

THE CLAIRE GARBER GOODMAN FUND

GUIDELINES FOR STUDENTS

Who May Apply

Those eligible are majors, modified majors, and minors in Anthropology, special majors and Senior Fellows whose primary advisor is a member of the Anthropology faculty, and students who have taken several courses in Anthropology but lack formal status as a major. Grants are made in support of either individual or group projects.

How to Apply

A research proposal must be submitted to the Anthropology Department. Applications may be submitted at any time, but normally at least ten weeks before the proposed project is to begin.

The Faculty Advisor

Endorsement by a member of the Department faculty must accompany your application. This signifies that at least one faculty member is willing to assume supervision of your project and to evaluate it upon completion.

How Awards Are Decided

The Anthropology Department faculty serves as the Grants Committee. Grants are awarded on the basis of the clarity, thoroughness, and anthropological significance of the proposed project. The amount awarded depends upon the financial requirements demonstrated in the proposal and on the resources available. If the grant is approved, the applicant will receive a formal letter outlining the conditions of the award.

The Final Report

In each case, a written report (or an agreed-upon equivalent) is expected. The report must include a 100- to 200-word abstract and a financial accounting that satisfies Dartmouth College's regulations.

Course Credit

The exact nature of academic credit to be received for projects is negotiated with the faculty advisor and the Department Chair.

PREPARING A GOODMAN GRANT PROPOSAL

1. Begin **early**. Goodman grant proposals are reviewed by the Department of Anthropology at faculty meetings, which occur three or four times a term. Proposals must be received by the department a week prior to such meeting in order to be considered. The process of writing a Goodman proposal usually takes several weeks, including intense consultations with a faculty sponsor.
2. You need to begin by finding a member of the Anthropology faculty who is willing and able to oversee your research project. In consultation with this faculty member, you will work to define the focus and scope of your project, a methodology for gathering data, and the background reading necessary to inform your project.

3. Before you submit a first draft of your proposal to your faculty advisor, look at previous student proposals (available from Thérèse Périn-Deville in 408 Silsby) and pick up a Goodman Fund cover sheet at the same time. The cover sheet indicates several items that must accompany your proposal.
4. When your proposal is in final form, you and your advisor should work out a budget for your project. Some of the categories you might include in your budget (depending, of course, on the type of work you will be doing) are: Travel, Housing, Meals, Supplies, Film, and Postage.
 - If your project requires the use of equipment — for example, a camera, recording equipment, computer, camping gear, etc. — check with Thérèse. The Department of Anthropology owns equipment that can be loaned out for Goodman projects.
 - **Any equipment that is purchased with Goodman funds becomes the property of the Department of Anthropology upon completion of the project.** For this purpose, "equipment" is defined as any item costing at least \$50 and having a useful life of six months or more.
 - Your budget should be **realistic**. You will be expected to complete your project within the financial parameters outlined in your budget. This will require that you obtain estimates from appropriate sources — travel agencies, retail suppliers, catalogues, etc. — and use them to compute what the project will actually cost.
5. If your project involves the use of human subjects, you must submit a copy to the Grants & Contracts Office **IF YOUR PROPOSAL IS APPROVED**.
6. Prior to Activation of ANY student Goodman Grant, a "Release to Accept a Goodman Grant **must** be signed by the Grantee and his/her parent or legal guardian. Please see Thérèse for details.

Guidelines for Writing Proposals

Each student seeking support through the Goodman Fund should submit, in writing, a research proposal that includes the following:

1. A completed Cover Sheet for Goodman Fund Projects (Appendix 3).
2. A statement of the topic, hypotheses to be tested, or questions to be investigated. These points should be clearly stated.
3. The methods to be employed in your investigation. These will include a reading schedule and a research or writing program. You should state how and where your data will be collected and how these data will help answer your major questions.
4. If your research involves human subjects, your proposal must explicitly discuss how you will address the issues of informed consent, informant confidentiality, and any other aspects that might present the risk of social harm to your subjects. All approved proposals involving human subjects must be submitted to Dartmouth College's Committee for the Protection of Human Subjects. (See CPHS information at end of this document.)

5. A review of the appropriate background literature to establish the context of your research.
6. A bibliography. All research proposed for Goodman funding should be based upon familiarity with a body of literature in the appropriate fields.
7. A budget of all anticipated project expenses. Any capital or other durable goods purchased are the property of the Department of Anthropology.
8. If you expect to affiliate with another institution, please submit a letter of invitation or support from that institution.
9. If you find it necessary to change the focus or methods of your investigation while in the field, contact your faculty advisor for approval as soon as possible.

RECEIVING YOUR FUNDS

Research funds are disbursed in three different ways. You may choose any one method or a combination of methods.

Cash Advance. You may receive all or part of your Goodman grant funds in advance — up to \$250 in cash and the balance in the form of a check or traveler's checks, **or** you may request a check for the entire amount. Since it takes a week or more to process the request for an advance, you need to be in touch with Thérèse Périn-Deville in 408 Silsby at least two weeks before you plan to incur expenses for your project.

Reimbursement. You may pay research expenses from your own pocket and be reimbursed for these costs by submitting receipts and/or a Travel Expense Voucher (see below) to Thérèse Périn-Deville. Reimbursement can be made as you incur costs or on completion of your project.

Direct Charge to the Goodman Fund. For items or services purchased from Dartmouth (e.g., airline tickets, work done at College Printing and Mailing, or film purchased from the Scientific Stockroom), you may request that the bill be sent directly to Thérèse Périn-Deville (Hinman 6047) for payment. Please be sure the expense is properly marked with your name so she can allocate it to the proper account. In this case, you are not required to account for the expense or to submit a receipt.

