

The Archaeological Research Facility is in the position to entertain proposals for funding the acquisition of equipment by faculty associates for purposes of research and/or student training. The equipment cannot be for personal use. The funds, which are to be used to support the awards, come from the Braun Endowment, which was given to the University to support research in archaeology.

The ARF invites associates to prepare their proposals using the following guidelines:

- 1. Eligibility:** Only regular faculty (not visitors, post-docs or research associates) are eligible for awards from the Braun Endowment, although it is expected that students will benefit from the equipment being obtained either directly or indirectly.
- 2. Kinds of Equipment Considered:** Examples include "total stations" or EDMs; photographic and other equipment for documentation; video equipment; etc. The equipment will be kept within the ARF and be accessible to other faculty on loan for projects, research or teaching related events, and so forth. In the case of equipment that may be desired for use by a number of researchers, we will try to arrange suitable schedules. If you are requesting equipment at this time, *please indicate the approximate dates that you would expect to "check out" this equipment.*
- 3. Maximum Award Amounts:** We do not want to deplete or even approach the bottom line of available funds, even though we receive annual augmentations from the yield on the principal of the Endowment. If the equipment requested is in excess of \$7,000.00, we will need the applicant to include the endorsement of other ARF associates who would use the equipment. (See below for further information on procedures). In fact, group requests are encouraged, especially if they can show how the scheduling of equipment use can be worked out.
- 4. Application Procedures:** There will be a call for proposals once a year, in the fall semester. Applications should be submitted on the Braun application form. *Please do not apply for funds until you are ready to use them. Once the funds are transferred to the ARF they no longer accrue interest.*
- 5. Evaluation and review procedures:** The ARF Advisory Committee will review the applications at their fall semester meeting.
- 6. Reporting requirements:** We expect that each associate who requests and receives the purchase of equipment for their research project to file a short report (3-5 pages) on the research carried out, the ways in which the equipment was used, the benefits of this equipment to the research and to any students involved.
- 7. Purchasing:** Due to University procedures applicable to the purchase of equipment, *please allow a minimum of 60 days after approval of the application for items to be ordered and delivered.*