

RUTH LANDES MEMORIAL RESEARCH FUND

Individual Grant Application Procedures and Checklist

Please assemble all required application materials listed below and mail to:

Mercedes Duff, Program Director
RUTH LANDES MEMORIAL RESEARCH FUND
500 Fifth Avenue, Suite 2222
New York, New York 10110

Only complete applications will be considered. Facsimile and email applications will not be accepted. All documents must be in English or accompanied by an English translation. A dated confirmation notice will be sent once the application has been received.

For more information please contact Mercedes Duff, Program Director, at +1 212-768-4993 or duffm@landes.thereedfoundation.org.

Required Application Materials

- Cover Page** – containing the applicant’s name, contact information, academic and/or professional affiliation, country or countries of citizenship and legal residency, title and location(s) of the proposed research or study, project dates, requested grant amount, a project abstract limited to three hundred words, and the names of and contact information for three professional references.
- Project Proposal** – consisting of the following:
 - Project Narrative** – a statement outlining the objectives and methods of the proposed research or study, including a description of how the project relates to subjects that were of interest to Dr. Landes during her professional and academic career. The project narrative is limited to 2,500 words, excluding the bibliography, which is limited to two pages.
 - Project Expenses** – a statement of anticipated costs for the project, including an itemized budget for research expenses, if any. For stipend requests, a statement from the applicant's employer is required certifying that his/her salary or stipend and associated expenses will not be paid by that institution during the tenure of the fellowships. The applicant must also list the source of other funds dedicated to the project, if any, and include a list of any pending applications for support.
- Credentials** – a curriculum vitae (CV) and, if the applicant is a doctoral candidate, an up-to-date official graduate school transcript.
- References** – three letters of professional reference from persons able to objectively evaluate the applicant as well as the proposed research or study. For details, please see “Reference Letter Procedures” below.
- Writing Sample** – an essay, limited to twenty pages (6,000 words), or article on a subject related to the proposed research or study.

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Reference Letter Procedures

Three letters of professional reference must be submitted by mail with all other application materials. Letters should be written by persons able to objectively evaluate the applicant and the proposed research or study. In the case of field studies, at least one referee should be familiar with the field situation in which you will operate. Referees should not be financially or administratively involved with the proposed research. Each referee should be given copies of the **Project Proposal** and the **Guidelines for Referees**, which can be downloaded from the program website, <http://www.thereedfoundation.org/landes/grantapplications>, and should be filled in by the applicant with his/her name, address and project title.

The applicant should allow for at least two months between the date of application submission and the proposed start date of the project. Accordingly, each referee should be made aware of the applicant's intended date of submission, as applications will not be considered until all required documents have been received.

Applicants should collect each letter from the referee in a sealed envelope, signed across the seal. This procedure ensures the confidentiality of the letter.