

THE MARY A. GRIFFITHS MEMORIAL BURSARY FOR FOLKLORE FIELD RESEARCH

GUIDE FOR APPLICANTS

Since 1990 the Memorial University of Newfoundland Folklore Society has sponsored *The Mary A. Griffiths Memorial Bursary for Folklore Field Research* as a memorial to Mary Griffiths (1967-1990), a student of folklore from Ship Harbour, Placentia Bay. Mary was very active in the Folklore Society and had planned to begin her graduate studies in Folklore at Memorial University of Newfoundland.

Open to students currently enrolled in Folklore and Ethnomusicology at Memorial University of Newfoundland, one or more Bursaries, valued normally at three hundred dollars, are made annually to one or more undergraduate or graduate students.

The awards are designed to fund costs related to fieldwork-based research which focuses on Newfoundland and/or Labrador. The project does not have to relate to existing thesis research.

Given on the basis of a research proposal which demonstrates original, creative and innovative thought, the awards will be made upon the recommendation of the Head of the Department of Folklore, who will be advised by the Bursary Selection Committee. In the case of undergraduates it will be awarded by the Senate Committee on Undergraduate Scholarships and Financial Aid. In the case of graduates it will be awarded by the Dean, School of Graduate Studies.

ELIGIBILITY OF APPLICANTS AND PROJECTS

Applications will be accepted from declared undergraduate majors and minors in Folklore and graduate students in the Department of Folklore and the Programme in Ethnomusicology at Memorial University of Newfoundland.

Applicants can apply for only one award in each competition, although they may hold the award more than once.

Members of the Bursary Selection Committee are ineligible to apply during their tenure.

ELIGIBLE EXPENSES

The award is to be primarily used for the costs of the least expensive mode of travel, and towards accommodation and subsistence where appropriate.

The award may also be used towards the direct costs of the research, including reasonable amounts for stationery, postage, telephone calls, film, photocopying, and other related expenses.

The Bursary Selection Committee is prepared to fund portions of projects that are also partially funded by other agencies, but there must be no overlap of funding. Successful applicants who also receive funding from other agencies must inform the Bursary Committee.

No capital equipment (e.g., cameras or tape recorders) may be purchased with the award.

DEADLINES AND ANNOUNCEMENTS

Applications should be submitted by the advertised deadline, normally January 31.

Decisions will be announced no later than two weeks after the deadline for applications.

To provide time for the adjudication, approval, and announcement of results, at least four weeks should be allowed between the deadline and the research project dates. If your submission deviates from this schedule, please attach an explanation.

ADJUDICATION

Retroactive applications will not be considered.

Bursary applications are adjudicated anonymously by a Selection Committee comprising both students and faculty, who will decide the winner after reviewing all applications and, if the need arises, interviewing potential recipients.

The Committee reserves the right not to award the Bursary in a given year.

Although no appeals will be entertained, unsuccessful applicants may resubmit in the next competition a revised application which addresses the concerns of the committee. It will be adjudicated in accordance with normal procedures.

AWARD HOLDER'S RESPONSIBILITIES

Terms And Conditions of Holding a Bursary

The terms of the Bursary shall be stated in a letter from the Bursary Selection Committee, to whom the Bursary holder is responsible.

Graduate students must get advance clearance from the Memorial University of Newfoundland Research Ethics Board.

No expenses are to be charged directly to Memorial University of Newfoundland.

If the Bursary holder finds it necessary to defer the research project, or the research cannot be completed in the time indicated, a formal written request to change the grant period must be submitted to the Bursary Committee.

Final Report

Bursary holders are required to submit a brief final report on their research work within 30 days of the project's completion. The final report should outline the major activities conducted during the research programme including materials gathered (eg. tape-recordings, photographs, etc.), people interviewed, and research facilities visited.

Presentation of the Research

Culture & Tradition shall have the right of first refusal of any paper produced as a result of the Bursary. Normally the paper should be submitted within six months.

Successful applicants are strongly encouraged to present a Folklore Society lunch-time lecture.

