

## **Scholar in Residence Program Guidelines**

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The *Scholar in Residence* program funds research by scholars that advances the interpretation and presentation of history in Massachusetts history organizations. The purpose of *Scholar in Residence* is two-fold: to provide organizations with expertise not normally available to them, and to encourage scholars to use the rich resources of the state's history museums and historical societies. The Massachusetts Foundation for the Humanities is particularly interested in funding projects submitted by small, mostly-or-all-volunteer organizations that do not usually have the benefit of professional scholars working in their collections.

### **Requirements**

The following requirements apply to all *Scholar in Residence* Projects:

- Scholars in Residence must make use of the host organization's collections.
- Scholars in Residence must produce written materials for the use of the host institution.
- Projects must be planned collaboratively by the host organization and the scholar. The scholar and project director will work together to define the research topic, identify the materials to be used, and plan the work-in-progress session.
- Scholars may initiate a *Scholar in Residence* project, but the host institution must apply for and administer the grant. Host sites may be Massachusetts museums, historical societies, or other organizations with historical collections and a record of presenting interpretive history programs to the public. Although priority will be given to small organizations, applications from small and large institutions that collaborate on projects are also encouraged.

## Criteria

### *Research must:*

- be based on manuscripts, published records, photographs, artifacts, or other materials in the collection of the host organization; other collections may also be consulted. Preference will be given to research that makes use of more than one type of primary source (for example, manuscripts *and* artifacts);
- advance a programmatic goal of the host organization; for example, an exhibit, lecture series, walking tour, interpretative plan or curriculum unit;
- take advantage of the scholar's expertise; applications are strengthened when the research reflects an ongoing interest or investigation by the scholar.

All projects must include an informal work-in-progress session approximately halfway through the project. The purpose of the session is for the scholar to discuss the questions being pursued, the sources and methodologies being used, the interpretations being examined, and the ways in which the research might support interpretive programs at the host institution. Participants should be people who are actively involved in the host organization and/or people with a special interest or expertise in the subject matter; for example, staff, volunteers, board members, teachers, local academics, members of historical commissions or local historical organizations. The session should be designed as a lively exchange of ideas between the scholar and other participants. *The work-in-progress session is not meant to be a public program.*

## Host Institution's Responsibilities

The host institution works with the scholar to:

- define the scope of the research project;
- identify the end product;
- outline the schedule and work plan;
- prepare the grant application;
- organize the work-in-progress session.

The host institution also:

- designates a project director who will monitor the progress of the project and ensure that the scholar has access to research materials;
- acts as fiscal agent;
- publicizes the project and grant award in the local news media and to its membership;
- conducts a wrap-up meeting with the scholar at the conclusion of the project;
- submits an evaluation and financial report of the project to the Massachusetts Foundation for the Humanities by the end date of the grant period.

## Scholar's Responsibilities

The scholar works with the host institution to:

- define the scope of the research project;
- identify research materials;
- outline the schedule and work plan;

- prepare the grant application;
- present the work-in-progress session.

The scholar also:

- conducts a wrap-up meeting with the host institution at the conclusion of the project;
- prepares a written summary of research and annotated bibliography of primary and secondary sources for the host institution by the end date of the grant period;
- submits an evaluation of the project to the Massachusetts Foundation for the Humanities by the end date of the grant period.

### **Scholar's Qualifications**

Ph.D. or masters degree preferred; but a graduate student in a humanities discipline *OR*, under special circumstances, an individual who has demonstrated in-depth knowledge of the subject matter being studied may also be qualified. Because an important goal of the SIR program is to bring outside expertise to small history organizations, employees and regular volunteers are not eligible to be *Scholars in Residence* at their own institutions. A staff member or volunteer who has developed expertise in a subject may, however, serve as a *Scholar in Residence* at another institution.

### **Length of Project**

In general, projects should take place over a period of one to six months depending on the scope of research and travel time involved. Arrangements can be flexible, but the application should include an estimate of the amount of time the scholar will spend on the project. For example, a scholar might devote a month during the summer, one day per week over four months, or several weeklong visits to the project.

### **Application**

Applications must include: completed application and budget forms, project work plan, Scholar's Statement and *two page* resume, and a one-page description of host organization's mission and activities. You may re-create the application on a computer instead of using the form provided. If you do so, please re-write the questions and maintain approximately the same amount of space provided here.

