

# 2016 - 2017 RESEARCH TRAVEL AWARD APPLICATION



Atlanta University Center  
Robert W. Woodruff Library

The Atlanta University Center Robert W. Woodruff Library is offering a research travel award to educators, graduate students, and independent researchers who would benefit from access to the manuscript and archival holdings in the Archives Research Center. The awards are to support teaching, research, and scholarship that will broaden awareness about these unique resources.

## About the Archives Research Center Collections

The collections of the Atlanta University Center Robert W. Woodruff Library's Archives Research Center reflect the diverse contributions, achievements, and experiences of African Americans and the African diaspora. The Archives Research Center contains over 105 manuscript, photograph, and book collections that are accessible to the public. Archival holdings include the *Atlanta University Presidential Records*, *Morehouse College Martin Luther King Jr. Collection*, *Tupac Amaru Shakur Collection*, *Voter Education Project Organizational Records*, *Walter Rodney Papers*, *Neighborhood Union Collection*, *Gardner C. Taylor Collection*, *Maynard Jackson Mayoral Administrative Records*, *Atlanta Student Movement Collection*, *C. Eric Lincoln Collection*, and *Countee Cullen-Harold Jackman Memorial Collection*. Visit <http://www.auctr.edu/archives> to browse a complete listing of collections available for research.

## Applicant Eligibility

- High school to university-level educators may use collections to support their work for exhibition and/or publication or for inclusion in teaching curricula.
- Graduate students using Archives Research Center collections towards completion of master's thesis or doctoral dissertation.
- Independent researchers engaged in works for exhibition and publication such as articles, books, exhibits, and films.
- Open to U.S. citizens and lawful permanent residents and international applicants who obtain a U.S. Taxpayer Identification Number (TIN) prior to receiving award.
- Travel must be more than 100 miles distance from Atlanta, Georgia.

## Travel Award

Award is up to \$1,500 and used to support the following expenses:

- Transportation (airfare, train, bus, or car mileage to/from Atlanta)
- Lodging
- Inner city transportation (e.g. MARTA, taxi)
- Photocopy fees for Archives Research Center resources

The grant **does not** support the following expenses:

- Rental car
- Meals

## Awardee Requirements

- Submission of an Internal Revenue Service W-9 form prior to receiving award funds (U.S. Taxpayer Identification Number required Social Security Number or Individual Taxpayer Identification Number). [http://www.irs.gov/Individuals/International-Taxpayers/Taxpayer-Identification-Numbers-\(TIN\)](http://www.irs.gov/Individuals/International-Taxpayers/Taxpayer-Identification-Numbers-(TIN))
- Submission of original receipts for expenses within 10 business days after completion of the research visit to the Atlanta University Center Robert W. Woodruff Library.
- Submission of a photograph and brief biography for publication in the Library's marketing materials.
- Conduct a presentation —to be recorded— on your subject matter and findings, and relevance of Archives Research Center collections.
- Provide a copy of the final report, article, book, etc. to the Atlanta University Center Robert W. Woodruff Library about the research project.
- Acknowledge the **Atlanta University Center Robert W. Woodruff Library Research Travel Award** in the final product (article, book, film, exhibit, syllabus, etc.).

**Application Deadline:** Monday, February 1, 2016

**Awards announced:** March 15, 2016

**Research Travel Period:** June 27, 2016 - May 15, 2017

## Application Components

- Completed application form
- Curriculum vitae/resume
- Description of project (500 words maximum)
- Proposed dates of research
- Official signed letter of support that addresses applicant's academic status, research project, and anticipated final product

**Submit application to:** [travelaward@auctr.edu](mailto:travelaward@auctr.edu)

**For more information, contact: [travelaward@auctr.edu](mailto:travelaward@auctr.edu) or 404-978-2052**

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Robert W. Woodruff Library**

**CONTACT INFORMATION - Please print or type.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Country: \_\_\_\_\_

Zip Code/Country Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Academic Status:  Educator     Graduate Student  
 Independent Researcher

Institution Affiliation (If applicable) \_\_\_\_\_

Intended Research Product:  
 Thesis     Dissertation     Article     Book     Exhibition     Film     Syllabus  
 Other (please specify) \_\_\_\_\_

Research Topic (Title or 1-2 sentence summary. 150 words maximum):  
 \_\_\_\_\_

Description of Project (500 word maximum. Include the goals of project and importance of Archives Research Center resources for project): *Attach additional sheet if needed.*  
 \_\_\_\_\_

List of Archives Research Center collections and/or printed materials to be used in research:  
 \_\_\_\_\_

Anticipated completion date of research product:  
 \_\_\_\_\_

Proposed dates of travel to Archives Research Center:  
 \_\_\_\_\_

**ESTIMATED BUDGET**

Travel (e.g. airfare/train/bus)	\$	Inner city transportation (e.g. MARTA, taxi)	\$
Travel Mileage No. of miles _____ Cost per mile _____ Originating city/state/country _____	\$	Lodging No. of days _____ Cost per day _____	\$
Photocopying Fees	\$	<b>TOTAL</b>	\$

Note: The AUC Robert W. Woodruff Library uses U.S. General Services Administration per diem for mileage reimbursement rates. Mileage reimbursement rates: <http://www.gsa.gov/portal/content/100715>