Roosevelt Institute Research Grant Application Instructions

The grant application consists of a completed Research Grant Application Cover Sheet and the additional required material on separate sheets of paper.

Please mail the original and one copy of the application to:

> Sarah Navins, Grants Administrator
> Franklin D. Roosevelt Library
> 4079 Albany Post Road
> Hyde Park, NY 12538

All application material <u>must be</u> mailed and postmarked by November 15th.

<u>Required Application Materials</u>
Your application must include the following elements:

1. Completed cover sheet.

2. Three letters of recommendation. References should be instructed to send their letters directly to the Grants Administrator (see above). All letters of recommendation must be postmarked by November 15th. Applications missing any letters of recommendation will be deemed incomplete and will not be considered by the grants committee.

3. A research proposal, in most cases not to exceed two pages, should include a description of the project (giving more detail than in the abstract in the cover sheet), the relevance of the holdings of the Franklin D. Roosevelt Library to the projected research, plans for travel, and an estimate of the time that will be spent at the Roosevelt Library.

4. A brief bibliography noting, in particular, any previous works published on your topic.

5. A curriculum vitae which should include professional accomplishments, publications, awards, and honors. Please do not send reprints of articles, grade transcripts, course material, etc., unless requested.

6. Specific budgetary information about the grant request which might be helpful to the grants committee. Be sure to include travel costs in your budget.

If you fail to submit any of the required material, your application will be deemed incomplete and <u>will not</u> be considered by the grants committee.