



NATIONAL COUNCIL FOR EURASIAN AND EAST EUROPEAN RESEARCH

2024 TITLE VIII NATIONAL RESEARCH COMPETITION

CONTRACT APPLICATION GUIDELINES

*RESEARCH CONTRACTS are limited exclusively to **collaborative** research projects conducted by multiple post-doctoral scholars or researchers who are U.S. citizens.*

Note that these guidelines, as well as the application forms and public announcement, contain significant changes from previous years. Announcements, guidelines and forms from previous years are obsolete, and only the 2024 editions of these materials should be used.

Compliance with the provisions of these guidelines is essential to prevent the disqualification of your application.

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 research in the social, political, economic, environmental, and historical development of Eurasia and Eastern Europe. NCEEER has established a strong record of support for research in these areas, research that directly benefits U.S. policy makers, 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 | • Georgia | • Poland |
| • Armenia | • Hungary | • Romania |
| • Azerbaijan | • Kazakhstan | • Russia |
| • Belarus | • Kosovo | • Serbia |
| • Bosnia-Herzegovina | • Kyrgyzstan | • Slovakia |
| • Bulgaria | • Latvia | • Slovenia |
| • Croatia | • Lithuania | • Tajikistan |
| • Czech Republic | • North Macedonia | • Turkmenistan |
| • Estonia | • Moldova | • Ukraine |
| | • Montenegro | • Uzbekistan |

DETAILS ON PROVISIONS OF FUNDING

1. NCEEER Research Contracts provide funds of up to **\$40,000**. NCEEER will make up to 80% of the funds allocated for the project available at the outset of the Contract term. NCEEER will normally withhold 20% of the amount allocated for the project until it receives all of the financial and working papers required by the Contract.
2. NCEEER requires that applicants for Research Contracts have a US institutional sponsor to provide support for their project through non-Federal funds at a minimum of 20% of the amount requested from NCEEER. Such support may be comprised of any combination of direct and/or Facilities and Administrative costs (“F&A costs,” formerly referred to as indirect costs). In compliance with the intent of the Program of Research and Training for Eastern Europe and the Independent States of the Former Soviet Union (Title VIII), NCEEER’s primary objective is to allocate as much of its limited funds as possible toward direct research. With this in mind, NCEEER will reimburse institutional F&A costs at a rate of up to 10% of NCEEER’s share of the total direct costs of the sponsored research project. The difference between the rate of F&A reimbursement and the applicant institution’s standard Federally-negotiated F&A rates may be treated as cost-sharing. Please contact the NCEEER staff if you have questions.
3. The duration of NCEEER support may extend from **March 1, 2024**, through **September 1, 2025**. Recipients must submit all financial reports and close-out documents to NCEEER by the expiration of the Contract Agreement.
4. NCEEER Contract Agreements 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; or for attendance at conferences, unless the conference is essential to the project and organized within the parameters of the project. NCEEER does not provide funding for research in the natural sciences.
5. All principal and subsequent scholars or researchers on the collaborative project must be U.S. citizens and PhD holders.
6. 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.

2024 TITLE VIII NATIONAL RESEARCH COMPETITION – SUBMITTING PROPOSALS

How to Apply

E-mail the application form and associated files as a single zipped attachment (.zip file) to apply@nceeer.org. Indicate “NRC Application: [your last name]” in the subject line. **Note that letters of recommendation must be sent directly by the referees.**

You should receive an automated response from apply@nceeer.org after submission. If you do not, please follow up with Dr. Dana Ponte, dana@nceeer.org, to ensure that your application was received.

Format of the Application

The Application must include the items listed below.

1. Application Form. Complete the Application Form, using the instructions provided below, after downloading the relevant forms from the NCEEER website (Requires Adobe Acrobat or Acrobat Reader).
2. Project Proposal. The Project Proposal should detail the nature, purpose, design, scope, methodology, and feasibility (referencing attained permits or agreements, if required) of the project. Also, it should relate the project to existing work on the subject, specifically focusing on the significance of the new research and its relevance to NCEEER's Research Program, as described in the Public Announcement. Please be careful in noting the ways in which written products will contribute to the understanding of current developments and historical, cultural, and political trends. If the proposal is a request for an extension or expansion of an existing NCEEER-sponsored project, it is important to describe current progress.

In the project proposal, be as specific as possible. If the proposal submitted to NCEEER for support is a component of a larger project or program, the Project Proposal should provide information on the broader project, including the amount and sources of funding, and the particular activities designated for NCEEER support. More specifically, please enumerate the written or other products that you anticipate will be produced and submitted to NCEEER to fulfill Contract requirements.

For those intending to conduct survey research or collect statistical data, the applicant must explain who will organize and conduct the interviews, and how he, she, or they will carry out the fieldwork. Remember that descriptions of projects that will include the collection or use of data through surveys must clearly delineate the design and size of the sample(s) involved.

PLEASE NOTE THAT THE PROJECT PROPOSAL MAY NOT EXCEED 10 PAGES (INCLUDING REFERENCES), USING 12-POINT FONT AND DOUBLE-SPACED. AND IT MUST BE IN PDF OR MICROSOFT WORD FORMAT.

3. Estimated Budget. Please download and fill out the budget form from the NCEEER website. Include an itemized list of all costs, along with an explanation of key budget items, and a list of all existing (or expected) support for the project and its source(s). Include only expenses that will accrue during the NCEEER grant award period. **Please be as specific as possible in describing key budget items. Use comments as necessary to**

describe these items. When asking for *per diem* funding in the budget template, please indicate the number of days and the proposed daily rate.