### **Deadline**

March 15th. Applications must be received in the MFH office by the application deadline.

### **Notification**

Applicants are notified of funding decisions approximately five weeks after the deadline.

### **Budget**

Applicants may request a maximum of \$2,500 which may be used to pay a \$2,000 stipend to the scholar and up to \$500 to defray administrative costs.

### **Application Checklist**

**Applicants must contact the Local History Coordinator at [localhistory@mfh.org](mailto:localhistory@mfh.org) or 413-584-8440 to discuss their project before submitting a proposal.**

- o Completed Application (questions 1-12)
- o Budget Form
- o Plan of Work
- o Scholar's Statement
- o Scholar's Resume (*two pages only*)
- o Organizational Description (*one page*)

Submit six copies (five plus the original) of the completed application to:

Local History Coordinator  
Massachusetts Foundation for the Humanities  
66 Bridge Street  
Northampton, MA 01060

**Applications must be received in the MFH office by the application deadline.**

## Examples of Funded Projects

### *Boylston Historical Society (Boylston)*

William DuPuis, project director; Mary Fuhrer, independent scholar. Fuhrer examined a large collection of letters from the White family as well as manuscripts and portraits to explore the changes taking place in rural Boylston in the early nineteenth century. The following year, the Society received a grant from the Massachusetts Foundation for the Humanities to support the publication of *Letters from the "Old Home Place": Aspirations and Anxieties in Rural New England, 1836-1843*, edited by the scholar and based on her research.

### *Fruitlands Museums (Harvard)*

Robert Farwell, project director; Michael Volmar, anthropology graduate student, University of Massachusetts Amherst. Analyzing correspondence in the museum's archives, the scholar examined the social context of the founder's collecting activities and interpreted her original vision for the Indian Museum at Fruitlands. Museum staff used the research to re-install the Indian Museum exhibit and the scholar later joined the museum staff.

### *Jackson Homestead & Newton Historical Society (Newton)*

Margaret Latimer, project director; Deidre Hill, history graduate student, Women's Studies, Clark University. The scholar conducted oral history interviews with members of the Daughters of the Myrtle Baptist Church to explore interracial class, gender and ethnic tensions between the first generation of club members and the second wave of African-American newcomers in the 1940s and 1950s. The Jackson Homestead used the research in collaborative programs with the church, which recently celebrated its 125th anniversary.

### *Williamstown House of Local History (Williamstown)*

Nancy Burnstein, project director; Glendyne Wegland, graduate student, University of Massachusetts Amherst. The scholar examined documents and conducted interviews to assess the impact on Williamstown of a large experimental farm that operated in the first half of the twentieth century. The scholar presented a lively public lecture at the end of the project and the museum created a temporary exhibit based on the research.

### *Hancock Shaker Village (Pittsfield)*

Lawrence Yerdon, project director; Deborah Rentz, mezzo soprano. The scholar decoded a musical manuscript, *Hancock Hymnal: 1850*, from the obsolete form of notation used by the Shakers. She analyzed the transcribed songs to assess authorship and their relationship to other known Shaker songs and studied the texts to see how they related to the lives and beliefs of Hancock Shakers in the mid-nineteenth century. The scholar presented her findings in a public program and the museum has integrated her research into its staff training materials.

### *Pocumtuck Valley Memorial Association (Deerfield)*

Tim Neumann, project director; Marge Bruchac, Native American historic interpretation specialist. To refute the commonly held notion that Indians were "gone" from the area by the nineteenth century, the scholar surveyed regional newspapers for references to people of color. Her findings have been used in a curriculum unit and have been integrated into museum staff training materials.

## **Budget Guidelines**

Applicants may request a \$2,000 stipend for the scholar and up to \$500 to defray the organization's administrative costs.

The guidelines for each budget category indicate costs the grant will pay. If you have any questions about allowable costs, please consult with the Local History Coordinator, Massachusetts Foundation for the Humanities, at 617-923-1678 or [localhistory@mfh.org](mailto:localhistory@mfh.org).

