

**Vermont Archaeological Society, Inc.**  
**Student Support Grant**  
**Guidelines for 2023-2024 Grant Cycle**

The Vermont Archaeological Society, Inc. (VAS) is a tax-exempt, 501(c)(3) nonprofit all-volunteer organization, comprised of professional and avocational archaeologists and the interested public. The Society is committed to raising awareness of Vermont's past, while also protecting its valuable cultural resources from injury and exploitation. VAS embraces the interests of pre-contact, post-contact, underwater, and industrial archaeology. Its membership is comprised of people with interests in all these fields. It supports archaeology in the State in many ways, including providing a limited number of grants to archaeologists working in the state and functions as a forum for information exchange between professionals and avocational archaeologists. Ultimately, it is committed to educating the public about the cultural heritage of the state of Vermont.

These *Guidelines* describe the program of grant awards of VAS, for the 2023-24 grant cycle, including: (1) project eligibility and support, (2) grant application deadline and award schedule, and (3) grant fulfillment requirements and support payment. See 'Vermont Archaeological Society, Student Support Grant: Application Format' for application directions. There will be two ways a student support grant may be awarded for the 2023/2024 cycle. Since the requirements depend on the type of grant applied for, we have separately outlined the requirements below.

### **1. Student Research Grant**

Funds are awarded to support Vermont archaeological research projects that compile and present new data or test previous conclusions with the expectation of new findings or insights. Studies may utilize various accepted approaches or may offer tests of potentially innovative approaches. Those studies that offer original research directions and/or may lead to more substantial publications are encouraged.

This grant(s) is not a grant for conventional archaeological fieldwork (site survey, testing, or excavation) for non-students. This grant is intended to fund research to assist undergraduate or graduate students to: (1) perform site surveys, testing or excavation that are part of their ongoing academic research, (2) analyze archaeological collections or documentation, (3) perform specialized analysis of an archaeological collection or site-associated paleoenvironmental data (e.g., artifact residue or use wear, paleo-botanical, faunal, pollen), (4) perform noninvasive site-focused field studies (e.g., ground penetrating radar, magnetometry, etc.) (5) support the conservation of archaeological materials in relation to any of the above activities in a manner consistent with the SAA Principles of Archaeological Ethics

(<https://archaeologicaethics.org/code-of-ethics/society-for-american-archaeology-principles-of-archaeological-ethics/>) and the [Guidelines for Conducting Archaeology in Vermont](https://outside.vermont.gov/agency/ACCD/ACCD_Web_Docs/HP/Archaeology/ARCHEO_GU_IDELINES.pdf) ([https://outside.vermont.gov/agency/ACCD/ACCD\\_Web\\_Docs/HP/Archaeology/ARCHEO\\_GU\\_IDELINES.pdf](https://outside.vermont.gov/agency/ACCD/ACCD_Web_Docs/HP/Archaeology/ARCHEO_GU_IDELINES.pdf)) and/or (6) provide funds to travel to archaeological conferences or other meetings to present findings from their ongoing academic research.

Grant awards are intended to defray costs of technical analysis, travel/lodging, equipment, publication preparation, and other research-related expenses. *Award amounts can range from \$1000 to \$2500 depending on the applicant's request.* Applicants should submit a CV/resume of education and/or experience in archaeology or related research. Any publications should be listed. The application also requires a letter of support from an academic advisor or faculty member. (This letter must contain an affirmative statement by the academic advisor or faculty member that they will review the research proposal to ensure the SAA and Vermont Ethical guidelines will be followed, as detailed above.)

As needed, the proposal **must document** that (1) written approval has been obtained for access to specific sites from private landowners, and/or state or federal authorities, (2) written approval has been obtained to study collections held in museums or other repositories, (3) costs of technical analyses or subconsultant studies are valid, and/or (4) written landowner permission has been obtained for noninvasive field studies. Applicant must affirmatively state that any research under this grant will follow the SAA Principles of Archaeological Ethics and Guidelines for Conducting Archaeological Research in Vermont (see above for links to the relevant webpages).

