

HERBERT HOOVER PRESIDENTIAL LIBRARY ASSOCIATION

302 Parkside Drive P.O. Box 696 West Branch, Iowa 52358

Telephone: 319-643-5327 Fax: 319-643-2391

E-mail: info@hooverassociation.org Website: www.hooverassociation.org

**Travel Grant Program
Application for 2011-2012 Research Support**

Name:

Project Title:

Amount Requested:

Preferred Mailing Address:

Daytime Telephone:

Cell number:

Fax:

E-mail address:

Current Position:

How you found out about this grant:

Name of Hoover Library archivist you consulted (Required):

State the year of any previous grant from the Hoover Library Association:

Nature of Research: Individual _____ Joint _____

If Joint, Name(s) of Research Associate(s):

Required Information (see next four points):

1. **Curriculum Vitae:** Limit to three pages and include the following:
 - a. Academic history
 - b. Statement of most significant grants, research and publications

2. **Budget:** Review the Budget Information sheet and provide the following:
 - a. Per diem: \$120
 - b. Transportation costs
 - c. Ground transportation costs to and from departure airport (if applicable)
 - d. Ground transportation from and to Eastern Iowa Airport (if applicable)
 - d. Miscellaneous research costs, such as copying

Note that the Association does not pay for any equipment such as digital cameras.

(Show budget below or on a separate sheet of paper.)

3. **Research Proposal narrative:** Up to 1200 words, plus a one-page bibliography.

- a. **Language:** Keep it clear and simple.
- b. **Abstract:** Clearly state the specific research topic in the first paragraph.
- c. **Objectives:** State the research objectives.
- d. **Literature:** State the relationship of the topic to current historical literature, and state how the proposed research will contribute to historical understanding of the topic.
- e. **Papers:** State which Hoover Library collections you propose to use.
- f. **Bibliography:** Include a selected, one page bibliography for this topic.

4. **Names of References who are sending letters:** List three persons familiar with your work who will provide information regarding your personal abilities and research potential. It is suggested, but not required, that letters come from more than one institution. Three letters of recommendation must be postmarked by March 1, 2010 and sent directly to the Hoover Library Association for the application package to be eligible for review.

It is the applicant's responsibility to make sure all letters have been sent. It is strongly suggested that the applicant contact the Hoover Library Association to verify that three letters have been received.

For each reference, list name, title, business address, daytime telephone number, and e-mail address.

1.

2.

3.

Optional Attachments:

1. List the names, titles, addresses, and e-mail addresses of a department chairman and/or dean if you would like us to notify those individuals.

2. List names, fax numbers and/or e-mail addresses of local and/or campus newspapers to be notified if you receive a travel grant.

Postmark application by March 1, 2011.

Three letters of recommendation must be received separately.

Postmark Date: March 1, 2011.

Notifications will be postmarked by April 30, 2011.

**Travel Grant Committee
Hoover Presidential Library Association
302 Parkside Drive
P.O. Box 696
West Branch, IA 52358**