## **Budget Categories**

*A. Project Director:* The grant may not be used to pay for regular staff salaries. If the project director's involvement in the project is not included in his or her regular duties, you may request compensation (\$50 to \$400 is the range). You must explain why this project falls outside his or her regular duties.

*B. Staff Person:* May be a paid or volunteer staff person who makes available the research materials or opens the facility for the scholar, etc. The same guidelines apply as for the project director. You must explain why this project is not part of his or her regular duties.

*C. Scholar:* The scholar's stipend of \$2,000 covers the time spent planning and conducting the research and work-in-progress session, preparing written materials to be left at the host site, and travel to the host site.

*D. Travel:* If there are materials directly relevant to the research project at another site, the grant will reimburse the scholar for a limited number of trips at the rate of \$ 0.375 per mile, with the prior approval of the Local History Coordinator, Massachusetts Foundation for the Humanities.

*E. Postage/Telephone:* The grant will cover expenses directly related to the project; for example, phone calls between the project director and the scholar, postage for announcements of the working session, press releases, etc.

*F. Supplies:* This category covers all supplies needed over the course of the project, such as photocopying, film and developing for presentations, press releases, etc.

*G. Other:* There may be project costs which we have not anticipated and which can be paid from grant funds. It is best to consult with the Local History Coordinator, Massachusetts Foundation for the Humanities before requesting the money.

*Scholar in Residence* Application Form

1. Host organization: name, address, phone, email:

2. Project director: name, address, phone, email:

3. Scholar: name, address, phone, email:

4. Project title:

5. Describe the project (please continue on a separate sheet but limit the description to 250 words):

6. List the research goals for this project:

7. How does the host organization plan to use the research?

8. List the materials to be investigated. Describe the size and condition of the collection (i.e. whether it has been catalogued or organized):

9. Who will be invited to attend the work-in-progress session?

10. How did you identify the project scholar and why is she/he appropriate for the project?

11. How will you publicize this project?

12. List the products of research that the scholar will leave with the host institution [note: these must be completed before the end of the grant period]:

*Please attach a one-page description of the host institution's mission and activities.*

\_\_\_\_\_  
Signature: Project Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: Project Scholar

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: Fiscal Agent (Treasurer)

\_\_\_\_\_  
Date

## Budget Form

Please refer to the budget guidelines on page 5 to learn what costs the grant will and will not cover.

### A. Project Director

\_\_\_\_ hrs. @ \$\_\_\_\_/hr.

(explain why participation in this project exceeds the project director's regular duties)

\$ \_\_\_\_\_

### B. Staff Person

\_\_\_\_ hrs. @ \$\_\_\_\_/hr. (explain need below)

(explain why participation in this project exceeds the staff person's regular duties)

\$ \_\_\_\_\_

### C. Scholar's Stipend

\$ \_\_\_\_\_

### D. Travel

to \_\_\_\_\_ from \_\_\_\_\_ # miles \_\_ cost \_\_\_\_\_  
to \_\_\_\_\_ from \_\_\_\_\_ # miles \_\_ cost \_\_\_\_\_  
to \_\_\_\_\_ from \_\_\_\_\_ # miles \_\_ cost \_\_\_\_\_

\$ \_\_\_\_\_

### E. Postage/Telephone

\$ \_\_\_\_\_

### F. Supplies

\$ \_\_\_\_\_

### G. Other (explain)

\$ \_\_\_\_\_

TOTAL

\$ \_\_\_\_\_

In the space below please explain costs for project director, staff person, travel, supplies and other, if applicable.

## Plan of Work and Scholar's Statement

1. Project starting date. Projects submitted for the March deadline may not begin until after May 1:
2. Project end date. This is the deadline for all evaluations and reports to the Massachusetts Foundation for the Humanities as well as the deadline for the delivery of scholar's reports and annotated bibliography to host institution:
3. Approximate work-in-progress meeting date:
4. Scholar's plan of work. Specify the number of days and duration of the project:

## Scholar's Statement

*To the Scholar:* Please attach a statement briefly describing:

1. your research questions or problem
2. your methodology
3. the significance of the research to be conducted
4. the materials to be used and how they relate to the research problem
5. how the project reflects your research interests
6. three books or articles published within the last 10 years that inform your research.

This statement and a **two-page resume** must be submitted with the grant application.