

Margaret and Marshall Bartlett Fund for History & Culture
and Margaret and Marshall Bartlett Research Fellowship Fund

Endowed by the Margaret and Marshall Bartlett Family Foundation, Inc, on behalf of Dr. Margaret W. Bartlett G'88, G'13 and Marshall P. Bartlett, these funds are intended to further the work of the graduate school in two distinct ways:

- The Bartlett Fund for History & Culture supports historical, political, and cultural programs and scholarship in the Caspersen School of Graduate Studies (CSGS). Support is not limited to the History & Culture program specifically as long as the intended historical, political, or cultural purposes are met.
- The Bartlett Research Fellowship supports doctoral research in the CSGS. There is no topic restriction as long as the award goes to a student engaged in dissertation research.

Award Guidelines and Procedures:

1.) The Bartlett History & Culture Fund:

- a. Eligibility: Students, faculty, and programs may apply for all or a portion of the available annual award amount to support workshops, visiting speakers, conferences, off-campus travel, or any other activity supporting CSGS programs and scholarship of a historical, political, or cultural nature. Preference will be given to projects benefiting a group endeavor although individual research projects and professional development activities, whether for a student or a faculty member, will also be considered. Proposals to support CSGS and program administration will not be considered.
- b. Application and award: The Dean of the Graduate School and CSGS program directors will review all applications and make awards. The basis for award will include the merit of the application and the degree to which the application proposal supports ongoing CSGS initiatives and programming. The Dean of the Graduate School retains sole and final discretion in making awards.
- c. Deadlines: Application deadlines are October 1 and March 1 of each academic year. The spring deadline applies only if funds remain un-awarded following the review of October applications. The Dean will announce awards for the October 1 applications by the Thanksgiving break. For March applications, the Dean will announce awards no later than mid-April.
- d. Faculty sponsors: Students applying for awards under this fund must have a faculty sponsor who will serve as advisor. Faculty and programs applying for awards must likewise identify a "point person" on the application.

- e. Award spending timeline: Award amounts should be spent within one calendar year from the date the award is made. In the event amounts remain unspent or uncommitted at the end of this period, the Dean of the Graduate School may withdraw and reallocate any unspent amounts.
- f. Application instructions: Award proposal applications must be submitted via e-mail attachment in .pdf format by the close of business on the deadline date to the CSGS Dean's Office (gsdean@drew.edu). Applications should run from 2 to 4 pages in length and include the following information:
 - i. The title of the proposal (e.g. Digital Humanities Workshop).
 - ii. The name of the sponsoring group and the names and titles of all members in this group involved in the proposal.
 - iii. The name, title, and contact information (e-mail and phone) of the faculty member serving as advisor or point person for the application and award.
 - iv. The estimated dates when the proposed activities will occur.
 - v. The intended audience and estimated audience number.
 - vi. A 1-2 page (~ 250-500 word) narrative a.) describing the project, b.) how it supports historical, political, and cultural programs and scholarship in the CSGS, and c.) its significance to the mission of the CSGS and Drew University.
 - vii. A budget identifying major categories of expense and estimated amounts. Administrative costs associated with the award activity should be identified and included not to exceed 20% of the total requested award amount.
- g. Letter of Agreement: Upon award by the Dean of the Graduate School, the proposal advisor or point person will sign a Letter of Agreement briefly stipulating the terms of the award and any conditions.
- h. Reporting and Accounting: Once the activities of the awarded proposal are underway, the advisor or point person will submit a brief (~ 250 word) progress report to the Dean's Office and Drew's Office of Advancement. Upon completion of the award activities, and no later than 2 months following completion, the award advisor/point person will submit a report not to exceed 5 pages in length describing the award activities, lessons learned of value for future endeavors of a similar kind, and a full cost accounting of monies spent. This report will also be forwarded to Drew's Office of Advancement. Recipients will also be encouraged, by the Office of Advancement, to write a letter of thanks and complete a brief student profile to be submitted to the donor.

2.) The Bartlett Research Fellowship Fund:

- a. Eligibility: Doctoral students in good academic standing, with all coursework and post-coursework requirements excepting the dissertation completed, and whose dissertation prospectus has been or will be approved by the CSGS

Committee on Academic Standing by the time of award, are eligible to apply for grants under this fund. This includes students in the History & Culture doctoral program (Ph.D.) with ABD status, and students in the Doctor of Letters (D.Litt.) and Doctor of Medical Humanities (D.MH.) programs with equivalent status.

- b. Grant amounts: Grants are awarded on a competitive basis. Students may apply for all or part of the available award amount, although it is less likely that a single student will receive the entire amount for any given year. When applying, students should be guided by the real extent of their research funding need and justify their request on that basis. The maximum total award to any student under this fund, whether from a single application and award or successive applications and awards, is \$ 3,000.
- c. Application deadlines: The fall deadline for submitting research funding requests is November 1 with award announcements made by the end of term for the fall semester; the spring deadline is April 1 with award announcements made by the end of term for the Spring semester. Applications are to be submitted via e-mail attachment in .pdf format by the close of business on the deadline date to the Dean's Office (gsdean@drew.edu).
- d. Application instructions: The application for research funding should run between 2-4 pages and include the following information:
 - i. The title of the dissertation research project.
 - ii. The student's name and contact information (e-mail and phone number).
 - iii. The student's program and dissertation committee chair, including contact information (e-mail and phone number).
 - iv. A brief description of the research project including a description of the research funding need and the purposes to which the grant will be put if received. (NOTE: as the review committee has access to the applicant's dissertation prospectus, there is no need to replay the project description in the application).
 - v. A brief listing of the expenses the grant will be used to cover, including estimated amounts for each category of expense.
 - vi. A complete list of all previous fellowships, awards, stipends, or grants received by the applicant while enrolled in the CSGS.
 - vii. OPTIONAL: A letter supporting the research project by an outside reader or Drew faculty member other than the dissertation chair. (NOTE: the review committee will contact the dissertation chair directly and hence there is no need for a letter of reference from the chair.)
- e. Eligible funding expenses:

- i. Travel and lodging to visit or conduct research at an archive, historical site, or other research location. The application should specify the relevance of the visit to the research.
 - ii. Per diem living expenses while traveling and conducting research.
 - iii. Incidental expenses to visiting and conducting research such as parking, permits, copy cards, etc.
 - iv. Tools and necessary equipment for conducting research including computer software, digital humanities applications, cameras and recording equipment, etc.
- f. Application review and award: Applications will be reviewed by the Dean of the Graduate School and program directors in consultation with the applicant's dissertation chair. Awards will be made by the Dean and are at her/his discretion. All decisions are final and not open to appeal. Feedback for applications not awarded grants will be provided to the dissertation chair.
- g. Acceptance of award and disbursement: Upon being awarded a grant, the successful applicant will sign a Letter of Agreement with the CSGS stipulating grant terms and conditions including the method by which funds will be disbursed.
- h. Reporting and accounting: As a condition of accepting the grant, the successful applicant will submit a brief (~ 250 word) progress report to the Dean's Office and to Drew's Office of Advancement. Upon completion of the research work, and no later than 2 months following completion, the grant recipient will submit a report not to exceed 3 pages in length reporting the highlights of the research endeavor and including a full cost accounting of monies spent. This report will also be forwarded to Drew's Office of Advancement. Recipients will also be encouraged, by the Office of Advancement, to write a letter of thanks and complete a brief student profile to be submitted to the donor.