

## RESEARCH SUPPORTING MEMBERS

### ARCHAEOLOGICAL FIELD RESEARCH GRANT: Application Guidance

Created by an endowment from the United States Agency for International Development (USAID) ARCE's Antiquities Endowment Fund sustains an ongoing grants program to support the conservation, excavation, investigation, preservation and documentation of Egypt's cultural heritage and the dissemination of relevant knowledge.

Funded through the Antiquities Endowment Fund, ARCE is accepting applications for a new grant scheme: The Archaeological Field Research Grant which is open only to current [Research Supporting Members](#) (RSM) of ARCE. The purpose of this program to provide funding to conduct empirical, archaeological research in Egypt at sites that date from pre-history to 100 years old. While the dissemination of results through publications and other materials is the ultimate expectation of these awards, this program supports **(for up to one year)** field costs such as travel, accommodation, field staff, equipment, and salary for project directors and collaborating scholars.

The grant **only supports direct project costs, such as salaries for project staff and supplies and materials required for a particular project. Indirect costs such as general operating costs incurred within the project but not directly linked to the project tasks, are not allowable.** Please do not request indirect costs either in your proposal or in any resulting contract. The budget allows for highly specific expenses to be included. Applications should be denominated in U.S. Dollars. ARCE is not responsible for currency fluctuations.

#### I. Eligibility

Research Supporting Members play an active role in the life of ARCE by participating in the governance of the organization and representing major research and expedition interests in Egypt. RSMs provide institutional support to ARCE with a \$1,000 annual contribution. To understand further on the benefits of becoming an ARCE RSM, please visit this [link](#).

Applicants are eligible to apply for this grant if they are affiliated with a current ARCE Research Supporting Members (RSM).

The Principal Investigator (PI) **must also be an individual member of ARCE at the time of application.** ARCE particularly encourages applications from junior faculty, with preference given to individuals with a graduate degree and/or demonstrated experience.

Preference will be given to proposals with the commitment to involve students of marginalized communities within the funded field work.



If successful in receiving the award, the PI must maintain both individual and institutional membership for the duration of the project. Failure to maintain a current membership will result in a delay of funding disbursement.

Applicants are NOT eligible to apply if any of the following conditions apply:

- Applicant was awarded any ARCE grant in a prior granting cycle but has not completed the project for which funds were received.
- Applicant was awarded any ARCE grant in a prior granting cycle and has completed the project but has NOT submitted all the deliverables.
- Applicant is a current member of the ARCE Board of Governors.
- Applicant is a current member of the ARCE AEF Committee.
- Applicant is a current member of the ARCE Finance and Budget Committee.
- Applicant is not affiliated with a current ARCE Research Supporting Member institution.

## II. Application Review

The Antiquities Endowment Fund Committee is responsible for the review of all applications submitted and recommends funding to the Board of Governors. The management of the award is coordinated with ARCE's Cairo Center via [aef@arce.org](mailto:aef@arce.org).

## III. Program Description

The Archaeological Field Research Grant supports institutionally based, archaeological field research in Egypt. Archaeological methods may include field survey, remote sensing, documentation, and excavation. The sites must date from pre-history to 100 years ago. This grant is **limited to \$50,000 for one year**. Allowable costs may include:

- Travel, lodging and subsistence
- Permits, fees, and visas for project personnel
- Field equipment and electronics (such as hard drives, survey equipment, tablets etc.)
  - Anything exceeding \$1,000 needs to be line itemed and justified, while those falling below \$1,000 can be considered miscellaneous and do not need justification. If agreed upon, any equipment purchase must be returned to ARCE upon the project's completion.
- Labor, specialists, translators, and other local vendors salary or salary replacement costs for the project director and compensation for collaborating scholars, including support for foreign individuals who are named as contributing scholars.

## IV. Application Submission

All applications must be prepared and submitted in English using the provided instructions (see below section on application submission requirements) via [ARCE.org/grants/aef](https://arce.org/grants/aef).

**The application process for the ARCE Archaeological Field Research Grant takes place annually.**

### Important application submission deadlines:

1. **Draft Proposals** (encouraged but not mandatory): to be submitted via email to [aef@arce.org](mailto:aef@arce.org) before December 20, 2023. Program staff will respond with suggestions and advice.
2. **Final Applications**: to be submitted via [Submittable Platform](#) (Submission link located on ARCE's [RSM Archaeological Field Research grant page](#)) before 12 midnight EST on February 15<sup>th</sup>, 2024.

