



## **NATIONAL COUNCIL FOR EURASIAN AND EAST EUROPEAN RESEARCH**

### **DECEMBER 2009 AND APRIL 2010 TITLE VIII SHORT-TERM TRAVEL GRANTS FOR RESEARCH IN CENTRAL ASIA, THE CAUCASUS, AND THE BALKANS**

#### **APPLICATION GUIDELINES**

The Short-Term Travel Grants Program provides fellowships to U.S. citizens or permanent residents with Ph.Ds, or U.S. citizens or permanent residents with comparative research skills for independent or collaborative research projects at institutions in Central Asia, the Caucasus, and the Balkans that do not require administrative assistance or logistical support (such as assistance with placements or access to archives, housing, visas, travel, etc).

#### **THE NATIONAL COUNCIL FOR EURASIAN AND EAST EUROPEAN RESEARCH**

The National Council for Eurasian and East European Research (NCEEER) was created in 1978 to develop and sustain long-term, high-quality programs of post-doctoral research in the social, political, economic, environmental, and historical development of Russia, Eurasia, and Southeastern Europe. NCEEER has established an unequalled record of support for research in these areas, research that directly benefits U.S. policymakers, the academic and non-profit communities, and American business. It also has helped bring to the attention of Congress and the executive branch the national interest served by the exchange of ideas among professionals in academia and government.

#### **COUNTRIES ELIGIBLE FOR RESEARCH:**

- Albania
- Armenia
- Azerbaijan
- Bosnia-Herzegovina
- Croatia
- Georgia
- Kazakhstan
- Kosovo
- Kyrgyzstan
- Macedonia
- Montenegro
- Serbia
- Slovenia
- Tajikistan
- Turkmenistan
- Uzbekistan

## PROVISIONS FOR FUNDING

- Grants may not exceed **\$3,000**.
- The grants may cover the following: travel from the United States to the host country; *per diem* to cover in-country costs for meals, lodging, and local transportation; miscellaneous research expenses directly related to the project (including, but not limited to, visa expenses, photocopying, and medical evacuation insurance) and deemed to be appropriate by the selection committee and NCEEER.
- Because the scholar or researcher is receiving project funds directly from NCEEER, he or she must maintain records of financial expenditures related to the Grant. He or she must retain supporting documents such as receipts.
- NCEEER Grants do not provide funds for the purchase of equipment, either general or special purpose, as defined in the Federal Acquisition Regulations; for tuition or “cost of education” charges in connection with graduate research assistantships. NCEEER does not provide funding for research in the natural sciences.
- International travel must comply with the provisions of the Fly America Act, 49 U.S.C. 1517 (see 4 CFR Part 52 and 48 CFR Subpart 47.4), meaning that flights must be on an American carrier, where possible, and approved by NCEEER in advance.

## THE 2009-2010 SHORT-TERM TRAVEL GRANTS FOR RESEARCH – SUBMITTING PROPOSALS

### *How to Apply*

You have three options to submit your proposal (all applications will be given equal weight, regardless of submission method):

1. Apply **on-line** using our new on-line grant application system at <https://www.nceeer.org/apply/> (Select “Short-Term Travel Grant”)
2. **E-mail** the application form and associated files as a single zipped attachment (.zip file) to [apply@nceeer.org](mailto:apply@nceeer.org). Indicate “STTG Application: [your last name]” in the subject line. **Note that letters of recommendation must be e-mailed, mailed, or faxed directly by the referees.**
3. **Mail** your documents via the Postal Service on standard 8.5" x 11" paper to the following address:

**National Council for Eurasian and East European Research**  
University of Washington  
Box 353650  
Seattle, WA 98195

For delivery of proposals by an agency that will not deliver to a Post Office Box (e.g., FedEx), please use the following address instead:

**National Council for Eurasian and East European Research**  
Attn: Dana Ponte  
4500 9th Avenue NE  
Suite 300  
Seattle, WA 98105

### *Format of the Application*

The Application must include the items listed below.

1. Application Form. Complete the Application Form, using the instructions provided below, either via the on-line application system at <https://www.nceer.org/apply/> or by downloading the form from [http://www.nceer.org/Programs/STTG/2010\\_STTG\\_application.pdf](http://www.nceer.org/Programs/STTG/2010_STTG_application.pdf).
2. Project Proposal. Please limit the proposal to four pages including footnotes; longer proposals may not be considered. **It must be double-spaced, in 12-point font, and in PDF or Microsoft Word format.** Since some of the reviewers may not be specialists in your field, make every effort to describe your research in language understandable to scholars in general.

