

GRANT APPLICATION INSTRUCTIONS

Duke University's David M. Rubenstein Rare Book & Manuscript Library and its research centers provide travel grants of up to \$1000 for researchers whose work would benefit from access to the collections held at Duke. Currently, travel grants are available for work in the following research centers:

- Sallie Bingham Center for Women's History and Culture
- John Hope Franklin Research Center for African and African American History and Culture
- John W. Hartman Center for Sales, Advertising, and Marketing History

WHO IS ELIGIBLE?

All researchers are eligible, including faculty members, graduate or undergraduate students, and independent scholars. All applicants must reside beyond a 100-mile radius of Durham, NC.

Research topics must be strongly supported by manuscript and print collections that fall under the purview of the following centers. We encourage each prospective grant applicant to discuss his or her research project and the collections that might support it with a reference archivist **before** submitting an application. Most successful applicants have consulted with one of our reference archivists.

- **Sallie Bingham Center for Women's History and Culture**
 - Read about the [Bingham Center's collections](#)
 - Contact a Bingham Center archivist: cwhc@duke.edu
- **John Hope Franklin Research Center for African and African American History and Culture**
 - Read about the [Franklin Research Center's collections](#)
 - Contact a Franklin Research Center archivist: franklin-collection@duke.edu
- **John W. Hartman Center for Sales, Advertising, and Marketing History**
 - Read about the [Hartman Center's collections](#)
 - Contact a Hartman Center archivist: hartman-center@duke.edu

WHAT EXPENSES DOES THE GRANT COVER?

- Transportation expenses, including air, train, or bus ticket charges; car rental; mileage using a personal vehicle; and parking fees
- Accommodations
- Meals
- Photocopying and reproduction expenses

Expenses will be reimbursed once the grant recipient has completed his or her research visit(s) and has submitted **original** receipts to the RBMSCL.

HOW DO I APPLY?

1. Complete and save the application form as a Word document (.doc or .docx) or PDF.
2. E-mail application and C.V. as attachments to the appropriate centers listed above
3. Graduate and undergraduate students must submit a letter of recommendation from a faculty advisor. **The application packet will not be considered complete until this letter is received.** The letter may be submitted as e-mail attachment to the e-mail address above or by postal mail to:

Research Grant Program
Attn: Kelly Wooten
Box 90185
Duke University
Durham, NC 27708-0185
USA

WHAT DATES DO I NEED TO REMEMBER?

- Deadline for applications and letters of recommendation: January 31, 2012 by 5:00 PM EST
- Announcement of grant recipients: by March 31, 2012
- Grants **must** be used between April 1, 2012 and June 30, 2013