An eligible 'student' must be enrolled in a college or university (including a school outside Vermont) during the proposed grant period in studies that lead to a recognized undergraduate or graduate degree (masters and/or doctoral level). The grant applicant must apply as an individual in charge of the proposed research, not just as a member of a research team or institution (but can include being a subconsultant in a grant).

The VAS Board of Directors will only accept and review grant applications in this grant cycle from eligible students whose proposal is focused on archaeology. Any proposed research project must include at least one Vermont artifact assemblage, one Vermont collection and/or one Vermont site. Research projects may also include assemblages, collections and/or sites from other locations outside Vermont. However, how the Vermont data is integrated into the overall project needs to be clearly explained in the application materials.

The proposed research project and presentation must be completed within one (1) year of the grant award date (Note: extensions to this deadline are only granted under exceptional circumstances, based on a written request to the Board President). The grantee must sign a 'Grant Recipient Agreement,' agreeing that they will fulfill the research and reporting described in the grant application and gives VAS permission to use the grant proposal, any journal and/or newsletter article and presentation information on its website and annual report(s).

Grant recipients must agree to provide VAS membership (and the general public): a brief summary for publication in one of VAS' newsletters and/or website, and a 45-minute to 1-hour (including Q&A time) remote presentation during 2024 at a mutually agreed day and time. The presentation must discuss the student's preliminary or final results from the VAS funded research. Grant recipients must give credit to VAS for its funding in any subsequent publications or conference papers on this research. Finally, grant recipients are highly encouraged to formally disseminate their research project results by submitting their findings for publication to the *Journal of Vermont Archaeology*. *The journal article must be prepared to professional*

*archaeological standards and VAS retains the right to not accept the submission or to propose edits to the submission (which the grantee may refuse to incorporate and withdraw the article from consideration).*

The grantee will receive a four-fifths (80%) payment of the grant within 1 month of the award announcement. Receipt of funds will constitute the beginning of the one-year term of the grant. The final one-fifth (20%) payment of the grant will be paid to the grantee upon completion of the research work, submission of the short article for one of VAS' newsletters and/or website, completion of the remote presentation to VAS' membership and the submission of a budget vs actual expense report (see application format).

***NOTE: If the grantee is unable to carry out the granted research project within the one year period after the award, grantees must apply for an extension before the one-year grant period concludes OR any award payments must be refunded to VAS within 30 days of conclusion of the one-year grant period (payable by check to "Vermont Archaeological Society, Inc.").***

## **2. Student Travel Grant**

The Student Travel Grant award is intended to provide funds for an eligible student to travel to archaeological conference(s) -anywhere in the world - to give an archaeological presentation. The presentation may be of either his/ their own research and/or one synthesizing others' research. *Award amounts can range from \$1000 to \$2500 depending on the applicant's request.* Applicants should submit a CV/resume of education and/or experience in archaeology or related research. Any publications in which the student authored or co-authored a relevant article should be listed, if applicable. The application should also include a letter of support from an academic advisor or faculty member.

An eligible 'student' must be enrolled during the proposed grant period in studies leading to a recognized undergraduate or graduate degree (masters and/or doctoral level) at a Vermont college or university. The student also must be proposing to travel and to present at an archaeology conference (anywhere in the world) to apply.

Grant recipients must agree to provide a short, written summary of their presentation at the conference for publication in one of VAS' newsletters and/or website, and to make a 45-minute to 1-hour (including Q&A time) remote presentation to VAS membership (and the general public) during 2024 at a mutually agreed day and time. The remote presentation should provide a summary of the various research projects included in their conference presentation and how such research could be applied to ongoing or future archaeological projects in Vermont.

The grantee must sign a 'Grant Recipient Agreement,' agreeing that they will fulfill the travel and reporting described in the grant application and gives VAS permission to use the grant proposal, any journal and/or newsletter article and presentation information on its website and annual report(s).

