

## Collection Study Grants Application Instructions

### PURPOSE

Collection Study Grants provide financial assistance to enable pre-doctoral and early career post-doctoral investigators to study the scientific collections at the American Museum of Natural History (AMNH). These collections represent the fields in the divisions of [Anthropology](#), [Invertebrate Zoology](#), [Physical Sciences](#) (Astronomy, Earth and Planetary Science), [Paleontology](#), and [Vertebrate Zoology](#). The visit must be arranged through and sponsored by an American Museum of Natural History [Curator](#). Projects of four days or longer are encouraged.

**Collection study grants are awarded on a one-time basis.** Persons in zoology and paleozoology requiring a greater amount of funding than \$1500 should instead apply to one of the following:

[The Frank M. Chapman Memorial Fund](#) (supports research in Ornithology)

[The Lerner-Gray Fund for Marine Research](#)

[The Theodore Roosevelt Memorial Fund](#) (supports North American fauna research)

Note: **Ornithology** proposals are only accepted by [The Frank M. Chapman Memorial Fund](#).

This program is not available to investigators within daily commuting range of the American Museum of Natural History (i.e., “Tri-State” area).

### FUNDING AND DURATION

- Projects of four days or longer are encouraged.
- Awards are made in partial support of travel and subsistence while visiting the Museum; the amount of the award ranges from \$500 to \$1500.
- Housing support is limited to \$100/day.
- Funds are available and must be used between July 1 of the application year and June 30 the following year. (ex.: For a successful proposal submitted May 1, 2020, funds will be made available from July 1, 2020 to June 30, 2021).

### DEADLINE

**May 1, 11:59pm Eastern Standard Time** for all AMNH divisions (*\*Note- Late applications and applications that do not conform entirely with our specifications will not be considered*)

## INSTRUCTIONS

PRINT AND READ THESE INSTRUCTIONS BEFORE STARTING YOUR APPLICATION.

There are three (3) parts to the application process, all of which must be completed by 11:59pm Eastern Time on the deadline listed above. All parts must be completed online at the link below.

Part 1: Online Application

Part 2: Documents (4) – cover sheet, project description, budget and CV

Part 3: AMNH Sponsor (curator) email – sent directly to [assistantdirector-rggs@amnh.org](mailto:assistantdirector-rggs@amnh.org)

### Part 1: Online Profile

- Create an account<sup>1</sup> and fill out the basic information requested here:  
[https://myrggs.amnh.org/Applicant/ApplyOnline\\_Login.aspx](https://myrggs.amnh.org/Applicant/ApplyOnline_Login.aspx).  
If clicking on this link does not take you to the login page, copy and paste the URL into a new browser window. Note that this online application works best with the latest versions of Google Chrome, Internet Explorer, Safari and Firefox.
- Fill in all required information **through Step 8** to submit the online profile.
  - ☞ Do not stop at step 5 (*disregard message “no required documents could be found”*)
  - ☞ Continue through Step 8 making sure to click “submit application” at the bottom of that page
  - ☞ You will not be able to proceed to Part 2 (document upload) until you complete the online application submission application at Step 8!
  - ☞ Log Out and Log In to refresh the Documents Center to access your documents

### Part 2: Application Documents

Once you have submitted the online profile (Part 1), the **My Documents Center** will appear on the left side of your screen. This begins Part 2, where you may upload your application materials including the cover page, project description, CV and budget in the Documents Center. You will upload this information as 1 merged file under Collection Study Grant Application Materials.

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<sup>1</sup> **You cannot use an account profile created previously in this system. You must create a new account name and password for each application/program deadline.** If you previously applied to any Richard Gilder Graduate School program, you will be flagged as a duplicate applicant and will see the following message at Step 8: *“Our system recognized you as a duplicate entry. We will contact you by email shortly and send you a link to the documents that you will need to complete to apply for your specific program.”* This will prevent you from completing your application until we override the system. **We will clear your record and then contact you within 1-2 business days so that you can proceed with your application.**

**All documents must be in PDF format. No other format will be accepted.** There are many free PDF file converters on the web such as [PrimoPDF](#). You should also have the latest Adobe Reader to complete the PDF forms in the application package. <http://www.adobe.com/>

Be sure to read the instructions page carefully.

- ☞ *You must combine all supporting documents into a single, pdf document. You will only be permitted to upload one pdf in the Collection Study Grant Application Materials drop down menu and it must include the Application cover page, project description, budget sheet, and CV. Insert these documents in place of the blank pages on the application form.*
- ☞ *All documents must be in PDF format. No other format will be accepted.* There are many free PDF file converters on the web such as PrimoPDF. You should also have the latest Adobe Reader to create the PDF forms for the application package, <http://www.adobe.com/>

### **Document List to Upload**

#### Document 1: Application Cover Page

**Complete the cover page form which includes:**

- Your name
- Title of your project
- Name of AMNH [Curator-Sponsor](#)
- List of AMNH collections, special facilities, and/or other resources you require (if applicable)
- Proposed dates of visit to the collections
- List dates and project titles of previously awarded AMNH grants and/or fellowships

#### Document 2: Project Description

**Create your own document in a word processing program and save it to a PDF. Upload one (1) PDF with the following information:**

- Title of project;
- Proposed dates of visit to the collections;
- MAXIMUM 2-page narrative describing work.

### **Narrative Formatting Specifications**

**Font:** A font size of 11 points or larger is preferred. A font size of less than 10 points may be used for mathematical formulas or equations, figures, table or diagram captions and when using a Symbol font to insert Greek letters or special characters as long as the information is readable.

**Margins:** Margins, in all directions, must be at least an inch.

**Columns:** Use only a standard, single-column format for the text.

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**References:** When references are cited, reference information is required. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. If the document is available electronically, the website address should be included.

### **Budget**

Awards are made in partial support of travel and subsistence (not including meals) while visiting the Museum.

The amount of the award ranges from \$500 to \$1500.

Housing support is limited to \$100/day.

Indicate any additional supplies that you will need in order to conduct your work.

Complete and include a short budget justification.

**Convert your spreadsheet to a PDF and upload.**

### **Curriculum vitae**

Create your own document in a word processing program and save it as a PDF. Upload one (1) PDF. Your CV should include the names of your publications, and online links to them if available (do not send reprints).

### **Curator-Sponsor Support**

#### **Sponsor Email**

Contact a [Curator](#) from AMNH to discuss your project and potential support. Then, ask the Curator to send an email to [assistantdirector-rggs@amnh.org](mailto:assistantdirector-rggs@amnh.org) confirming they will sponsor your visit.

## **OTHER REQUIREMENTS AND INFORMATION**

- If you are awarded a grant we will ask to you complete a W-9/W8 tax form. Typically, taxes will NOT be withheld, but we must have this form for the IRS.
- **If you are an international scholar, we can assist you with a J-1 visa if you request it. You may also use a B-1 Business visitor visa to visit the collections, if your visit is less than 9 days at any single institution. You can visit multiple institutions during the 30 days of the visa. However, you cannot use the B-2 Tourist visa because we are not allowed to pay an honorarium on that visa.**
- At the end of the project we require a 1-2 page report on your activities at the AMNH.

Answers to frequently asked questions about the AMNH Collection Study Grant application can be found on the website.