After submission of either the draft proposal or the final application, ARCE reserves the right to request supplementary information or pose clarifying questions. Requesting supplementary information or posing clarifying questions to one applicant does not obligate ARCE to do so with all applicants nor does it guarantee a grant award.

### A. Application Submission Requirements:

The proposal and supporting information must use the format described. The proposal must be submitted via the written instruction on [ARCE.org/grants/aef](https://arce.org/grants/aef).

#### I. **Project Narrative**

The project narrative should be written in English, must be between 1,500 to 3000 words, and must provide a thorough description of:

- **The proposed activities** including:
  - **Set objectives.**
  - **Implementation timeline**; should be defined chronologically and must be accomplished in a single fiscal year between July 1- June 30. That does not mean 12 months of work divided over several years. Expeditions that have limited season durations must complete the AEF projects within one fiscal year from their start.
- The project's anticipated **outputs, results, and impacts.**
- The **roles and responsibilities** of the PI and other project-funded recipients.  
Describe:
  - the intellectual input, expertise, resources, etc. that each individual will contribute to the proposed project.

- How they will support particular outputs, outcomes and intended impacts.
- A clear **sustainability plan, as relevant**: how the intended outcomes will be sustained beyond the project timeframe.
- A **risk assessment** including:
  - Any risks associated with carrying out the project
  - The ways that the PI will address the risks.
  - Any risks that might include the well-being and/or security of the project staff, the technical and/or financial aspects of the project, organizational issues, the operating environment/s of the project and/or legal concerns.
- A **minimum of 5 high quality digital images** accompanied by captions that:
  - Convey the nature of the site
  - Show the urgency and/or need for the proposed project.

## 2. **Applications should include:**

The below lists additional documents to be included in the application.

- Project abstract (100-150 words).
- Confirmation of any previous or current grants received.
- Proposed estimated cost and cost breakdown. These must include the following information:
  - A proposed budget and a summary budget narrative justifying the proposed expenses.
  - Salaries included in the project listed for each primary participant, including daily rate and maximum number of days anticipated. All rates should be listed in U.S. dollars.
  - The \$1000 ARCE administration fee incurred by all successful applicants. Please include this fee in your budget; it will be deducted from the final 20 percent disbursement of the award.
- CV of the PI. Please keep to a maximum of 4 pages
- CVs of any project members who would be recipients of funds (salaries and wages). Please keep to a maximum of 1 page highlighting experience in Egypt.
- Participants' salary history, indicating the respective compensation provided for previous project undertakings and the hours worked.
- Previous ARCE/AEF grants received by the PI for the last five years.
- Sources and amounts of additional project funding for the last five years.

## V. **Evaluation Criteria of Application**

Each application will be assessed based on the criteria listed below:

- The focus and objectives of the project and its relevance to the documentation, protection, and enhancement of the status of cultural heritage.
- The proposed framework and budget for monitoring and evaluating the project (financial and feasibility of the budget and timeline of the project)

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- Appropriate staffing and time commitments of each staff member
  - The need/demand for the project and the need for funding
  - The quality of the outcomes that the project will achieve
  - Feasibility of the project
  - Whether the project follows/demonstrates best practice
  - The sustainability of the outcomes to be achieved

**Preference will be given to proposals with the commitment to involve students of marginalized communities within the funded field work.**

## **VI. Receiving an Archaeological Field Research Grant**

Should applicants be awarded an Archaeological Field Research Grant, they will need to comply with all the terms and conditions of the Grant Agreement. The PI will sign this agreement and the ARCE Executive Director will countersign on behalf of ARCE. The PI and ARCE must sign the award contract within six months of award notification. Work must begin within the following 12 months (after contract signing). If work has not commenced in that time, the award will be canceled. If a year has passed since the award contract was signed and an extension of the start date is required – for reasons outside the control of the PI – the PI must request approval directly from the Executive Director, and the decision will be forwarded to the AEF Committee.