*****PLEASE NOTE THAT NCEEER PROGRAMS ARE SUPPORTED BY FEDERAL FUNDS. FOR THIS REASON, ALL SUBCONTRACTORS, RESEARCH ASSISTANTS, ETC., SUPPORTED BY THE PROPOSED GRANT OR CONTRACT MUST BE U.S. CITIZENS OR U.S. ORGANIZATIONS. PLEASE CONTACT OUR OFFICE (dana@nceeer.org or info@nceeer.org) FOR CLARIFICATION OF THIS REQUIREMENT.*****

Summer salary support is ordinarily not fundable by NCEEER. Research support funding is primarily to be devoted to necessary travel and research expenses. While regular salary support will be considered, summer salary support will be considered as the lowest priority for funding. Any exception concerning summer salary support will need to have clear and detailed specification of its necessity for completion of the proposed project.

Rates for *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 the NCEEER staff with any questions.

4. Curriculum Vitae. For each principal/second/third scholar or researcher, 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. Transmittal Letter. Please provide a transmittal letter from the institution that will be submitting the Application. This letter should identify the institution's legal name, as well as the name and contact information of the grants and contracts officer who will be responsible for administering the Contract. If e-mailing the application please make sure this letter is in the form of a signed, scanned PDF.
6. Human Subjects Review form (if relevant). Applicants should ensure that standards for use of human subjects in their research, if relevant to their proposal, are consistent with those required by their university. If you are an independent scholar, NCEEER will serve as an independent review board for your project, and you should download and complete the forms at <http://nceeer.org/>. **Note that these forms apply only to independent researchers not affiliated with a university. University-affiliated scholars should follow established institutional procedures for human subjects review at their university.**
7. 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 on the NCEEER website.

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.* **Please note that your referees must submit their letters of recommendation to NCEEER on or before December 31, 2023 and that the letters must include the referees' physical or digital signatures.**

Deadline and Delivery

The deadline for applications and all supporting materials is **December 31, 2023**.

The Board of Directors will review and evaluate the proposals. NCEEER will notify you regarding the status of funding for your proposal on or before March 1, 2024. **NCEEER is legally prohibited against detailing reasons for the rejection of proposals.**

SPECIFIC INFORMATION FOR COMPLETING THE APPLICATION FORM

Adding Co-Applicants: If using the PDF application form, fill out the general information for yourself and each co-applicant.

*Item 2 (PDF form), **Brief Description of Proposed Research.*** Provide a brief summary of the purpose and methodology of the project in prose accessible to the non-technical reader. Keep in mind that you will attach a longer project description as part of the application.

*Item 5 (PDF form), **Themes.*** Select up to three themes from the entire list.

*Item 8 (PDF form), **Proposed Dates of NCEEER Contract.*** Applicants should select their proposed Contract start and end dates bearing in mind that Contract funds may not be used for costs incurred outside the Contract period (March 1, 2024 through September 1, 2025). A final report of project results must be submitted to NCEEER in a form suitable for distribution to the U.S. Government before the end date of the Contract.

* For a full list of the current Board, please visit www.nceeer.org, and choose "Who We Are."

Item 10 (PDF form), Total Funds Requested. Note that NCEEER's Research Contracts provide funds of up to \$40,000. Thus, your request for funding may not exceed that amount.

WORKING PAPERS AND REPORTS

Scholars and researchers are normally required to submit one or more short, topical papers containing research findings and interpretive conclusions. For publication, the working papers should be approximately 25 double-spaced pages or shorter in length. They should be succinct and suitable for an informed, but non-technical audience. Working papers should also include a typewritten 150-word abstract for general dissemination. Scholars and researchers will also be required to submit a mid-term progress report and a final progress report, describing their activities under the Contract and, where possible, commenting on the conditions for conducting research that they encountered. Working papers submitted to NCEEER may be considered for publication in the journal *Problems of Post-Communism*, with the author's consent.

Books and other lengthy works are generally not suitable for distribution by NCEEER and therefore, ordinarily will not be accepted in satisfaction of NCEEER's Contract Agreements. However, if such works arise from NCEEER-sponsored research, even after the Contract Agreement period, NCEEER appreciates notification of these publications.

Scholars and researchers retain the copyright on their work submitted to NCEEER under the terms of the NCEEER Contract Agreement. However, NCEEER reserves the right to duplicate and disseminate such products, in written and electronic form, as follows: (a) for NCEEER's own internal use; (b) to the U.S. Government for its internal use or for dissemination; and (c) for dissemination in accordance with the Freedom of Information Act or other law or policy of the United States Government that grants the public access to documents held by the U.S. Government. Additionally, NCEEER has a royalty-free license to disseminate papers to the general public, in furtherance of academic research, scholarship, and the advancement of general knowledge, on a non-profit basis. Neither NCEEER, nor the United States government, nor any recipient of a Contract product may use it for commercial sale.

To repeat an important piece of information regarding the disbursement of funds, NCEEER will withhold 20% of project funds until all of the reports and papers specified in the Contract Agreement are delivered and approved by NCEEER. Applicants should plan their research accordingly.

****PLEASE NOTE:** The Title VIII Program is Federally Funded by the US Government – all proposals must benefit US citizen and US institutions only. Applicants should ensure that they have a US institutional sponsor before applying. **