

## RUTH LANDES MEMORIAL RESEARCH FUND Guidelines for Referees

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Project Title: \_\_\_\_\_

The above named applicant is requesting a grant from the RUTH LANDES MEMORIAL RESEARCH FUND. Landes Grants are awarded to scholars and other individuals of recognized merit and professional qualification for research, including field studies, on subjects that were of interest to Ruth Landes, Ph.D., (1908-1991) during her professional and academic career. Selection is based on the merit and significance of the applicant's proposal, the applicant's qualifications and the relevance of the project to subjects that were of interest to Dr. Landes during her career. For more information please see <http://www.thereedfoundation.org/landes/about>.

The applicant has been instructed to provide each referee with his or her **Project Proposal**, which contains an outline of the research or study for which funding is being requested. With the purpose of the Landes Grants in mind, referees are asked to provide a confidential assessment of the applicant and the proposed project based on the following criteria:

The capabilities and achievements of the applicant in terms of academic performance and general suitability for the proposed research or study. Please also indicate the period of time and the capacity in which you have known the applicant.

The significance of the proposed research in terms of its originality and relevance to the field of the proposed study; and the quality of the proposal in definition, organization, clarity and scope.

**For Field Studies** – the suitability of the applicant and the proposed project for the field situation, to the extent known by the referee, in terms of the following: ability of the applicant to carry out the project in the allotted time, using the proposed methodology and the resources available to them in the field; the applicant's linguistic preparation, if relevant, for the proposed project; and any other factors believed to have bearing on the applicant's proposed research.

Each referee should provide his or her full name, title and institutional affiliation, phone number and e-mail address.

**Letters should be signed, dated, and forwarded through the applicant in a sealed envelope with the referee's signature across the sealed flap.** This procedure ensures the confidentiality of the letter.

A frank evaluation will be appreciated, as the information provided is an important element in the selection process. Questions and requests for more information may directed to Mercedes Duff, Program Director, at 212-768-4993 or [duffm@landes.thereedfoundation.org](mailto:duffm@landes.thereedfoundation.org).