All research materials gathered with the aid of the Bursary should be deposited in MUNFLA, using the appropriate forms and contracts, within two years of the completion of the project.

In any publications based on the research (thesis, articles, etc.), proper mention of the Bursary should be made, and the Selection Committee informed that the piece has been published.

APPLICATION PROCESS

Applications should be completed using the attached form and forwarded to the address below by the appropriate deadline:

The Head, Department of Folklore
Memorial University of Newfoundland
St. John's, NL
A1B 3X8

THE MARY A. GRIFFITHS MEMORIAL BURSARY FOR FOLKLORE FIELD RESEARCH

APPLICATION FORM

Complete all items on the application form. Submit **two copies** of the application and **one copy** of your up-to-date **curriculum vitae** to:

The Head, Department of Folklore
Memorial University of Newfoundland
St. John's, NL
A1B 3X8

Name of Applicant: _____

Address: _____

Postal Code: _____ Email: _____ Phone: _____

Project Title: _____

Award Holder's Responsibilities

If awarded a Mary A. Griffiths Memorial Bursary, I agree to:

- Abide by the Terms and Conditions of the Bursary as outlined in the Guide for Applicants.
- Where applicable, graduate students must obtain written notification of approval from the Memorial University of Newfoundland Research Ethics Board for research involving the use of human subjects.
- Advise the Bursary Selection Committee of any other awards held concurrently.
- Provide a final report on my research within 30 days of completion of the research.
- Submit a paper suitable for publication to ***Culture & Tradition*** no later than six months after the completion of the research.
- Make proper mention of the Bursary in any publications based on the research (thesis, articles, etc.), and inform the Selection Committee that the piece has been published.
- Use the appropriate forms and contracts when materials are destined to be deposited in the Memorial University of Newfoundland Folklore and Language Archive.
- Request in writing to extend, or defer, the grant period if for some reason the research cannot be completed in the time indicated.

Signature of Applicant: _____ Date: _____

A: GENERAL

Project title: _____

Location and dates the project covers: _____

I am currently an Undergraduate/Graduate student (delete as appropriate).

B: FUNDING PLANS

Previous Griffiths' Memorial Bursaries received: _____

Have you applied for funds from other sources? Yes No

If, no, why not? _____

List other sources from which financial support has been sought:

<u>Source</u>	<u>Amount Requested</u>	<u>Amount Granted</u>
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C: DESCRIPTION OF THE PROPOSED RESEARCH PROJECT OR PRESENTATION

Provide a concise statement of your objectives, arguments (theoretical perspectives) analysis (sources, methods, approach) and possible findings. Discuss the significance of your project in relation to established/published knowledge on the subject and its importance to your future programme of research. Append a bibliography of all references cited.

Please include copies of any written materials (e.g., questionnaires) used in your research.

[Attach additional pages as necessary.]

D: SUMMARY OF EXPENSES

The award provides contributions toward the least expensive mode of travel, and toward accommodation and subsistence where appropriate.

TRAVEL: **Subtotal \$** _____

ACCOMMODATION:

Calculate only for the nights spent away from your principal place of residence.
If you are requesting more than five nights accommodation, please attach an explanation.

Hotel Accommodation: _____ nights at _____ per night. Subtotal \$ _____

Private Accommodation: _____ nights at \$25 per night (CA or US). Subtotal \$ _____

Include a copy of any information showing accommodation costs. If this is not available at this time, it may be submitted later.

SUBSISTENCE:

Calculate at the following daily rates only for time spent away from your place of residence.
Newfoundland (\$36.50); Canada (\$43); International (US\$43).

_____ days at _____ per day. Subtotal \$ _____

_____ days at _____ per day. Subtotal \$ _____

If you are requesting more than five days' subsistence, please attach an explanation.

RESEARCH EXPENSES:

The award may also be used towards the direct costs of the research, including reasonable amounts for stationery, postage, telephone calls, photocopying, and other related expenses.

No equipment may be purchased with the award. It is assumed that MUNFLA will lend recorders and tapes.

Itemize research expenses below:

Subtotal \$ _____

TOTAL FUNDING REQUESTED \$ _____