

### History Research Endowment Fund

**Purpose:** The purpose of the History Research Endowment Fund (HREF) is to support research by undergraduate and graduate students in History. At the outset it should be stressed that these monies are intended for research, rather than pedagogical or other kinds of activities, for which other funding opportunities are available. The awards are competitive. Highest priority will be given to those applicants who most clearly demonstrate how financial support is necessary and how an award will enhance the quality of their research.

**Applicant Status Criteria:** Proposals will be considered from any undergraduate or graduate student majoring in History.

**Deadlines:** Varies - check email from Associate Director of Graduate Studies for deadline each semester..

**Expected Range of Awards:** Most grants awarded are no more than \$1,000; we are willing to consider proposals up to \$2000.

**Notification:** Applicants will be notified of selection within two weeks of submission. Successful applicants will be required to provide a short report on the use of funds one month after completion date.

**Upon Completion:** Please send your completed Application PDF and Itemized Budget (for which see below) to [becky.tsang@asu.edu](mailto:becky.tsang@asu.edu)

**Questions:** Please email Alexander Aviña at [alexander.avina@asu.edu](mailto:alexander.avina@asu.edu)

## Applicant Information Form

Student Status/Level: \_\_\_\_\_

What year are you in school?: \_\_\_\_\_

Research project start date: \_\_\_\_\_

Research project end date: \_\_\_\_\_

### Award Qualification Form: Instructions and Requirements

Applicants to the HREF should complete the Award Qualification Form below. When filling out the Award Qualification Form, applicants should consider the following:

- For the **Research Project Description** applicants should succinctly but thoroughly describe their research project and its expected outcome (thesis, conference paper, publication, etc.).
- For the **Request Amount** applicants should state the total amount of the requested award.
- For the **Budget** item, applicants should first provide a brief overview of what they intend to spend the funds on. Then they should attach with the completed application PDF a document with an Itemized Budget. The Itemized Budget should include, where applicable, things like: transportation to the destination, lodging, meals and incidentals, local transportation like rental cars or mass transit, and expenses related to the reproduction of archival materials. Applicants traveling abroad should also consider including expenses like visas in the Itemized Budget.
- For the **Demonstration of Financial Need** item applicants should indicate what other resources they have applied for and what steps would be necessary to complete the research without the HREF.
- For the **Award Statement** item, applicants should state whether they have applied to the HREF in the past two years, and whether they have had that application accepted or rejected.
- For the **Travel Policy** item, if applicants are requesting funds for travel, they should review ASU's travel policies and indicate the steps they will take to ensure their travel adheres to these policies. If applicants are not requesting funds for travel, this item may be left blank.

## Award Qualification Form

Research Project Description:

Request Amount: \_\_\_\_\_

Demonstration of Financial Need: \_\_\_\_\_

\_\_\_\_\_

Award Statement: \_\_\_\_\_

Travel Policy: \_\_\_\_\_

Budget (please also attach an Itemized Budget):