THE CALTECH ARCHIVES

MAIL CODE 015A-74, PASADENA, CALIFORNIA 91125
(626) 395-2704 – FAX (626) 395-4073
ARCHIVES@CALTECH.EDU

GUIDELINES FOR VICTOR AND JOY WOUK GRANT-IN-AID

The Victor and Joy Wouk Grant-in-Aid offers research assistance up to assistance up to $2000 for work in the Papers of Victor Wouk in the Caltech Archives. Please note the following terms and conditions.

***Eligibility**:* Applications will be accepted from students working towards a graduate degree or from established scholars. Graduate students must have completed one year of study prior to receiving a grant-in-aid. No applicant may receive more than two awards, and awards will not be given to the same applicant in consecutive 12-month periods.

Terms of use: The grant-in-aid may be used for travel and living expenses, for photocopy or other photo-reproduction costs related to the research project, and for miscellaneous research expenses. Funds may not be used for the purchase of computer software or hardware. The grant must be used within one year of the date of the award, and recipients are expected to spend a minimum of five consecutive full working days in the Caltech Archives. The grant is taxable, and payment is made upon completion of the recipient's visit to the Archives.

Housing: The Caltech Archives will provide information on housing but cannot endorse or guarantee the quality of any facility. Recipients are fully responsible for all housing financial transactions.

Acknowledgement: Recipients are requested to acknowledge support from the Victor and Joy Wouk Grant-in-Aid in any publication resulting from funded research. Additionally, deposit of one copy of any publication in the Caltech Archives is requested.

Report: Recipients are asked to write a one-page (250-word) report describing the course of research made under the grant within two months of receipt of funding. Reports should be submitted to the Caltech Archivist.

Application deadlines ar May 1 and November 1 annually.

APPLICATION FORM FOLLOWS.

Archives

THE CALTECH ARCHIVES

VICTOR AND JOY
GRANT-IN-AID APPLICATION

PLEASE NOTE! Forms should be printed, signed and submitted by mail or fax. We do NOT accept electronic submissions.

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NAME: _____

POSITION OR TITLE: _____

HOME ADDRESS: _____

_____ PHONE: _____

BUSINESS ADDRESS: _____

_____ PHONE: _____

E-MAIL ADDRESS: _____

CITIZENSHIP: _____ SOC. SEC. #: _____

DEGREES HELD (please circle)	YEAR	INSTITUTION
B.S./B.A.	_____	_____
M.A.	_____	_____
PH.D.	_____	_____
OTHER	_____	_____

TITLE OF DOCTORAL THESIS (IF POSTDOCTORAL LEVEL OR ABOVE):

_____

TITLE OF RESEARCH PROJECT: _____

_____

VICTOR AND JOY WOUK

GRANT-IN-AID APPLICATION, page 2

APPLICANT NEEDS TO SUPPLY THE FOLLOWING:

1. A statement, not to exceed two single-spaced pages, describing the applicant's research project and its relationship to the Caltech Archives' collections.

2. A curriculum vitae.

3. Graduate students are expected to supply their graduate transcript showing completion of one year of study.

4. A brief budget statement, indicating how the grant-in-aid will be spent.

5. A statement of all actual, anticipated or pending support for the academic year in which the proposed work under the grant-in-aid will be undertaken. The statement should indicate sources of funding and dollar amounts.

6. One confidential letter of reference that comments on the applicant's ability to make good use of the Victor Wouk collection. Graduate students should request a supporting letter from a recent or current professor.

7. Applicants must supply the name, address and phone number of a second reference.