



Wisconsin Archeological Survey

The Wisconsin Archeological Survey sponsors this travel award to provide limited funding to students conducting research pertinent to Wisconsin. Typically, the award is made available on an annual basis for not more than \$500.00, and as funds are available. Two \$500.00 awards may be made each year.

Award funds may be used to pay for costs related to presentation of original research at a professional conference. Applicable costs include: conference registration, hotel, food and transportation.

No portion of the award may be used to cover any administrative expenses associated with the award, payment of salary, or reimbursement of previously completed work.

Award Eligibility

Applicants funded by the Wisconsin Archeological Survey must meet the following criteria:

- the research project must be pertinent to the state of Wisconsin;
- the applicant must be an undergraduate or graduate student.
- the applicant must not have received this reward in the past two years

Application Packet

Requests for awards must be submitted electronically as a Microsoft Word or Word compatible document or PDF. All pages of the application must be numbered sequentially in the top righthand corner.

Applications must include:

- **Cover Page:** A page that includes the title of the presentation, the conference to be presented at, the applicant's name, organization, street address, city, state, ZIP code, daytime phone number, evening phone number, and email address.
- **Presentation Abstract:** The same abstract submitted to the conference should be used for this. Abstracts should not exceed 300 words.
- **Budget:** A page that details the amount of money requested and a rationale for how the funds will be spent. A budget worksheet is located [here](#). If additional funding has been requested or received from other organizations, this should be included.
- **Personal Resume:** A resume or curriculum vita that details the educational, research, funding, and other relevant experiences of the applicant.
- **Letter of Support:** The applicant must solicit a confidential letter of reference from a current member of the Wisconsin Archeological Survey. The reference letter must be sent via email directly to: Rick Edwards at wedwards@uwm.edu, with Subject line: Wisconsin Archeological Survey Travel Award – (specify applicant's name). The applicant must provide the name and email address of the individual solicited with the application.

Application Submission

Applicants must submit completed application packets to the following e-mail address: wedwards@uwm.edu, with the Subject line: Wisconsin Archeological Survey Travel Award – (specify applicant's name)

NOTE: failure to follow the application procedure and requirements will result in rejection of the submitted application.

Application Deadline

Applications must be received not later than September 1 for consideration for funding during the same calendar year. Decisions will be made by September 14. Applications received after September 1 will not be considered for the current year but may be re-submitted for consideration in the year following. Students who previously received the award are not eligible to receive another award for two calendar years.

Review Process

Accepted applications will be distributed to the Wisconsin Archeological Survey Travel Award review committee for comment and ranking. All proposals will be evaluated according to a standard evaluation rubric ([Download Rubric Here](#)).

Reporting Requirements

Documentation of expenses: Appropriate invoices or receipts must be provided to the Wisconsin Archeological Survey Travel Award Committee upon completion of funded activities.

A digital version of the conference presentation (poster or PowerPoint) must be submitted to the Wisconsin Archeological Survey Travel Award Committee upon completion of the presentation for display on the Survey website.

Failure to document expenses properly or to submit an acceptable report will result in a request for reimbursement of the award to the Wisconsin Archeological Survey.