide funds for advanced students in archaeology from Armenia to train for up to one semester at a relevant University or other institution in the United States or Europe. Alternatively, Student Abroad grants are also available to students in the United States or Europe who require support for travel to Armenia to participate in research projects.

Candidates should contact Project Discovery in advance of completing the application to establish that their program of study falls within the guidelines of the program. Eligible projects for students in Armenia include:

A term in residence at a university in order to attend classes in modern archaeological theory and interpretation.

A term in residence at a university, museum, or laboratory in order to learn a method of analysis or a research technique.

A term in residence at a university, museum, or library in order to utilize unique archival or artifact collections.

Eligible projects for students in the U.S. and Europe include:

Support for travel to Armenia to participate in a research project.

Support for travel to Armenia to conduct pilot research with collections.

In general, Project Discovery Student Abroad grants will cover air travel, room and board, and provide a small stipend.

Eligibility:

Students must be pursuing a graduate degree through a recognized archaeological institution or faculty in Armenia. Awards must be clearly demonstrated to assist in the preparation of a significant research project, such as a dissertation. This award is not available to senior scholars.

How to Apply:

Applications for student abroad support must be accompanied by letters of invitation to the pertinent institution in the U.S. or Europe. Project Discovery can help to arrange such letters. It is strongly recommended that interested applicants without letters of invitation contact Project Discovery up to a year in advance of the proposed travel in order to discuss the possible ways of securing a letter of invitation.

Interested applicants should contact Project Discovery for further details.

### ***Special Projects***

Project Discovery is happy to entertain applications for special projects that do not fall under the existing programs but significantly advance the archaeology of Armenia. Potential applicants should contact Project Discovery prior to submitting a special project proposal.

#### How to Apply:

The following materials are required for applications to the Project Discovery Special Projects Grants Program:

1. A completed application form submitted via the Project Discovery web site: [http://www.projectdiscovery.net/Grants/grants\\_application.htm](http://www.projectdiscovery.net/Grants/grants_application.htm)
2. A four page project description in English.
3. A detailed budget with justifications for each expenditure.
4. A complete CV.

Depending on the project, Project Discovery may require that additional materials be submitted in support of the application.

Materials should be emailed together in either Microsoft Word or Adobe Acrobat format to [projectdiscovery@comcast.net](mailto:projectdiscovery@comcast.net).

#### Budget Instructions:

Budgets for special projects can include equipment and stipends related to the completion of the project, but cannot include the costs of on-going financial support (such as salaries for personnel). If ongoing support costs are entailed in a project, the applicant must provide evidence that such support will be forthcoming from another source.

#### Project Description Instructions:

The project description should be divided into three sections which provide the following information:

- A. Define the aim and scope of the project.
- B. Describe the methodology to be used.

C. Briefly describe how this work will contribute to archaeology in Armenia.

Because of the complexity and expense of publication projects, potential applicants are strongly encouraged to contact Project Discovery in advance of submitting an application.

Curriculum Vitae Instructions:

The CV should be no longer than 3 pages and provide details about the applicant=s

- A. History of professional employment.
- B. Education.
- C. Fieldwork Experience.
- D. Major Grants Received.
- E. Significant Recent Publications.

Entries related to all of the above items should be listed individually.

Grant Requirements:

Upon request, grant awardees must provide a full budget of expenditures as well as a written assessment of the ongoing state of the project. Failure to provide the following may result in future ineligibility for all Project Discovery programs.

## **GRANT REVIEW AND EVALUATION**

Proposals to Project Discovery are evaluated according to the following criteria:

1. The intellectual significance of the project, including its potential contribution to the archaeology of Armenia, the degree to which it opens new lines of investigation, and its potential to shed new light on major (pre)historical and anthropological problems. Priority will be given to projects exploring new archaeological issues and promoting the quality of archaeological scholarship in Armenia.
2. The pertinence of the research questions being posed and their clear relationship to the described research methods, including the appropriateness of the techniques employed in the project, the feasibility of the work plan, and the expertise of the project staff. Projects are strongly encouraged to explore the suitability of new technologies of archaeological analysis.
3. The impact upon both scholarly and popular audiences of the project and the promise of the resulting publications or other products. Low priority is given to proposals from investigators with a significant backlog of unpublished materials unless a clear statement is made indicating why some materials remain unpublished and how they will be published in the future.

4. The project's potential for success, including the likelihood that the work proposed will be completed within the projected time frame in light of the project's previous record of success and the reasonableness of the proposed budget.

Only issues of scholarly merit are relevant to proposal review. Merit is construed narrowly to include only the work described in the proposal itself. Prior contributions to research, institutional position, and other elements of seniority are not considered and cannot substitute for a well-conceived research project or a well-written proposal.

### *Grant Review Process*

Grants received by Project Discovery are evaluated through a peer-review competition that is restricted in its allocations by the available budget for a given year. We will not be able to fund many excellent and worthwhile proposals due to limitations of our budget. Proposals that are received by Project Discovery are initially examined by the chair of the Selection Committee in order to assign knowledgeable reviewers. Reviewers are primarily, but not exclusively, drawn from the members of the Academic Advisory Board. Copies of the proposal are emailed to each reviewer. Reviewers are asked to provide their comments within one month of receipt of the application. Based on the peer-reviews, the Director of the Grant Review Committee makes a recommendation that is forwarded to the Project Discovery Board of Directors for its approval. In cases of ambiguous peer recommendations, the advice of the full grant review committee can be solicited. Project Discovery tries to provide responses to proposals within one to two months.

Proposers may include a list of suggested reviewers who they believe are especially well qualified to review the proposal. Proposers also may designate persons they would prefer not to review the proposals, indicating why. These suggestions are optional. The Grant Review Committee Chair considers the suggestions and may contact the proposer for further information. However, the decision whether or not to use the suggestions remains with the Grant Review Committee Chair.

Conflict of Interest: All members of the Academic Advisory Board have signed a copy of the Project Discovery Conflict of Interest Policy which requires disclosure of any possible limits upon their impartial review of a proposal and their abstention from all decisions pertaining to that proposal.

Guidelines as revised: March 15, 2009