PURPOSE: To help students enrolled full-time in a PhD-granting program at Cornell University who are pursuing a minor in the field of American Indian Studies with expenses related to their research and creative endeavors.

AWARD AMOUNT: The maximum award amount is $1,000. Awards will be made to individual students once per academic year.

AWARD PERIOD: Awards cover research undertaken during the 12-month period, July 1, 2014 – June 30, 2015.

ELIGIBILITY:
- Must be enrolled full-time in a PhD-granting program at Cornell University.
- Must be pursuing a minor in the Field of American Indian Studies.
- At the time of application, the applicant must have completed 2 semesters of full-time registration toward their PhD or non-terminal MA/MS program.

Students on academic probation are not eligible for the American Indian Studies Graduate Student Research Grant.

DEADLINE: Applications are reviewed once a semester and awarded on a one time basis during an academic year.
- FALL: OCTOBER 15 Applicants notified by October 30
- SPRING: MARCH 15 Applicants notified by March 30

APPLICATION PROCESS

1. Completed AIS Graduate Research Grant Application Form (see attached).
2. A description of the research project, not to exceed five double-spaced pages in a 12-point font. The description should present the conception, definition and organization of the work and plan of study. Include information about sources used or to be accessed, the thesis, and the relevance of the proposed research or creative endeavor to the field of American Indian Studies. Endnotes, bibliography, or pictures do not count toward the 5-page limit; still these may not exceed a total of two additional pages.
3. A budget that itemizes the estimated expenses and shows the total amount requested, not to exceed one single-spaced page. Be specific. Justify any item not clearly explained or self-evident. Requests that include travel must be itemized with transportation, per diem, and lodging listed separately. Include a start and end date. Awards will not be made for longer than a 12 month period.
4. A curriculum vitae, not to exceed three single-spaced pages, that includes educational history, awards, presentations, publications, professional honors, memberships and experience.
5. A current unofficial Cornell transcript. If any graduate work was completed at another institution, include a copy of the transcript.
6. A letter of recommendation from faculty member representing the Field of American Indian Studies on the applicant’s committee.

Applications will be reviewed and selected by the Director of Graduate Studies & the Director of the American Indian Program. Only complete applications will be reviewed and considered for funding. Decisions are based on the committee’s final evaluations and the availability of funds.
All materials must be submitted in one complete package to:

**Kathy Halbig**  
**Student Development Specialist**  
**American Indian Program**  
**472A Caldwell Hall**  
**Ithaca, New York 14853**  
**klh37@cornell.edu**

**CRITERIA FOR SELECTION**
- The significance of the research topic or aesthetic exploration to the field of American Indian Studies.
- The clarity and quality of the project proposal.
- The extent of research or creative work already completed and the likelihood that the applicant will complete the project in a timely fashion.
- The quality and breadth of the applicant’s preparation and the demonstrated potential or productivity of the applicant.

**DISBURSEMENT**

The award is disbursed as a reimbursement for the actual cost of the research. Original receipts are required for any reimbursable expense requested. **It is the student's responsibility for submitting proper documentation.** Your application for the grant is an implicit acceptance of these terms.

Award recipients must submit **original receipts to Kathy Halbig** for research expenses **within 30 days** from the conclusion of research. If an award recipient has already concluded research at the time of the award decision, he or she must submit original receipts within 2 weeks of notification. **Failure to submit receipts within the specified time will constitute forfeiture of the award.**

**REPORT**

A written report no longer than 2 paragraphs describing the research outcome **must** accompany the reimbursement request. Failure to submit a written report will constitute forfeiture of the award.

As a condition of the grant, students who receive funds are required to present their research to the AIS Graduate Colloquium (AIS 6010).

This is a competitive award, applicants are not guaranteed funding.  
If you have questions or require additional information, please contact **Dr. Troy Richardson**  
DGS  
**tar37@cornell.edu** or **Kathy Halbig**, Student Development Specialist **klh37@cornell.edu**.

**Office Use Only:**
American Indian Program Procedure: After signatures are obtained from the DGS and Director, forward one copy of the application to the administrative manager.
Cornell University American Indian Program
Graduate Student Research Grant Application
July 1, 2014 – June 30, 2015

Biographical Information
Name: __________________________________________ Student ID: ________________
Mailing Address: ________________________________________________________________
Telephone: __________________________ Email Address: ________________________________
Tribal Affiliation (optional): ______________________________________________________

Degree Related Information
Major Field of Study: __________________________ Degree Program: ____________________
Major advisor or special committee chair: ____________________________________________
AIS minor: ___ yes ___ no If yes, faculty representing the Field of AIS: ___________________________
Date of first registration in Graduate School: __________________________________________
Date of A-exam, passed or scheduled: ______________________________________________
Date you expect to complete your degree program: ____________________________________

Budget Summary (Please attach an itemized budget)
Total project/proposal budget $ ______________
Other sources of support

Confirmed
Source: __________________________ $ ______________

Pending
Source: __________________________ $ ______________

Amount requested in this application $ ______________

I certify that all of the information provided in this application is true and accurate to the best of my knowledge.

Signature: __________________________ Date: ______________
Signature, DGS __________________________ Date: ______________
Signature, Director __________________________ Date: ______________
Signature, Committee Chair __________________________ Date: ______________
Guidelines for Writers of Recommendation Letters

Letters of recommendation should address the following:

- The significance of the research topic or aesthetic exploration to thought and knowledge in the Field of American Indian Studies.
- The clarity and quality of the project proposal.
- The extent of research or creative work already completed and the likelihood that the applicant will complete the project in a timely fashion.
- The quality and breadth of the applicant’s preparation and the demonstrated or potential productivity of the applicant.
- The overall quality of the applicant’s proposal.
- Verification that the applicant is pursuing a minor in the Field of American Indian Studies

The award committee requests that you limit your recommendation to no more than 2 single-spaced pages. Please provide the applicant with your letter of recommendation in a sealed signed envelope. The application and all supporting documentation, including your letter of recommendation, must be received in one packet.