

American Museum of Natural History

Richard Gilder Graduate School

General Information Grant Programs for Students, Postdoctoral Trainees, and Early Career Research Scientists:

COLLECTION STUDY GRANTS PURPOSE

Collection Study Grants provide financial assistance to enable pre-doctoral and early career post-doctoral investigators to travel to New York 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 and is not available to investigators within daily commuting range of the American Museum of Natural History (i.e., “Tri-State” area).

Applicants submitting research proposals on birds must apply instead to the [Frank M. Chapman Memorial Fund Program](#).

COLLECTION STUDY GRANTS FUNDING 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, 2024, funds will be made available from July 1, 2024 to June 30, 2025).

DEADLINE TO APPLY, 2024-2025 AWARD CYCLE

Collection Study Grants: May 1, 2024, 11:59pm, Eastern Standard Time

Research Grants Application Instructions

IMPORTANT: PLEASE READ THIS PAGE AND THE INSTRUCTIONS CAREFULLY BEFORE YOU CONTINUE INSTRUCTIONS

There are 9 parts to the application process; all are required and must be completed by **11:59pm Eastern Time on May 1, 2024.**

1. Personal Background
2. Biographical Information
3. Academic History
4. Research Grants Application
5. Research Grants Documents to Upload [project description, CV, optional supplemental material]
6. Budget Form
7. 1 AMNH Curator-Sponsor Support endorsing your visit
8. Signature
9. Review

For assistance with the application process, you may contact fellowships-rggs@amnh.org.

Research Grants Application

Application Page

1. Personal Background
2. Biographical Information
3. Academic History
4. Research Grants Application
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Research Grants Documents to Upload

All documents should be submitted in PDF or word processing format. Other options—not preferred unless necessary to preserve information or functionality—include presentations (.ppt, .pptx, and .wdp) and image formats (bmp, .gif, .jpg, .jpeg, .png, .tif, and .tiff).

Project Plan

Your Project Plan must include the narrative and citations:

- Project description narrative: 2 pages maximum
- Citations: 1 page maximum

Narrative Formatting Specifications

- **Font:** A font size of 12 points is strongly preferred. A font size of 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. Lines should be single-spaced.

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- **Margins:** Margins, in all directions, must be at least an inch.
- **Columns:** Use only a standard, single-column format for the text.
- **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.

Curriculum Vitae

Supplemental Material (Optional)

- Up to 1 additional document that you think will support your application (e.g., publications)
- You may **NOT** submit a letter of recommendation in this section. You must use Recommendations Page.
- There is a limit of 1 additional document *maximum*

Budget Form

- Prepare a budget itemizing only those anticipated expenses to be covered by the grant and associated with your proposed project. You may provide broader context for the overall costs of the project, in the Budget Justification.
- 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.

Curator-Sponsor Support (one)

Contact [Curator](#) from AMNH to discuss your project and endorsement of your visit. **If they agree, please submit their contact information in the "Recommendation" section and let them know that an email request will be sent directly to them asking them to confirm that they will sponsor your visit via the recommendation system.**

It is the applicant's responsibility to follow up with their sponsor and ensure that they submit the letter on time.

An email will be sent directly to your AMNH recommender/Curator-Sponsor. You will not be copied. Be sure to advise your recommender/sponsor of the expected email and the deadline for submission of their recommendation. If you need to make a substitution later, please notify us at fellowships-rggs@amnh.org.

Visa and Tax Information

- If you are awarded a grant we will ask you to complete a W-9/W8 tax form. Typically, taxes will NOT be withheld, but we must have this form for the IRS.
- International students who have received a grant from AMNH may require a visa to travel to the United States. Information about short-term visas is available at <https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visitor.html>. Citizens or nationals of certain countries may be able to travel without a visa through the Visa Waiver Program. Information is available here: <https://travel.state.gov/content/travel/en/usvisas/tourism-visit/visa-waiver-program.html>
- At the end of the project we require a 1-2 page report on your activities at the AMNH.

If you have questions related to visas, contact fellowships-rggs@amnh.org.

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Reminders to ensure completion

Be sure you:

- Fill out the required fields
- Indicate division(s) related to your project
- Provide project description
- Provide a budget with totals and justification
- Provide a CV
- Contact your AMNH sponsor