



ARCHAEOLOGICAL INSTITUTE *of* AMERICA

Professional Resources

Advice on preparing a COTSEN GRANT APPLICATION

This document attempts to address common issues that have tended to make applications less successful. These are broken down into three categories: budget, methodology, and scope.

Budget:

The intention of the limited funding available through the Cotsen Grants is to directly support the expenses of archaeological excavation. These may include travel, food, ground transportation, supplies, equipment, services, rent, and a limited amount of lab work.

Please note:

- No overhead or administrative costs (including PI salaries) may be charged to a Cotsen grant.
- Fees for services may be included (e.g. specialized equipment operation, professional photography and illustration) but should be limited.
- Cotsen grants may not be used to buy land or pay for buildings.
- Cotsen grants cannot be used for survey work.
- Cotsen grants can support necessary site stabilization or protection (e.g. consolidation of structures to protect them after the season concludes) but cannot be used for site conservation or restoration.
- It is fine to combine Cotsen funding with other funding, but you should clearly indicate what Cotsen will fund.
- Your application will be stronger if you include a budget explanation along with your budget.

Methodology:

Applications for Cotsen funding are extremely varied and the archaeologists reading them have varied backgrounds and expectations. Your application will be stronger if:

- you do not assume that the importance of your site is obvious
- you contextualize your work in a way that someone who does not work in your region/culture/time period can understand its significance and potential
- you clearly explain the reasons for why you are excavating, including if your objectives might appear to be very limited (see below under 'scope')
- you are applying for a Cotsen grant as part of a much larger budget and you clearly explain the importance of this limited funding to the overall success of your project
- you clearly describe your strategies for sampling, data recovery and recording, and the reasons for your choices
- you explain how the plan for fieldwork actually responds to your research questions

Scope:

We recognize the \$25,000 is a limited amount of support. We are looking to award funding to projects where it will make a significant difference in the success of a project of clear importance that is well-planned and methodologically sound.

- Excavating a single small feature, to take one example, is something that needs defending
- If you are receiving funding (or anticipate funding) from multiple sources, and especially if the Cotsen is a small part of a much larger budget, you should clearly state why Cotsen funding is essential to the success of your project – e.g. your excavation may not take place without it.
- Cotsen does not fund analyses, documentation, conservation or restoration unless it is a limited objective of the project, and one tightly linked to the progress of the actual campaign for which funding is requested.

Hope this helps!



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SAMPLE BUDGETS: COTSEN GRANTS

BUDGET SAMPLE A

Total Funding:

Airfares	\$10,000
Vehicles	\$2,880
Fuel	\$960
Local Travel	\$320
Food and Lodging	\$22,400
Laboratory and Workmen	\$11,580

Total 2013 Budget \$48,140

Amount requested from AIA - Cotsen is \$24,780. Remainder of funding will be provided from other sources

Funding Requested from AIA - Cotsen:

Airfares	\$5,500
Vehicles	\$1,440
Fuel	\$480
Local Travel	\$160
Food and Lodging	\$11,200
Workmen	\$6,000

Total Requested from Cotsen Excavation Grant: \$24,780

Funding Awarded from other sources:

Airfares	\$4,500
Vehicles	\$1,440
Fuel	\$480
Local Travel	\$160
Food and Lodging	\$11,200
Laboratory	\$5,580

Total other sources: \$23,360

BUDGET SAMPLE B

Personnel	\$1620
Lodging	\$0
Board	\$2610
Transportation	\$8540
Tools and Laboratory Equipment	\$2500
Computing	\$8500
Scientific Analyses	\$1500
Grand Total	\$25,270

Budget Detail

These funds will provide the seed money for the first year of excavation. Basic start-up funds for tools and equipment are included in the overall costs.

PERSONNEL

No salary is requested for Principal Investigators.

Stipend is requested for Field Consultants for topography and relief work and for excavation.

Weekly stipend:

2 @ \$135 x 6 weeks: \$1620

Total Expenses for Personnel: \$1620

BOARD

Funds requested will cover the cost of five members of the staff:

Breakfast: \$2.00 x 5 people x 30 days: \$300

Lunch: \$3.00 x 5 people x 30 days: \$450

Dinner: \$10.00 x 5 people x 30 days: \$1500

Water (for full team): \$60 x 6 weeks: \$360

Total Board: \$2610

TRANSPORTATION

Transportation between camp and the field sites will be required on a daily basis.

Vehicle rental (two vans),

2 @ \$2700 (for 6 weeks): \$5400

Gasoline,

2 @ \$1500 (for 6 weeks): \$3000

Cleaning Vehicles (end of season),

2 @ \$70: \$140

Total car rental: \$8540

OTHER DIRECT COSTS

Tools and laboratory equipment:

Tools

- Wheelbarrows, 6 @ \$100: \$600
- Shovels, 8 @ \$20: \$160
- Picks, 8 @ \$40: \$320
- Mini-picks, 10 @ \$20: \$200
- Trowels, 15 @ \$15: \$225
- Small brooms and dustpans, 15 @ \$5: \$75
- Sifting equipment : \$120
- Flotation equipment: \$100
- Field recording tools (pencils, compasses, scale rulers, graphing paper, etc.): \$100

Materials for lab, such as storage crates, plastic bags, drawing tools, scales for photography, markers, binders, electric scale for weighing finds etc.:

\$600

Total tools: \$2500

Technology

Computers and software dedicated to dig recording and analysis,
2@ 1500:

\$3000

I-Pads for recording on site, and related software, 4 @ \$700:

\$2800

Internet router for wireless:

\$200

Cameras for on-site photography:

\$2500

Total Computing:

\$8500

Scientific analyses

For first field season, most immediate analysis necessary will be C-14 dating of large carbon samples.

C-14 dating (organic samples),

3 analyses @ \$500: \$1500

Total Analyses: \$1500

TOTAL OTHER DIRECT COSTS: \$12,500