

# Wisconsin Archeological Society Research Award (WASRA) Application Form

Carefully read the guidelines. Fill in this form as your application. Use as many additional pages as needed. Be sure to attach the required submission documents.

**I. Contact information:**

Name:

Address: (Street or PO Box)  
(City, State, Zip Code)

Phone:

Email:

Member of the Wisconsin Archeological Society: \_\_\_ Yes \_\_\_ No Type: \_\_\_\_\_

**II. Affiliation of Person Applying for the Grant:** (name of organization)

- Name of organization
- Name of professional archaeologist authorized to work in Wisconsin who will be supervising the field investigations, if different from above
- If using a contractor for services, list the person or organization here and describe their involvement below.

**III. Description of Project:** (use extra pages to answer - answers can be in bullet form)

- Describe the project.
- Describe the key elements.
- Where is the location of the project?
- What is the end result (i.e. publication, exhibit, presentation/lecture, etc.)?
- How will the project promote a better understanding of Wisconsin archaeology?
- How will the project promote Wisconsin archaeology to the general public?
- How does the project reflect a significant need in the community or state as a whole?
- How will this project promote the purpose of WAS?
- How will the project include public education/participation?
- How will the project better our knowledge of Wisconsin archaeology?
- If the project is multi-year, what portion will be completed with this grant? Break down into phases.
- Justify the project end product with the amount of money requested – can the project, or this phase of a multi-year project, be completed with the funding available?
- Where will the artifacts and documents be curated?
- Describe any contractor involvement.

**IV. Oral history/Interview Projects:** (if applicable; use extra pages to answer)

- Letter from the museum, historical society, K-12 school, college or university approving the project. Check with your institution to see if a letter from the Institutional Review Board (IRB) approving research using human subjects for the institution is required. Attach documentation.
- Permission form for the signature of each interviewee giving the applicant permission to use their interview for public education. Attach sample form to be used.

**V. Attachments: Applications will not be considered without these attachments.**

- Completed application form with additional pages.
- Completed budget form with budget narrative/justification.
- Oral history/interview documentation if applicable.
- For field and underwater projects, copies of state, federal or tribal permits
- For field and underwater projects, resumes of principal investigator and professional archaeologists associated with project
- Resumes of contractor personnel if applicable
- For field and underwater projects, proof of business liability insurance
- For underwater projects, proof of divers' certification and experience

If you have any questions, please contact [cydstil@newnorth.net](mailto:cydstil@newnorth.net) for assistance.

## Wisconsin Archeological Society Research Award (WASRA) Budget Form

These categories are basic and may not include all the categories for your project. Please add more lines and categories or adjust the form as needed. See the example on the next page for format and guidance. If you have any questions, please contact [cydstil@newnorth.net](mailto:cydstil@newnorth.net) for assistance.

Expense Item	Funded by WAS grant	Funded by other sources as match
Personnel- salary and wages	-----	
In-kind-principal investigator	-----	
In-kind-other staff	-----	
In-kind-volunteers	-----	
Contractor		
WAS membership	-----	
Travel		
Mileage		
Lodging		
Per-diem		
Supplies		
Equipment (list)		
Dating techniques		
Geo-physical and/or biological analysis		
Preservation/conservation		
Curation fees		
Total Project		

**Budget Narrative/Justification:**

**Example of a budget table and narrative/justification:**

Please use this table and narrative as an example only.

Expense Item	Funded by WAS grant	Funded by other sources as match
Personnel- salary and wages		
In-kind-principal investigator	-----	\$250.00
In-kind-archaeologist	-----	\$250.00
In-kind-volunteer	-----	
Contractor		
XYZ Archaeological Services		\$760.00
WAS membership	-----	\$40.00
Travel		
Mileage	\$131.00	
Lodging	\$196.00	
Per-diem	\$118.00	
Supplies		\$200.00
Equipment (list)		
Shovels	\$55.00	
Dating technique		
C-14	\$1000.00	
Geo-physical and/or biological technique		
Preservation/Conservation		
Curation		
<b>Total Budget</b>	<b>1500.00</b>	<b>\$1500.00</b>

**Budget Narrative (example)**

**Personnel** – for each person listed below, please describe the number of hours that will be used to match the award, for instance

Principal Investigator      5 hours @ \$50.00/hr      \$250.00

Archaeologist                5 hours @ \$50.00/hr      \$250.00

**Contractor** – list the name of the contractor and the amount to be paid

XYZ Archaeological Services      \$760.00

**WAS membership** (category and amount) Institutional      \$40.00

**Travel** – list the amount of travel to be funded by the award

Mileage 200 miles @ \$.655/mi      \$131.00

Lodging 2 people @ \$98.00/day      \$196.00

Per-diem 2 people @ \$59.00/day      \$118.00

**Supplies** – list the amount of supplies to be funded by match      \$200.00

**Equipment** – list the equipment to be purchased by the award

2 shovels @ \$27.50/shovel      \$55.00

**Dating Technique** – list the dating technique and cost to be funded by the award

C-14      \$1000.00

**Geo-physical and/or biological technique** – list technique and cost

**Curation fee** – list fee charged by facility which will be curating artifacts and documentation from field and underwater projects

Evaluation Criteria for Wisconsin Archaeology in Public Education Grant– to be completed by reviewers

Applicant:

Reviewer:

<p>Application is complete (check all that are present): <i>10 points</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application Form</li> <li><input type="checkbox"/> Budget Form</li> <li><input type="checkbox"/> Resumes of project personnel</li> <li><input type="checkbox"/> Resumes of contractor personnel, if applicable</li> <li><input type="checkbox"/> WAS membership</li> <li><input type="checkbox"/> For field projects: state/federal /tribal permits</li> <li><input type="checkbox"/> For field and underwater projects, proof of business liability insurance</li> <li><input type="checkbox"/> For oral interview projects: organization permission letters</li> <li><input type="checkbox"/> For oral interview projects: form for interviewee permission</li> <li><input type="checkbox"/> For underwater projects: divers' certifications</li> </ul>	<p>Comments:</p>
<p>Project description: <i>70 points</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Applicant identifies the type of project and its location (5)</li> <li><input type="checkbox"/> Applicant describes the theme and key elements of project (15)</li> <li><input type="checkbox"/> Applicant describes the end result of the project (10)</li> <li><input type="checkbox"/> Applicant describes how the project will promote a better understanding of Wisconsin archaeology (10)</li> <li><input type="checkbox"/> Applicant identifies the need that the project will fulfill (15)</li> <li><input type="checkbox"/> Applicant describes how the end product will be curated (5)</li> <li><input type="checkbox"/> Applicant identifies the education benefit for the general public (10)</li> </ul>	<p>Comments:</p>
<p><input type="checkbox"/> Applicant will be able to fulfill the project as described with the personnel and budget proposed (including grant and match funding): <i>20 points</i></p>	<p>Comments:</p>