The proposed travel, short article and presentation must be completed within one (1) year of the grant award date (Note: extensions to this deadline are only granted under exceptional circumstances, based on a written request to the Board President).

The grantee will receive a four-fifths (80%) payment of the grant within 1 month of the award announcement. Receipt of funds will constitute the beginning of the one-year term of the grant. The final one-fifth (20%) payment of the grant will be paid to the grantee upon completion of travel, submission of a short article to one of VAS' newsletters, a presentation given to VAS' membership and the submission of a budget vs actual expense report (see application format).

***NOTE: If the grantee is unable to carry out the agreed upon requirements of the travel grant within the one year period after the award, grantees must apply for an extension before the one-year grant period concludes OR any award payments must be refunded to VAS within 30 days of conclusion of the one-year grant period (payable by check to "Vermont Archaeological Society, Inc.").***

**2023-2024 Grant Applications and Deadline January 15, 2024;** applications must be electronically submitted on or before this date. Awardees will be informed of the Board's decision by **February 28, 2024**.

Application forms are available on-line at: <http://vtarchaeology.org> or by email request to the VAS Board Member Angela Labrador at: [angela@vtarchaeology.org](mailto:angela@vtarchaeology.org).

**Vermont Archaeology Society, Inc.  
Student Support Grant  
Application Format for 2023-2024 Grant Cycle**

***Please read these application format instructions carefully.***

See “Vermont Archaeological Society, Inc., Student Support Grant: Guidelines” for a description of the expectations of the Society for research support, the amounts to be awarded, and the application submission deadline and award dates.

**Preparing Your Application**

1. Prepare & compile an application, including any accompanying documentation (e.g., resume/CV, letter of support, etc.), as one electronic document in PDF format.
2. Attach a *resume/CV*. It should include a *list of archaeological research publications, if applicable*.
3. Attach a separate *letter of support* from an academic advisor or faculty member that attests to the value of your proposed research work or travel.
4. **Use the format below to prepare your grant proposal (including headings).**

***Cover Page-Applicant Information, centered:***

Title of Research Project

Applicant Name

Address

Phone number

E-mail address

Date

Specify: College or University you are attending

***A. Description of Proposed Project (May be 1000 words or less. Applicant can determine the number of words required to properly describe the project.)***

For research project applicants, provide a description of proposed research, organized according to the following subheadings:

1. Research Question
2. Proposed Methodology
3. Expected Results
4. Significance for Vermont

In *Proposed Methodology*, specify activities that will be supported by the VAS grant (e.g., travel costs, costs of collections photography, technical or subconsultant analysis, etc.). Also, indicate if this is part of a larger research project, and if so, describe the amount, source, and purpose of

any other research funding. (Note: beginning on second page of application, insert footer, specifying: Applicant Name – Project Title – 2023-24 Grant Cycle)

For travel applicants, specify the conference(s) you plan to attend, provide the title of your presentation, and provide a summary (abstract) of the presentation’s thesis and conclusions. Please also explain how this presentation is significant to current or future research in Vermont.

***B. Sources of Data to be Used/Generated by the Proposed Research (May be 200 Words or less)***

Identify specific sources of data to be used and/or created in the research. Indicate the type of data and methodology that you will be employing for your research. For collections research, specify institution(s) or person(s) holding the collections, and specify collection(s) by site, collection age, size, and composition. Describe origin and scientific quality of the collection(s), and list previous research, if any, on collection(s).

***Note: Applicant must attach (1) written acknowledgement from the curating institution(s) and/or property owner(s) of availability for proposed study of specific artifacts/samples or property and/or (2) written evidence of availability and cost estimate of laboratory or subconsultant analysis for which funding is requested. This section is N/A for travel applicants unless the travel applicant is presenting their own research at the conference.***

***C. Dissemination Plan (May be 50 Words or less)***

Briefly describe how you intend to disseminate your research results. If your grant request only includes a request for travel funds to a conference, please describe how your presentation will be disseminated and/or your plan to use this presentation information in ongoing or your future research.