Because you are responsible for the funds you have been awarded, we recommend that you safeguard them. For projects that involve movement from place to place, travelers' checks are usually the best solution. If you plan to be at one site for the duration of your project, however, it may be best to open a bank account there.

GUIDELINES FOR ALLOWABLE EXPENSES

The first guideline for what constitutes an allowable expense is your own project budget. Beyond that, and as a general rule of thumb, allowable expenses include travel to, within, and from the research site; meals and lodging; and other expenses relating directly to the conduct of the research. All expenses must comply with Dartmouth College financial policies, which are governed in turn by Internal Revenue Service regulations. Please visit the college website to view all policies in detail (dartmouth.edu/~cto/).

To help you gauge what is allowable and what is not, consider the following examples:

- Daily travel to your research site on the outskirts of Mexico City and back to your room in the capital is an allowable expense. A bus trip to visit another Dartmouth student staying on the other side of the city is not. The tip you give to the cab driver who brought you from the airport to your living quarters is allowable; the bribe you paid the ticket agent to get you on an earlier flight is not.
- Meals and lodging is a category that is interpreted very rigidly. Meals means the actual cost of breakfast, lunch and dinner, plus gratuity. If you have been awarded per diem in lieu of meals, it will cover food items only. Personal expenses — e.g., deodorant, shaving cream, doctor's visit, tattooing — and other non-research-related expenses — e.g., laundry, movie, postcards to friends and family — are not allowable.
- Other expenses can include such things as photocopying of library materials, gifts to informants, inoculations required of travelers to the research area, and payments to interpreters. The losses you sustained in a poker game on the ferry — even if the game gave you valuable insight into the community you were studying — are not allowable expenses. Neither is the 10 pounds you were short-changed by the dishonest street vendor in Portobello Road, nor the contribution you made to the Police Benevolent Fund so that the police officer did not ticket your illegally parked vehicle.

RECONCILING YOUR EXPENSES

We have prepared an Excel document to help you record and reconcile your expenses on a daily basis (electronic copy available on our departmental website). If you are not able to access computer during your project, you must keep your expenses by hand in a notebook and transfer them to the Excel document when you return. This document, which will total your expenses automatically, will also serve as the schedule that will be attached to the Travel and Entertainment form that we use to reconcile your cash advance (copy enclosed). In general, cash advances must be reconciled within a month of your return. You will notice that although the T&E form makes a daily accounting possible, Goodman grants cover such a larger time frame that we let the Excel document outline the time frame and report all expenses in the "Day 1" column. Bring and e-mail your document to Thérèse Périn-Deville. Although your budget and the Excel document should outline all your expected expenses in the categories mentioned, the categories for reconciling your cash advance on the T&E form are as follows:

- **Personal car mileage:** If you are using your own car, you will be reimbursed at \$.445 per mile. This is meant to cover all expenses for a vehicle (gas, tire wear, basic maintenance). You will need to keep track of your mileage, and will not report gas purchases, as they are included in the mileage reimbursement. Travel to airports in personal car is reimbursable.
- **Car rental** (if applicable). In this case, you would report your gasoline purchases. Only personal car mileage is reimbursable.

For personal car mileage and car rental, you will have to fill out a form to be submitted to the Office of Integrated Risk Management and Insurance, HB 6012 with a copy to the Anthropology Department. You can download this form from our website. This form must be completed by all

Dartmouth students requesting to drive any vehicle (College-owned, leased, rented or personal) on an official College-sponsored activity.

- **Airline/train transportation**
- **Local transportation:** Cabs, buses, etc.
- **Lodging - Hotel/motel**
- **Breakfast, lunch and dinner:** In general, all meals can be included in one daily figure. No receipts are necessary under \$25
- **Parking/tolls**
- **Miscellaneous expense:** As you will note, this category will be important to you, as it is here that you will report all expenses that do not come under the above categories. You must itemize them — supplies, photos, internet time, gifts to hosts, phone calls directly related to your project, and etc. Then we report the total amount on the T&E form. Your Excel document will be attached and serve as the "attached schedule" required for Miscellaneous Expense.



Trustees of Dartmouth College • Dartmouth-Hitchcock Medical
Center



COMMITTEE FOR THE PROTECTION OF HUMAN SUBJECTS

Office of Grants and Contracts • 11 Rope Ferry Road #6210 •
Hanover, NH 03755-1404
Phone (603) 646-3053 / 646-1598 • FAX 646-1941

10/14/99

To: Dartmouth Students

From: Elizabeth Bankert

Office of the Committee for the Protection of Human Subjects (CPHS)

For those students who are engaged in projects involving human subjects (e.g. interview or survey procedures) Dartmouth College has an office on campus referred to as the Office of the Committee for the Protection of Human Subjects (CPHS). This office is federally mandated to review all research involving human participants at the college regardless of funding source. There are three possible levels of a review that a research study may require: Exempt, Expedited, or Full Committee Review.

Coursework: If the research is being conducted as part of required coursework, your professor will submit to the CPHS office a general description of the classroom project. Projects considered “innocuous” in nature will be designated EXEMPT from further CPHS review. Your professor will then review your individual research project to ensure that the exemption designation remains appropriate for your study. If your project does not fall into the exempt category, you will need to discuss further steps with your professor and the CPHS office.

Independent Research: Undergraduates conducting research involving human subjects outside of a formal class setting should submit an application to the CPHS office. Students should contact the CPHS office to obtain the appropriate form and information.

General Information:

Prior to asking a participant to become involved in a research study s/he should be aware of: your name and affiliation with Dartmouth, the reason for the project, the level of confidentiality of responses, and the voluntary nature of the project.

CPHS Contacts: Elisabeth Parrott or Belinda Peavey via blitzmail