



American Council
of Learned Societies
633 Third Avenue
New York, NY 10017-6795
www.acls.org

Conference Grants in East European Studies

for conferences to be held from June 1, 2010 to December 31, 2011

Guidelines

These grants are made possible with funds administered by the U.S. Department of State under terms of the Research and Training for Eastern Europe and the Independent States of the Former Soviet Union Act of 1983 (Title VIII).

Purpose To support academic conferences and workshops for the presentation and critical evaluation of new research on Eastern Europe.

Conferences should present papers in a formal, academic setting and should be open to the public. Conference papers should be of publishable quality, pointing new directions for scholarship.

Workshops are conceived as smaller events at which scholars discuss work in progress less formally with the intention of developing collaborations and planning conferences. A workshop should hold at least one public session such as a panel of paper presentations, a roundtable, or a lecture with discussion.

Outreach The funder, the U.S. State Department, seeks to benefit from conferences and workshops supported by ACLS grants. Though topics may range over a variety of fields in the humanities and social sciences, in each instance it should be clear how the knowledge being presented contributes to a better understanding of contemporary Eastern Europe and U.S. policy related to it. Publicity about conference and workshop sessions should be sent, as appropriate, to State Department analysts and researchers and those at other government agencies. Publicity should also be circulated to specialists not affiliated with universities so that information presented may have a broader resonance.

Award amounts: A maximum of \$25,000 for conferences and \$12,500 for workshops.

No additional funding for publication is anticipated.

Eligibility – applicants: Conference/workshop organizers must be U.S. citizens or permanent residents holding the Ph.D. and affiliated with U.S. universities or centers of advanced study. Participants may include non-U.S. citizens/permanent residents, but their expenses must be paid by funds external to this grant. Conferences and workshops must be held either in the United States or Eastern Europe. Conferences and workshops should enable collaboration among scholars who might not otherwise have the opportunity to work together. Events whose participants come mostly from one institution, or that fall within an institution's normal range of symposia, colloquia, or seminar series, are not eligible.

Eligibility – topics: Topics should deal with Eastern Europe defined as Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Kosovo/a, Latvia, Lithuania, Macedonia, Montenegro, Poland, Romania, Serbia, Slovakia, and/or Slovenia. Papers should focus on a clearly articulated and intellectually coherent theme, which may propose to compare these countries with others in the re-

gion or with other areas of the world. Inter- and multi-disciplinarity in topics or approaches – across fields in the humanities and social sciences – is welcome.

Selection criteria include the intrinsic intellectual merit of the proposed conference/workshop, its significance to the field of East European Studies, and the effectiveness with which proposed papers contribute to the overall theme. Priority will be given to conference/workshop proposals that include scholars from diverse institutions and that show strong participation by early-career scholars, including doctoral candidates.

Deadline for receipt of applications at ACLS is **January 29, 2010**.



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Instructions for applicants

Applications should consist of the following elements, numbered and arranged as below:

- I. **Cover sheet** – [Please use the attached forms.]
- II. **Application essay** – maximum five double-spaced pages.

The **application essay** is the heart of the application and should discuss the conference's substantive themes, its potential impact on communities of scholars and other interested publics, and its organizational/administrative workplan. How will paper topics relate to current scholarship in East European Studies and in specific disciplines? What measures have been taken to encourage paper writers to address a common, integrated set of issues? What plans regarding intellectual organization and administration have already been made and what still needs to be done?

In addition to the five-page application essay, there should be one or two additional pages, single-spaced, addressing the following:

- COLLABORATION** How will organizers and participants cooperate – on designing the program, conducting conference/workshop sessions, and preparing papers for publication? What efforts will be made to secure broad participation in sessions by scholars from other institutions and by Ph.D. candidates?
- WORKPLAN and ADMINISTRATION** How do organizers propose to handle logistical details (travel arrangements, lodging, and meals), correspondence with participants, and liaison with the host institution? Please identify key administrative personnel.
- POLICY RELEVANCE** How will the main theme and the topics discussed at sessions contribute to a better understanding of contemporary Eastern Europe and U.S. policy related to it, or to the study of historical, cultural and other contexts necessary for such an understanding?
- OUTREACH** What efforts will be made to invite participation by specialists from government agencies and from other institutions outside the university?

