



## **Recovering Voices Community Research Program 2018**

### Overview and Proposal Guidelines

#### **I. Overview**

Recovering Voices seeks to increase access to the Smithsonian's diverse collections- archival, biological, and cultural- in support of interdisciplinary research aimed at language and knowledge documentation and revitalization. The purpose of the Community Research Program is to support indigenous communities in their efforts to save, document, and enliven their languages, cultures, and knowledge systems.

The funding brings groups of community scholars to the Smithsonian to examine cultural objects, biological specimens, and archival documents related to their heritage language and knowledge systems, and engage in a dialogue with each other and with Smithsonian staff, as part of a process to revitalize their language and knowledge. Interdisciplinary and collaborative projects are encouraged.

Recovering Voices emphasizes the role of cultural knowledge embedded in language, cultural practices, and material culture and seeks to understand the dynamics of intergenerational knowledge transfer as a key to the sustainability of knowledge systems and language. Proposed research projects that do not fit within the requirements explained in the sections below are not normally eligible for support under this program.

Recovering Voices is happy to answer any questions regarding the proposal guidelines and process. Please email your questions to [recoveringvoices@si.edu](mailto:recoveringvoices@si.edu).

#### **II. Research Support**

Applicants may request up to a maximum of \$10,000 (USD).

Recovering Voices provides non-monetary support for awardees including: video and/or audio documentation of the research visit with all documentation shared with the community researchers (this does not preclude the awardee from creating their own video/audio documentation); logistics and administrative support to book travel and lodging, reserve time in the repositories; and support in navigating the Smithsonian Institution and Washington, DC.

Beginning in 2016, all recipients of Research Support must wait at least one (1) year after receiving funding to apply for additional support from Recovering Voices.

### III. Deadline and Submission Instructions

The deadline for this round of proposals is **September 15, 2017**. Proposals submitted by September 15 will be reviewed for projects proposing a visit to the Smithsonian collections between January 1 and December 31, 2018. Notification will be sent by November 15, 2017. The 2018 guidelines apply to proposals submitted by September 2016 and supersede previous guidelines.

Note: The preparation and follow-up phases of the project do not need to be confined to 2018.

To apply, please submit your proposal electronically by September 15 to: [recoveringvoices@si.edu](mailto:recoveringvoices@si.edu)

Or by post: Recovering Voices Program  
Department of Anthropology  
Smithsonian Institution MRC 112  
P.O. Box 37012  
Washington, DC 20013-7012

Applications sent by post must be postmarked by September 15, 2016. Please notify the Recovering Voices office by email on or before the postmark date if your proposal is being sent by mail.

### IV. Proposal Requirements

To be considered by the review committee, a proposal must contain the following elements:

1. Cover page
2. Project Description (3 pages)
3. Project Timeline (1 page)
4. Budget and Budget Justification
5. Ethical Review of Human Research
6. Letter(s) of Support
7. CV or bio of Project Lead and bios for all project participants

**1. Cover page:** Please use the form provided in this packet

**2. Project Description:**

- a. **Rationale:** The significance and importance of the project, the contribution it will make to language and/or knowledge documentation and/or revitalization and the impact to the community. Explain the focus of the project; the reason for carrying out this research at the Smithsonian Institution; the importance, need and urgency of the research.
- b. **Background Information:** History of the project and/or research team as well as previous or related research or collaborative efforts. Explain how the project builds upon previous work; note if any team members have previously conducted research with Smithsonian collections.

- c. **Participants:** List of participants, their roles in the project and rationale for their participation.
- d. **Collections:** General description of the Smithsonian collections at the relevant repository that will be consulted for the project. If the project is connected to another institution's collections or personnel, please explain this connection. Explain why these particular collections were selected; how many days will be spent in each location, if visiting more than one repository.
  - i. Prior to submitting the proposal, applicants **must** consult with the relevant Smithsonian collections staff regarding the materials of interest and proposed methodology (contact information is available below). When you contact collections staff, please tell them you are applying to this Recovering Voices program. They will be able to produce detailed reports of the collections you wish to access. Proposals that do not show consultation with collections staff will be considered incomplete. Please allow at least one week for responses from collections staff.
  - ii. The following are links and contact information to the most visited repositories for Recovering Voices projects.
    - Anthropology Collections and Archives at NMNH
      - Collections: Dave Rosenthal, [rosenthd@si.edu](mailto:rosenthd@si.edu) or Carrie Beauchamp, [beauchac@si.edu](mailto:beauchac@si.edu)
      - Archives: Caitlin Haynes, [naa@si.edu](mailto:naa@si.edu)  
[http://anthropology.si.edu/archives\\_collections.html](http://anthropology.si.edu/archives_collections.html)
    - National Museum of the American Indian (NMAI)
      - Collections: Complete an Object Collections Report Request \* form at <http://nmai.si.edu/explore/collections/accessing/>
      - Collections Email: [nmaicollections@si.edu](mailto:nmaicollections@si.edu)
      - Archives: [nmaiarchives@si.edu](mailto:nmaiarchives@si.edu)  
<http://nmai.si.edu/explore/collections/>

\* Please do not schedule a research appointment at this time.
    - National Museum of Natural History (NMNH)
      - Botany, Entomology, Invertebrate Zoology, Mineral Sciences, Vertebrate Zoology  
<http://www.mnh.si.edu/rc/>
  - iii. For an overview of Smithsonian collections and archives repositories, please see the supplement document, *SI Collections Supplement*.

