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 Grant program is to support indigenous communities in their efforts to save, document, and enliven their languages, cultures, and knowledge systems.

Grants bring 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 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 questions on the proposal guidelines and process. Please email questions to recoveringvoices@si.edu.

II. Awards

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

Recovering Voices provides nonmonetary 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 administration to reserve time in the repositories, book travel and lodging; support in navigating the Smithsonian Institution and Washington, DC.

Beginning in 2016, all awardees must wait at least one (1) year after receiving funding to apply for additional grants from Recovering Voices.
III. Deadline and Submission Instructions

The deadline for this round of proposals is **September 15, 2015**. Proposals submitted by September 15 will be reviewed for projects with the Smithsonian visit occurring between January 1, 2016 and December 31, 2016. Award notification will be sent by October 19, 2015. The 2016 guidelines apply to proposals submitted by September 2015 and supersede previous guidelines.

Note: The preparation and follow-up phases of the project do not need to be confined to 2016.

To apply, submit materials electronically by September 15 to: 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, 2015.

IV. Application Materials

Proposal Elements

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

1. **Cover page**
2. **Project Description** (2 pages)
3. **Project Timeline** (1 page)
4. **Budget and Budget Justification**
5. **Letter(s) of Support**
6. **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 importance, need and urgency to be funded; the impact this project will have.

   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:** List of Smithsonian collections (NMNH, NMAI, NAA, etc.) to be consulted for the project. If the project is connected to another institution’s collections or personnel, please explain this connection. Explain what collections and repositories will be accessed; why these particular collections were selected; how many days will be spent in each location (if visiting more than one).

i. Applicants must consult with the relevant Smithsonian collections staff regarding these materials and the proposed methodology prior to submitting the proposal. Applications that do not show consultation with collections staff will be considered incomplete. The following links are to the most visited repositories for Recovering Voices projects and will provide information about collections and archives.

- Anthropology Collections and Archives at NMNH
  [http://anthropology.si.edu/archives_collections.html](http://anthropology.si.edu/archives_collections.html)

- National Museum of Natural History (NMNH)
  [http://www.mnh.si.edu/rc/](http://www.mnh.si.edu/rc/)

- National Museum of the American Indian (NMAI)
  [http://nmai.si.edu/explore/collections/](http://nmai.si.edu/explore/collections/)

ii. For an overview of available Smithsonian collections and archives repositories, please see the attached 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:** The project plan that includes resources necessary for the duration of the visit (e.g., audio recorder, computer/internet access, etc.). Explain how the research will be conducted (examine archives, study objects, break into smaller groups, form intergenerational discussion groups, etc); the plan for preparation and the follow up to the visit.

f. **Outcomes:** 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.
3. **Project Timeline:** Schedule of the various phases of the project, including pre- and post-visit plans, and proposed dates for collections research.


   b. Include phases of preparation, the Smithsonian visit, and all follow-up and end goals.

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.

   • 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 [http://cpcsearch.fas.gsa.gov/](http://cpcsearch.fas.gsa.gov/)

     o Use the ‘YCA’ fare price, double it for round-trips, and add $75 for taxes & fees.

     o 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.

     o 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* on the Recovering Voices Grant webpage.

   • For additional clarification with the budget and justification an *Example Budget* and *Example Budget Justification* are available on the Recovering Voices Grant webpage.

5. **Letters of Support:** Applicants are encouraged to provide one to two letters of support from individuals who are knowledgeable about the project, but not a part of it. If possible, applicants should get letters from the community involved and/or appropriate colleagues who can attest to their community engagement.

6. **CV/Bio:** Please attach a CV or bio of the Project Lead.
V. **Evaluation Criteria**

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

1. What Smithsonian collections are being used in the project?
   Note: Proposals that do not involve Smithsonian collections will not be considered for funding.
   15 points

2. What is the significance and importance of the project, and the contribution it will make, if successful, to the research of endangered languages and/or knowledge systems, their documentation or their potential revitalization? Is there a stated urgency that increases the importance of the project?
   15 points

3. Are the proposed project’s methods appropriate and effective?
   10 points

4. Is the research feasible with the proposed timescale, methodology, and requested resources? Does the methodology logically lead to the stated outcomes?
   10 points

5. What is the ability of the applicant(s) to bring the project to fruition, as evidenced not only in the application itself, but also in their previous track record.
   10 points

6. 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?
   15 points

7. At what level is the community, beyond the group of researchers, engaged or involved in the research? How does this project build upon previous work?
   15 points

VI. **Final Project Reporting**

Awardees must submit a final grant 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 plans
4. Responses to an evaluation form provided by Recovering Voices