Please follow this outline when preparing your proposal:

**a) The nature of the research to be conducted.** Describe in detail your research question and why the proposed research must be conducted abroad.

**b) Need for research to be conducted in-country and feasibility.** You need to explain why you feel this research needs to be done in the country (ies) you choose, and whether or not the research can be done adequately given the resources you have.

**c) Level of language proficiency in vernacular languages of the subregion, and/or Russian.**

**d) In the case of an invitation to an international scholar travel to the United States, the stated purpose of the visit and a detailed research justification for such a visit.** This grant does provide for American scholars to bring scholars or researchers from countries in Central Asia, the Caucasus, and the Balkans to the United States in order to conduct research here. If this is the case, the American scholar or researcher who wants to invite the foreign scholar must provide detailed reasons as to why this scholar's research must be conducted in the United States as well as the benefits this trip will have for the scholarly and policy communities.

3. Estimated Budget. Please download and fill out the budget form at [http://www.nceeer.org/Programs/STTG/2010\\_STTG\\_budget.xls](http://www.nceeer.org/Programs/STTG/2010_STTG_budget.xls). Provide an itemized budget including all costs, together with an explanation of key budget items, and a list of all existing (or expected) support for the project and its source(s). Rates *per diem* costs should be kept to a minimum. In cases where Department of State or other official *per diem* rates are used, applicants should provide a detailed justification for the use of such rates. Please feel free to contact NCEEER staff with any questions.
4. Curriculum Vitae. Include a CV, organized in chronological order. Please highlight any previous NCEEER awards and papers. **The CV should be no more than four pages** and in PDF or Microsoft Word format.
5. Two Letters of Recommendation. Please have two individuals familiar with your work and your proposal download; complete; and send directly to NCEEER the letter of recommendation forms. The form is available at this page: [http://www.nceeer.org/Programs/STTG/STTG\\_letter\\_of\\_recommendation.pdf](http://www.nceeer.org/Programs/STTG/STTG_letter_of_recommendation.pdf). *Please note that letters of recommendation must include the recommender's physical or digital signature.*

Try to obtain at least one of the recommendations from someone outside your home institution. **You may not solicit letters of recommendation from the members of NCEEER's Board of Directors.\*** Additionally, please note that your referees must send their letters of recommendation to NCEEER on or before February 15, 2010.

#### *Deadlines and Delivery*

The deadlines for application are **DECEMBER 15, 2009 AND APRIL 15, 2010**. Applications sent through the Postal Service must be received by December 15, 2009 or April 15, 2010 respectively.

NCEEER will review and evaluate the proposals and will notify you regarding the status of funding for your proposal on or before **February 1, 2010** for the December round of the competition, and **June 1, 2010**, for the April round of the competition.

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\* Mark Beissinger, Cynthia J. Buckley, Valerie Bunce, Maria Carlson, Richard Combs, Bruce Grant, Ted Hopf, Robert T. Huber, Nancy Kollmann, Martha Lampland, Susan Linz, Mieke Meurs, Douglas Northrop, Daniel Orlovsky, and Joanna Regulska

## **SPECIFIC INFORMATION FOR COMPLETING THE APPLICATION FORM**

*Item 2, **Brief Description of Proposed Research.*** Please provide a two-three sentence description of your proposal. Include the goals of your research trip and a brief description of how you plan to accomplish these goals (visiting archives, interviewing colleagues, etc.).

*Item 5, **Themes.*** Select up to three themes from the entire list.

*Items 8 and 9, **Requested Travel Dates.*** Applicants should select their proposed start and end dates bearing in mind that Grant funds may not be used for costs incurred outside the Grant period (March 1, 2010 through February 29, 2012 for Grants starting in Spring 2010, and June 1, 2010 through May 31, 2012 for Grants starting in Summer 2010).

*Item 24, **Total funds requested from NCEEER.*** Remember that the Short-Term Travel Research Grant only provides funds of up to \$3,000. Thus, your request for funding may not exceed that amount.

## **SPECIFIC INFORMATION FOR COMPLETING THE BUDGET**

**Domestic/International Airfare.** List airfare as a single line item. Leave the “No. of Days+Avg. Daily Rate” field blank, and just include the total cost.