Please note that each museum's collections and archives are organized separately. For example, the NMAI object collection is a separate repository from the NMAI document archive. Please specify in the application exactly which repositories will be part of the research project.

- e. **Methodology:** Note all resources necessary for the project during the visit (e.g., audio recorder, computer/internet access, etc.). Explain how the research will be conducted (examine archives, study objects, form intergenerational discussion groups, etc); outline the plan for preparation and the follow up to the visit.
  - f. **Outcomes & Dissemination:** Description of projected outcomes, including a detailed explanation as to how the research conducted in Smithsonian collections will be utilized post-visit. Discuss who will be involved in the project after the visit and how the project will incorporate them; how results will be disseminated to the community and how the new knowledge will be utilized; how the project supports research and revitalization activities. Projects with solid plans for dissemination of research results in the community will be given priority.
3. **Project Timeline:** Schedule of the various phases of the project, including pre- and post-visit plans, and proposed dates for collections research.
- a. Please note that collections cannot be accessed on weekends or federal holidays as stated at <https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/#url=2018>. Additional information about collections availability is available in the *SI Collections Supplement*.
  - b. Include phases of preparation, the Smithsonian visit, and all follow-up, outcomes, and dissemination.
4. **Budget and Justification:** Please use the budget template included in this packet and provide an itemized budget of the project, including matching funds if any. Applicants must also provide a budget justification narrative that explains the rationale and significance of all budget expenses. The budget justification narrative should correspond to the budget in the proposal and calculate expenses in an easily understood manner.
- Disallowed Expenses
    - Salaries or stipends
    - Laptops, tablet computers, cameras and any other equipment.
  - Allowed Expenses
    - Travel costs (airfare, ground transportation, etc)
    - Lodging
    - Per diem
    - Research materials
  - Flights will be booked by Recovering Voices at approved government rates. For many standard airfare estimates, find the government rate by consulting GSA’s listing of city-pair airfares at <https://cpsearch.fas.gsa.gov/>
    - Use the ‘YCA’ fare price, double it for round-trips, and add \$50 for taxes & fees.
    - Search prices for all DC area airports (IAD, DCA, BWI) by selecting “Washington, DC [WAS]”. If multiple fare options are available, depending on the airports selected, pick mid-range or higher fares to use as an estimate since there is no guarantee of availability for the lowest fare.

- If the preferred departure airport is not available on the city-pair search, contact [recoveringvoices@si.edu](mailto:recoveringvoices@si.edu). Recovering Voices will find a price to use in the budget.
  - Lodging will be booked by Recovering Voices at approved government rates. Use the GSA lodging rates for Washington, DC found in the *Budget Supplement Sheet*.
  - For additional clarification an *Example Budget Justification* is available in the packet.
5. **Ethical Review of Human Research:** If applicable, we request applicants review guidelines for the ethical conduct of research with human subjects at their institution or community and determine if formal ethical or Institutional Review Board (IRB) review is necessary. If there has been a formal review, please provide a copy of any approval or determination made by your institution, community, or tribe. If your institution has no resources for ethics review, questions regarding ethical human research can be directed to the Recovering Voices office.
  6. **Letters of Support:** Applicants are encouraged to provide one to two letters of support from individuals who are knowledgeable about the project, but are not a part of it. If possible, applicants should get letters from relevant members of the community involved; these can include tribal or local authority, government or council.
  7. **CV/Bio:** Please attach a CV or bio of the Project Lead, and bios for each project participant.

## V. Evaluation Criteria

The criteria below will be used by the evaluation committee to rank proposals. Please ensure that the proposal responds to these criteria.

1. What Smithsonian collections are being used in the project?  
10 points
2. What is the significance and importance of the project and the contribution it will make to the research, documentation, and/or potential revitalization of endangered languages and/or knowledge systems? Is there a stated urgency that increases the importance of the project?  
10 points
3. What is the anticipated impact of the project to the community? What is the impact in the context of other funding and resources available to the applicant?  
10 points
4. Is the research feasible and appropriate with the proposed methods, timescale, outcomes and requested resources? Does the methodology logically lead to the stated outcomes? How does this project build upon previous work?  
10 points
5. Is there a feasible plan for the use and dissemination of research? Is it clear that the research will be shared outside of the group to the community at large? Is the larger community engaged or involved in the research?

10 points

6. Is the leadership structure of the research, or collaboration, driven by members of the community and the community's research, documentation, and/or revitalization needs?

10 points

## **VI. Final Project Reporting & Assessment**

Support recipients must commit to submitting a final report to the Recovering Voices Program.

This report will include the following elements:

1. Log of project activities
  - a. A detailed account of the daily activities of the project including preparation work, objects or archives analyzed, knowledge gained, and follow-up work completed.
2. One page summary of goals met during the visit
3. Description of future research and dissemination plans
4. Individual responses to an evaluation form provided by Recovering Voices

Recovering Voices is beginning to assess the impact of the Community Research Program. We ask groups whose research is supported by Recovering Voices to take part in our program assessment efforts when contacted. This will be an assessment of our program, not of your research.