

## **The Schwartz Family Foundation Fund in the Department of Anthropology**

### **Announcement and Guidelines for Grants to Graduate Students**

The Department of Anthropology has received a most generous gift from the Peter A. and Marion W. Schwartz Family Foundation to assist in the professional development of its graduate students. The Foundation makes available funds to enable graduate students in the department to attend professional meetings where they can gain experience in scholarly exchange, and begin to establish networks which are crucial for future research and career development.

The following guidelines have been established by the Department Faculty:

1. All students registered in good standing in the Ph.D. program of the Department of Anthropology are eligible. Seventh-year registered students may apply but will be given lower priority. Joint degree candidates are eligible in those years in which their study is primarily within the Department. Normally, grants will be limited to those students in residence in the Department for return travel between New Haven and the meeting site.
2. Grants may be used to cover meeting registrations (but not membership fees or journal subscriptions), reasonable transportation costs, per diem meal costs at the department rate, hotel accommodations (at student rates if available), and certain direct costs incurred in the preparation of papers or posters, e.g. , supplies, photocopying and mailing (but not equipment purchase or rental). All expenditures are subject to Yale University guidelines on categories and limits and must be reported according to University procedures. Costs of accompanying family cannot be covered.
3. Preference will be given to students who are presenting papers or posters, or are otherwise formally participating in such meetings. However, to the extent possible, the Fund will also assist other students who attend as registered participants.
4. Priority will be given to those attending annual meetings of the American Anthropological Association, its unit societies, or national meetings of other professional societies within the student's specialty. International meetings, regional meetings, and conferences will be given lower priorities and may not be fully funded.
5. Applications should be made to the DGS. They should include a brief statement of the nature of the meetings and the student's participation, an itemized budget, as well as the signed endorsement of the student's advisory committee chair or dissertation supervisor.

6. Grant applications will be considered on a continuous basis, but will not be accepted more than two months before the date of the meetings for which funds are requested.
7. Students are eligible for a lifetime maximum award up to \$5000.00 during their time as a registered PhD student within the Department of Anthropology. The annual maximum award is \$1000.00. Two requests may be made during the fiscal year from 7/1 – 6/30. Students may use funds up to this amount but the funds cannot carry over from year to year. For example, if a sixth year student who has never used Schwartz funds decides to apply during the sixth year of study, then he/she can only apply for the annual maximum of \$1000.00. The student is not eligible to combine funds from unused years.
8. Within 30 days after returning from the conference, students must submit a summary of their attendance along with copies of receipts documenting incurred expenses except per diem meals. Students may keep the original receipts. If expenses exceed the amount approved for, no additional reimbursements will be approved. A cancellation of attendance will result in previously awarded funds to be deducted from future payments.
9. No awards will be given more than two months in advance of the conference date. In addition, no awards can be advanced in a prior fiscal year for a conference taking place in a new fiscal year. Also, a conference being held in August will be paid by July 15 after the start of the new fiscal year.