ARISC SMALL GRANTS

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WWW.ARISC.ORG

ABOUT ARISC

ARISC is an American overseas research center supporting research in and about Armenia, Azerbaijan and Georgia, both in the South Caucasus and the US.

- Operates as an independent non-profit organization since 2007 (President – Dr. Maureen Marshall; Vice-President - Dr. Stephen Jones, Executive Director - Ms. Talin Lindsay, info@arisc.org / programs@arisc.org);
- Has branches in Armenia (Ms. Ani Apresyan, armenia@arisc.org) and Georgia (Ms. Diana Lezhava, georgia@arisc.org), and a representative in Azerbaijan (Ms. Leyla Rustamli, Azerbaijan@arisc.org);
- ARISC Funding: Membership (institutional, individual, student), donations, Bureau of Educational and Cultural Affairs (ECA) through CAORC & US Department of Education
- We offer: Junior Research Fellowship, Short Term Research Fellowship, Research and Mentoring Fellowship, Graduate/Postdoctoral Fellowships, Collaborative Heritage Management in Armenia Grant, Collaborative Heritage Management Fellowship in Azerbaijan & Georgia, Stipends for Lectures and Workshops in the South Caucasus, Conference Travel Grants, **Small Grants for Students from the South Caucasus**

ARISC SMALL GRANTS

- ➔ Up to 300 $ per project
- ➔ Offered since 2020 (first contest announced in fall 2019)
- ➔ Funding: ARISC General Funds and private donations
- ➔ Up to 3 awards will be given for 2024
- ➔11 grants awarded since 2019:

  2023 – 2 awards

  2022 – 5 awards

  2021 - 2 awards

  2020 - 2 awards

- ➔ Allowable costs include transportation, lodging, meals and incidental expenses, and other expenses needed to support a scholar's research in the South Caucasus

➔**Deadline for current contest: December 8, 2023!**

Application should be submitted to: **info@arisc.org**

ELIGIBILITY AND MAJOR REQUIREMENTS

➔Citizens of Armenia, Azerbaijan and Georgia

(Proof of citizenship will be requested before giving award)

➔Bachelor, Master and PhD students [priority will be given to Master's and PhD students]

Applicants should be enrolled in degree-granting programs in Armenia, Azerbaijan, or Georgia. Students graduating in spring 2024 are eligible!

➔ Projects in all fields in the social sciences, humanities, and related sciences are eligible

ELIGIBILITY AND MAJOR REQUIREMENTS

- ➔ Projects should be completed by **July 31, 2024**
- ➔ Grantees are responsible for obtaining the appropriate research permissions. Funding will be conditional until grantees have permission(s) to carry out their research. In general, grantees should seek permission to carry out research directly from the director(s) of the institution(s) where they intend to work, including most libraries housed within local museums. If the material they wish to study is part of an excavation or survey, grantees' funding will be conditional upon submission of a letter that is signed by the project director giving permission to carry out the research. If the study involves living human subjects, and if the applicant's project is selected as a semi-finalist for an award, the applicant will be sent a series of questions regarding the methodology of their project.

TWO GRANT OPTIONS

- OPTION 1 – RESEARCH INCLUDING MOBILITY
- OPTION 2 – REMOTE RESEARCH

➔ how can you address your research question if you cannot travel? what methods, tools, and analyses can you conduct from home or the country where you live?

➔ Access to archives and libraries in the south Caucasus; childcare, so that the fellow may focus on their research during the time period of their fellowship; translation costs; hiring a research assistant in a different south caucasus country to do archival research if the fellow cannot travel; digital research projects, or publication fees for research (publication fees could include website registration/server fees, or open access fees).

SELECTION CRITERIA

- Merits of the proposal for significance, relevance, and potential contribution to regional and/or trans-regional scholarly research;
- Applicant qualifications;
- Research design and methodology;
- Significance to the applicant's field;
- Significance to needs and interests of host country and ARISC's mission;
- Feasibility in terms of resources and amount of time allocated to the project;
- Proficiency in the language required to complete research project, if applicable.

