

## FAQs for Applicants to the AMNH Theodore Roosevelt Grant Program

### APPLICATION SUBMISSION

**The internet links in the instructions do not open. What should I do?**

Copy and paste the link that does not open to a new web browser and hit Enter.

**I filled in my application but I cannot access or upload my documents. What should I do?**

You will not be able to upload documents until you submit the completed online application form at Step 8. If you submit the application at Step 8 and still cannot upload your documents, contact us at [assistantdirector-rggs@amnh.org](mailto:assistantdirector-rggs@amnh.org).

**I uploaded my document in Word format by mistake, what should I do?**

Please be sure to upload ALL documents in PDF format as instructed in the guidelines, if you need to change the format contact [assistantdirector-rggs@amnh.org](mailto:assistantdirector-rggs@amnh.org).

**I received an email message that I am a “duplicate.” What does that mean and what should I do?**

That means your name appears in our system as someone who applied previously to a program at the Richard Gilder Graduate School. We will clear your record and notify you within 1-2 days that this is done. You will then be able to continue with your application.

**What additional documents can I submit in the “Supporting Documents” section?**

We will accept any documents that you think will support your application (e.g., publications), however, please do not submit a 3rd letter of recommendation.

**My research interests are related to only one of the Museum’s scientific divisions. Can I still apply?**

OR

**My research interests are related to two or more of the Museum’s scientific divisions. Can I still apply?**

Your interests can be related to just one or multiple divisions; check of the division(s) related to your area(s) of interest.

**My research interest is not related to any of the Museum’s scientific divisions. Can I still apply?**

Your research must be related to at least one of the Museum’s scientific divisions in order to apply.

### ELIGIBILITY

**Must I have completed my Ph.D. before I apply?**

No, awards are intended principally to assist **early career scientists** -- advanced pre-doctoral candidates and postdoctoral researchers -- although there are no formal educational restrictions to apply.

**Can I request in the budget funds to pay for a scientific assistant or graduate student?**

No, grants will not be made to cover salaries, or for the purchase of permanent research equipment (such as computers, software, and microscopes), food, overhead, conference or meeting costs or expenses and travel for a field assistant.

**What does this grant cover?**

These awards cover the following: support for field work, including transportation, subsistence in the field or at a research station (excluding meals), and expendable supplies. Prepare a budget itemizing anticipated expenses to be incurred only by the grant.

**What is the maximum budget amount for this grant?**

Grants made from this program are generally between \$1000 and \$3,500; \$3,500 is the **maximum** allowable request.

**I received a grant last year can I apply again this year?**

Applicants are allowed a maximum of two awards in different years - but not in consecutive years.

**VISAS**

**I am an international student, will I need to pay taxes on this grant?**

Please note that you may have tax withholding requirements on this award if you are not a U.S. citizen and if your work will take place in the United States. Non-U.S. citizens who will conduct research in the U.S. will need to apply for a temporary U.S. visa and are advised to enter the U.S. under an F (Student) or J (Exchange Visitor) visa for U.S. tax purposes. In most situations, AMNH must withhold U.S. taxes at a rate of 14% on payments made to F and J visa holders on the portion of their grant that cover activities located in the U.S. When a non-U.S. citizen enters the U.S. under a different visa, taxes are withheld at 30% on the portion of the grant that applies to the U.S. visit.

**I am a U.S. citizen, will I need to pay taxes on this grant?**

If you are a U.S. citizen there is no tax withholding. If you are a foreign national and your work will not take place in the U.S., there is no tax withholding.

**NEXT STEPS**

**I submitted my application; how and when will I hear back?**

The final decisions are made in April. Applicants will hear back by mid to end of April.

## **LETTERS OF RECOMMENDATION**

**My reference is away and cannot submit the letter of recommendation by the deadline. What should I do?**

We must have your letters of recommendation by February 20 at the latest. If your recommender cannot make that deadline, chose another recommender to write on your behalf.

**Can I have an AMNH curator write a letter of recommendation for me?**

No, letters must come from faculty or other experts beyond the AMNH curatorial staff.

**Can I submit a second letter of recommendation?**

No, it is not necessary

**I received a message saying I have multiple active records when I submitted my recommenders what should I do?**

You can have your recommenders send the letters as a pdf document directly to

[assistantdirector-rggs@amnh.org](mailto:assistantdirector-rggs@amnh.org)

**How can I confirm that you have received my letters of recommendation?**

You can return to the online application document center and click on “view previously submitted documents” on the right hand corner of the Documents Due. You will see if your letters have been received, however, you will not be able to view them.