***D. Support Requested (Budget)*** - Provide table detailing categories of expenses that you are asking funding for and a total for the amount requested. An example of an acceptable format is as follows:

<b>Category</b>	<b>Budget</b>	<b>Actual</b>	<b>Difference</b>
Travel/Lodging Exp			
Data Analysis Costs			
Equipment & Supplies			
Other Exp (pls detail)			
<b>Total</b>			

Use CONUS rates for calculating lodging and meals: <https://www.gsa.gov/travel/plan-book/per-diem-rates> As described in the Grant Guidelines, actual expenses and differences from the budget should be completed and submitted once the research project and/or travel is completed.

**Schedule for Submitting a 2023-2024 Grant Application**

On or before **January 15, 2024**, submit by email a PDF of the fully completed application to the Society's Board Member Angela Labrador, at: [angela@vtarchaeology.org](mailto:angela@vtarchaeology.org)

**Grant Fulfillment Requirements**

If the applicant is offered an award, a separate *Grant Recipient Agreement* must be signed before activation of the grant. This agreement form is available on VAS' web site and specifies conditions and obligations of the award.

**Vermont Archaeology Society, Inc.**  
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**Grant Recipient Agreement for 2023-2024 Grant Cycle**

**Recipient Information**

Title of Research Project or Conference to be Attended:

Name:

Address:

Phone:

E-mail:

**Recipient Agreement**

As a recipient of a Vermont Archaeological Society (“Society” or “VAS”) student support grant, I hereby agree to the following conditions, as stated below:

- I have signed this *Grant Recipient Agreement*, confirming that I will abide by the requirements of the grant award.
- I will conduct my research project or travel grant according to the specifications of my grant proposal (any changes to proposed research MUST be approved by the Society’s Board).
- If I am requesting a research grant, I will complete the research project, a brief summary of the research for publication in one of VAS’ newsletters (and/or website) and a 45-minute to 1-hour remote presentation to VAS membership (and the general public) during 2024. The remote presentation will include a Q&A session of 15 minutes so the actual expected presentation time will be 30 to 45 minutes. The VAS board will review the written summary for VAS newsletters and /or website and if appropriate, may request revisions.
- If I am requesting a travel grant only, I will complete the travel, a short summary of what I presented at the conference attended for publication in one of VAS’ newsletters (and/or website) and a 45-minute to 1-hour remote presentation to VAS membership (and the general public) during 2024. The remote presentation will include a Q&A session of 15 minutes so the actual expected presentation time will be 30 to 45 minutes. The VAS board will review the written summary for VAS newsletters and /or website and if appropriate, may request revisions.
- Research grant recipients are highly encouraged, but not required, to formally disseminate their preliminary or final research project results by submitting their findings for publication to the *Journal of Vermont Archaeology*. (The journal article must be prepared to professional archaeological standards and VAS retains the right to not accept the submission or to propose edits to the submission (which the grantee may refuse to incorporate and withdraw the article from consideration).)
- I give permission to the Society to use any portion of my grant proposal and resulting writings on the Society’s website and/or newsletters and in its annual report(s) and any recordings of my presentation on the Society’s website and You-Tube channel.
- I will credit the Vermont Archaeological Society, Inc. in any future publication, presentation, or other dissemination of my research results.

Grantees will receive a four-fifths (80%) payment of the grant within 1 month of the award announcement. Receipt of these funds will constitute the beginning of the one-year term of the

grant. Grantees will receive the remaining one-fifth (20%) payment of the grant upon submission and acceptance of the grant journal article, newsletter summary and presentation.

***If I am unable to carry out the grant supported research project or travel grant within one year after the award, I will apply for an extension prior to conclusion of the one-year grant period for a period not to exceed one additional year, OR I will refund any award payments to the Society within 30 days after conclusion of the one-year grant period (payable by check to “Vermont Archaeological Society, Inc.”).***

**Grantee Signature and Date**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_