Applications will be read by a panel made up of scholars with experience conducting regional and trans-regional research. Please note that readers may not be specialists in your field, so applicants are advised to write for a general professional audience.

APPLICATION PACKAGE: REQUIRED DOCUMENTATION

- ➔ Application form (pdf file available at ARISC website, must be downloaded)
- ➔ A project statement [i.e. a project proposal] for up to 1500 words (not including bibliographic references, tables, charts, or other supporting information) with cover sheet downloaded from ARISC website
- ➔ Work schedule, i.e. the project timeline
- ➔ Itemized budget in Excel spreadsheet (template available at ARISC website) and budget narrative
- ➔CV
- ➔ Two letters of recommendation directly sent from recommenders to ARISC (letters should include a cover sheet downloaded from ARISC website)

APPLICATION FORM

HTTPS://ARISC.ORG/WP-CONTENT/UPLOADS/2023/10/APPLICATION_SCSG_2023-24.PDF

AMERICAN RESEARCH INSTITUTE OF THE SOUTH CAUCASUS

2023-24 SMALL GRANTS

APPLICATION FORM

PERSONAL DATA**

First Name | Middle Initial | Last Name

Preferred Mailing Address

Preferred Phone | Email Address

Optional: Date of Birth (mm/dd/yyyy) | Place of Birth (City & State) | Gender

ELIGIBILITY

Is your project in ◯ social sciences ◯ humanities ◯ related sciences

What degree are you expecting after graduation from university? ◯ Bachelor's ◯ Master's ◯ Doctorate

Are you currently a student at a university in Armenia, Azerbaijan, or Georgia?
◯ Armenia ◯ Azerbaijan ◯ Georgia

Are you a citizen of Armenia, Azerbaijan, or Georgia? ◯ Armenia ◯ Azerbaijan ◯ Georgia
(Please note that proof of citizenship status must be provided upon receipt of award.)

Have you been awarded an ARISC Small Grant in the past? ◯ Yes ◯ No

If yes, list the year the project was completed:
Grant recipients are eligible to reapply for a second ARISC Small Grant three years after completion of their most recent award.

☐ Keep me informed of future ARISC funding opportunities, programs, and events. ARISC uses MailChimp.

How did you hear about the ARISC Small Grants?

****Information on this page is for internal use only, and is not shared with reviewers. Data is anonymized and aggregated before reported.**

Your Full Name:

PROJECT INFORMATION

Title of Proposed Research Project:

Research Project Abstract. Please provide a brief 100-word statement of your proposal suitable for *public* use. Be sure to include the geographic area and subject of your research project, your research methodology, and its significance.

Country(ies) Proposed and Dates of Stay:

City(ies), Country(ies) | Proposed Dates *(Must be completed by Aug. 31, 2024)*

Project Preparation: Use the space below to indicate steps taken to prepare for this project. Please include whether you have been in contact with local scholars, archives, or institutions to determine the feasibility of conducting your proposed project.

Have you checked the US Department of State Travel Advisory for your proposed travel?
◯ Yes Date checked: ◯ No

Your Full Name:

Non-English Languages and Proficiency:

Language	Years of Study	Level of Proficiency	Needed for this project?

Total Amount of Funding Requested:
(the above number must match the total in the itemized budget)

Letters of Recommendation: Please list the two individuals who will be submitting letters of recommendation on behalf of this application:

1. *Academic Advisor:*
2.

Other Current Grant Applications:

Name of Grant and Amount	Date of Application	Status (awarded/ pending/ to be submitted)	For the same project being proposed to ARISC?

Your Full Name: _____

PROFESSIONAL INFORMATION

University/College

Department | Discipline/Field | Degree Pursued

Date Admitted to Masters/PhD Program | Date Degree Completed

Grant History (for the past five (5) years):

Name of Grant and Granting Organization	Year of Award

APPLICATION CHECKLIST – All items must be submitted by the deadline
* Items marked with an asterisk require a cover sheet to be downloaded from the website.