- III. **Budget** – Please use the template provided or similar form to show concise estimated expenses grouped in several general categories. Use footnotes to explain how particular estimates were derived. The final report will require a comparison of estimated and actual expenses.
Funds are intended primarily for participants' travel, lodging, and meals.
Not eligible for support are direct research expenses such as field work, research materials, analysis of data; salaries or released time for organizers or participants; honoraria or speaker's fees; purchase of equipment; institutional overhead.

On the form provided, please indicate who will be responsible for receiving ACLS funds and disbursing them, for record-keeping, and for preparing and signing a final financial report.

- Funds may be released to an individual or to an institution, but the proposal must make clear how funds will be administered.
- IV. **Curriculum vitae** for the conference organizers – three pages maximum for each CV.
 - V. A **working bibliography** of relevant sources.
 - VI. A **roster of conference/workshop participants** (with full names, titles, and institutional affiliations), clearly designating those who have already agreed to join the project and those who have yet to be contacted (or have not responded to inquiries).
 - VII. **Description of participant contributions:** Please provide abstracts of papers to be delivered, or an annotated list of proposed paper titles and their stages of completion at the time of proposal submission.

MAILING INSTRUCTIONS

Applications must arrive by U.S. Mail or other delivery service; they will not be accepted by fax, e-mail, or other electronic means. They should not contain material that cannot be easily photo-copied.

Address for U.S. Mail or other delivery service:

Committee on East European Studies
American Council of Learned Societies
633 Third Avenue
New York, NY 10017-6795 Tel. (212) 697-1505 ext 130

Please address all questions to the ACLS Coordinator of International Programs, Olga Bukhina, by email obukhina@acsls.org or by phone (212) 697-1505 ext 130.



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COVER SHEET

Applications must be received by January 29, 2010.

TITLE OF CONFERENCE/WORKSHOP: _____

DATE OF CONFERENCE/WORKSHOP:

LOCATION: _____

NAMES OF ORGANIZERS:

SIGNATURE(S) OF ORGANIZER(S) WITH DATES: _____

NAME OF PERSON TO CONTACT (PRINCIPAL ORGANIZER) REGARDING THIS APPLICATION:

NAME OF GRANT ADMINISTRATOR RESPONSIBLE FOR LOGISTICAL AND FINANCIAL ARRANGEMENTS:

NAME OF FINANCIAL ADMINISTRATOR RESPONSIBLE FOR PREPARING AND SIGNING FINAL FINANCIAL REPORT:

SIGNATURE OF FINANCIAL ADMINISTRATOR WITH DATE: _____



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BUDGET

TITLE OF CONFERENCE/WORKSHOP: _____

DATES OF CONFERENCE/WORKSHOP: _____

NAME OF PRINCIPAL ORGANIZER: _____

NAME OF RESPONSIBLE FINANCIAL ADMINISTRATOR: _____

	Item	Number of units	ACLS request	Cost sharing	Total
1.	Domestic travel				
2.	International Travel				
3.	Lodging				
4.	Administrative expenses				
5.	Meals				
6.	Other				

SIGNATURE OF FINANCIAL ADMINISTRATOR: _____

Please use footnotes to explain how estimates were derived.



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TITLE OF CONFERENCE/WORKSHOP: _____

APPLICANT INFORMATION SHEET

[PLEASE COMPLETE THE FOLLOWING INFORMATION FOR THE PRINCIPAL ORGANIZER]

Last Name _____

First and Middle Name/Initial _____

Academic rank _____

Department _____

Institution _____

Field of specialization _____

Highest degree, granting institution, and date _____

CONTACT INFORMATION

E-mail _____

Mailing address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Date of submission of this application _____ Your Signature _____

NAME OF PRINCIPAL ORGANIZER: _____

[PLEASE COMPLETE THE FOLLOWING INFORMATION FOR THE PRINCIPAL ORGANIZER]

ADMINISTRATIVE INFORMATION

This information is REQUIRED (except as noted). It is for administrative purposes only and will not be distributed as part of the selection process.

Social Security Number _____

What is your country of citizenship? _____

If NOT United States, do you hold Permanent Resident status? _____

The following questions are optional and will be used for statistical purposes only.

Date of birth (mm/dd/yyyy) ____/____/____ Gender _____

With which group(s) do you most identify?

_____ White (not of Hispanic origin)

_____ Black (not of Hispanic origin)

_____ Hispanic or Latino

_____ American Indian or Alaskan Native

_____ Asian

_____ Native Hawaiian or other Pacific

Islander

_____ Other _____