### **I. Required documentation for project start-up**

- The PI must submit to ARCE copies of the project's clearance paperwork from the Ministry of Tourism and Antiquities before signing the contract. A maximum of nine months is allowed from the time of notification of the award to submit the necessary approval of the Ministry of Tourism and Antiquities' Permanent Committee and Security Clearances. Funds will not be disbursed until awardees submit copies of permission and/or clearances.
- Proof of partnership funding being secured (if applicable)
- An updated budget (if different)
- Your bank account details
- A security management plan for your project (if requested by your Grant Administrator)
- Any other information which may be requested

### **2. Grant disbursement and financial reporting**

All grant disbursements will be paid directly to the applicant organization in USD in line with the terms and conditions detailed in the Grant Agreement. Invoices or other

approved documentary evidence will be required for all items purchased with grant money. All invoices and receipts relating to the project expenditure must be retained by the PI and will need to be submitted upon completion of the project for reconciliation and final disbursement.

Your grant will be paid in 2 disbursements according to the submitted budget and work plan and will be detailed in the Grant Agreement as per below:

- First disbursement (**Eighty Percent**) upon signing of award contract and submission of above previously mentioned approvals/permissions.
- Second disbursement (**Twenty Percent**) upon completion and submission of the AEF project final deliverables.

The PI is solely responsible for submitting financial reports and technical reports to ARCE by the set deadline. Failure to do so, will preclude the final grant payment along with exclusion from further competition for ARCE-administered funds until such time as the report is completed.

### 3. Acknowledgement and Promotion

Successful applicants are expected to promote their grant award and project in coordination with the ARCE Communications Department. This may include, but is not limited to, the following:

- Submission of headshot and project abstract for marketing and communications use.
- Participating in press interviews, including digital, and print coverage.
- Giving a lecture about the project at the ARCE Cairo Center or online.
- Recognizing the grant award and ARCE in all publicity of the project (REQUIRED).
- Including the ARCE logo on all print and digital output from the project, in accordance with ARCE branding guidelines (REQUIRED).
- ARCE's Communications Department may coordinate directly with a PI to produce video, written, or photographic content for ARCE's social media platforms, websites or other outlets.

ARCE will provide all PI's with the ARCE logo and branding guidelines, or they can be requested at [aef@arce.org](mailto:aef@arce.org).

## VII. Monitoring and Progress Updates

Internal monitoring and evaluation are required at regular intervals from the start of the project until its completion. This will ensure the effective management of unforeseen variables and promote transparency and communication between ARCE and the grantee. The following will apply:

- The PI is expected to submit progress reports according to an established timetable, dependent on the duration of the project, which will be detailed in the contract including submission deadlines.
- Any delay in submitting the required progress reports must be communicated to ARCE no less than 5 working days prior to the deadline, along with an alternate submission date and a justification for the extension.
- Any unauthorized delay in one or more progress reports, or a submission of a progress report that does not follow the requirements, will result in the delayed release of the final payment of the award and exclusion of the PI from consideration for future grants.

## VIII. Deliverables

The PI is responsible for the timely delivery of documents during the project and upon its completion. This includes the following:

### Financial Deliverables

- Financial reports (upon completion of project)
- Original receipts and invoices
- Copies of flight boarding passes
- Copies of pay slips

### Marketing Deliverables

- Progress report accompanied by high resolution photographs (a minimum of 300dpi) capturing project progress with photo credits and captions.
- A final technical report upon completion of the grant.
- An article for publication on ARCE.org. This must include:
  - A 600 - 1,000-word description of the project that is written for a general audience, submitted as a Microsoft Word document. ARCE retains the right to make editorial changes to the article in collaboration with the PI
  - 6-8 (six to eight) 300dpi quality images with photo credits and captions included.
  - **The PI is responsible for coordinating with the ARCE Communications Department on an appropriate publication date.**
- An article for publication in *Scribe*, ARCE's membership magazine. This must include:
  - A 2,800 – 3,300 word “magazine style” article about the project. ARCE retains the right to make editorial changes to the article in collaboration with the PI.
  - A minimum of 7 (seven) 300dpi quality images with photo credits and captions included. **The PI is responsible for coordinating with the ARCE Scribe Editor on an appropriate publication date.**
- Consistent photographic documentation of the project over the course of the year. Images must be a minimum of 300dpi each and transferred as separate files, not embedded in pdf or Word documents.