☐ Application Form*
☐ Project Statement*
In a separate document, please provide a full description of the proposed project. The project statement should be no more than 1500 words in length, not including bibliographic references, tables, charts, or other supporting information. It should address the following specifically:

- Research question, design, and methodology
- The significance of the project, relevance, and potential contribution to regional and/or trans-regional scholarly research.
- What are your qualifications for this project and how will they enable you to do your proposed project?
- Please also identify potential obstacles or issues (for example, geopolitical instability, archive closures, difficulty finding interlocutors, permissions required by local agencies) that may delay your research and how would you meet the challenges of your project should one of these factors be an issue.
- Statement should clearly indicate whether the application is submitted for Option A (travel in the region), or Option B (remote research), with relevant research design and methodology for that option.

Please note that application reviewers may not be specialists in your field. The language of your statement should be clear and free of jargon.

☐ Work Schedule

- Please be specific about the number of days per week and number of hours during the day that you will spend on this research project, as well as the location for this research project. Be sure to verify that the resources you need access to will be available to you.
- Your work schedule should demonstrate that you have checked availability of resources.
- Archives may not be open year-round, and local scholars may be traveling in the summer. Check on availability ahead of time.
- Be aware that it can take up to six months to obtain the necessary in-country research clearance and plan accordingly. We recommend beginning the process early.
- Work schedule should clearly indicate whether the application is submitted for Option A (travel in the region) or Option B (remote research).
- Applicants with questions about timing and feasibility are encouraged to contact ARISC's Resident Directors: Armenia@arisc.org, Azerbaijan@arisc.org, or Georgia@arisc.org

☐ Itemized budget and budget narrative (see sample here):

- Allowable costs include airfare, ground transportation, lodging, meals and incidental expenses (if traveling), and/or research costs;
- Funds may be requested for travel to training workshops.
- Budgeted amounts for meals and incidental expenses may not exceed those set by the US Department of State for the location of travel. See this website.
- If the cost of the project exceeds the maximum allowable in this funding opportunity, applicant should explain other sources of funding, as well as how the project can be scaled if they are only awarded ARISC funds.
- The budget should clearly indicate whether the project is for Option A (travel in the region) or Option B (remote option).
- Applicants with questions about budgeting for specific in-country costs are encouraged to contact ARISC's Resident Directors: Armenia@arisc.org, Azerbaijan@arisc.org, or Georgia@arisc.org.

☐ Curriculum Vitae

☐ Two Letters of Recommendation must also be submitted directly to ARISC from the recommenders. Applicants should download and share this cover sheet* with letter writers.

- The applicant is responsible for notifying referees of their request for letters and for ensuring those letters are submitted to ARISC by the deadline;
- All references must be in English. If the reference is in any language other than English, an English translation must be provided;
- One letter must be from the applicant's academic advisor.

I, _____ (applicant's full name), affirm that the statements and application materials are true and accurate representations, to the best of my understanding.

Signature **Date**

All information must be received by December 8, 2023, to info@arisc.org in order for the applicant to be considered for the fellowship.

Application materials should be emailed to info@arisc.org, with the subject, "ARISC Small Grants." Applications are processed manually. Applicants should expect to receive an email from ARISC indicating receipt approximately 2-3 days after submission. If you do not receive a response, check your spam filter, then contact info@arisc.org.

Please see www.arisc.org for full application requirements and submission instructions. Applicants are responsible for assuring that ARISC receives all documents on time.
Deadline: Friday, December 8, 2023

PROJECT STATEMENT/PROPOSAL [UP TO 1500 WORDS]

Evaluation criteria: Proposal should demonstrate significance, relevance, and potential contribution to regional and/or trans-regional scholarly research

➔ Describe what you are planning to do; what is your project about; what is your research question

➔ Project design & methodology: how are you planning to conduct the project. If you are planning to conduct a field work, explain the details (research methods, number of respondents, etc.).

➔ Show the relevance, i.e. why it is so important to conduct this project, demonstrate the need for funding it

➔ Talk about your qualifications for this project and how will they enable you to do your proposed project?

➔ What are any potential obstacles and how you will handle them?

➔ Clear description of either option 1 or option 2 (remote) and respective methodology

WORK SCHEDULE/TIMELINE

➔Detailed description of the planned activities:

- how many days per month

- how many hours per day.

Example 1:

1. April 2024 – 5 working days, 40 working hours, Tbilisi, Georgia - selection of the politics and IR students from several leading universities in Tbilisi through a call for participants

2. May 2024 – 10 working days, 30 working hours, Tbilisi, Georgia – conducting 5 focus group discussions and transcribing focus groups recordings

3. etc.

Example 2:

Month	Number of days	Number of working hours	Location	Activities
April	5	40	Tbilisi	selection of the politics and IR students from several leading universities in Tbilisi through a call for participants
May	10	30	Tbilisi	conducting 5 focus group discussions and transcribing focus groups recordings

ITEMIZED BUDGET AND BUDGET NARRATIVE

- airfare, ground transportation, lodging, meals and incidental expenses (if traveling), and/or research costs;
- Funds may be requested for travel to training workshops;
- meals and incidental expenses may not exceed those set by the US Department of State for the location of travel: https://aoprals.state.gov/web920/per_diem.asp
- Option 1 or Option 2?
- Explain if you have other funding source in combination with this one

ITEMIZED BUDGET

Description	Quantity	Individual Cost	Total Cost (Quantity x Individual Cost)	Amount Requested	Additional Notes
Ground transportation - one-way Tbilisi to Svaneti	2	30/one way	$ 60.00	$ 60.00	
Meals & Incidentals (Per diem)	12 days	$15/ day	$ 180.00	$ 165.00	Remaining costs covered by departmental grant
Lodging	11 nights	$25/night	$ 275.00		Remaining costs covered by departmental grant
Photocopies in archives	100 pages	$0.25/page	$ 25.00	$ 25.00	
Conference registration fee	1	$50	$ 50.00	$ 50.00	
TOTAL				$ 300.00	

BUDGET NARRATIVE

Ground transportation - one-way Tbilisi to Svaneti
Taxi from Tbilisi to Svaneti and back is estimated at $30/ride, totaling $60

Meals and Incidentals

Travel is estimated at 10 days to Svaneti, at the rate of 15/day, which is within the maximum as set by the State Department, for a total of $150. I am only requesting $165 of this cost from ARISC, the remainder will be covered by my department's grant.

Lodging
Typical costs for Airbnb in Svaneti are estimated at $25/night for 9 nights, totalling $225. My department grant will cover this amount fully.

Photocopies
The archive charges $0.25/page to photocopy archival material. I estimate photocopying 100 pages, for a total of $25.

Conference registration fees
The fee to register for the conference in Svaneti is $50 per person.

TWO LETTERS OF RECOMMENDATION

➔The letter of recommendation should include the cover sheet

➔The letters of recommendation (in ENGLISH/translated in English) **must be sent directly from letter recommenders** to info@arisc.org by the application deadline!

➔One of the applicant's letters must be from their academic advisor!

LETTERS OF RECOMMENDATION SHOULD INCLUDE:

- An assessment of the applicant's project;
- The applicant's ability to carry out the project;
- Assessment of the ability of the applicant to adapt and be resilient while carrying out research in the SC;
- Address the applicant's level of language fluency needed to conduct the proposed research;
- Confirmation of applicant's academic progress;
- Letters should demonstrate that this project and its methodology has been ethically constructed and will not cause harm to participants or the researcher(s).

REPORTING

➔ All project should be finalized by July 31, 2024.

Any unused portion of the stipend must be returned to ARISC by this date.

➔ Narrative report describing the conducted activities – no later than August 31, 2024

➔ Financial report with original receipts – no later than August 31, 2024

➔ Grantees are expected to give an ARISC-sponsored presentation on a subject related to their research upon completion of their project.

➔ The grantee will acknowledge ARISC in any publication or presentation that emerges from the research carried out during the grant.

- **Deadline: December 8, 2023, to info@arisc.org**
- Notifications of award will be sent in February 2024.

Q & A