

FAQs: Charlton Oral History Research Grant

Q. Will there be more than one grant awarded, or is this grant just awarded to one individual?

A. From the applications we receive for each year's grant, we will select *one* winning proposal to fund.

Q. May a research team or organization apply for the grant?

A. The grant will be awarded to an individual researcher doing work independently or for an organization. The proposal should describe the work of an individual scholar and the scholar's individual purposes and goals for the interviews.

Q. May graduate or undergraduate students apply for the grant?

A. Individuals working at the graduate or undergraduate level may apply only if they have a proven record of oral history research. Preference will be given to researchers who are well grounded in oral history methodology through both training and experience.

Q. Should the project proposal include a detailed budget proposal?

A. The proposal should include specific details of what use will be made of the grant funds. For example, if the individual plans to use the funds for recording equipment, what equipment will she/he buy and how much will it cost? If the grant will be used for travel to interview sites, what are the approximate costs for each interview trip?

Q. Are there any limitations or suggestions for how to spend the grant money?

A. Applications should be as precise as possible about how the money would be spent. Proposed uses for the funds will be considered in the judging process. Priority will be given to proposals that plan to use the funds to support the gathering of interviews proposed in the grant; for example, for travel expenses to sites where interviews will be conducted; or for approved audio recording equipment, hardware for storing digital files, photography expenses in support of the oral history project, expenses related to a public display of the project outcomes, etc. In addition, of course, our expectation would certainly be that the winning project will utilize the funds responsibly as outlined in the proposal.

Q. Since BUIOH will do the transcriptions, does the cost of this come out of the grant, or is it provided in addition to the grant money?

A. Our commitment to process and transcribe the interview recordings created by the project constitutes an in-kind addition to the monetary grant—the cost of these services does not reduce the dollar amount of the grant.

Q. I have already arranged a depository for my interviews. Does the grant allow for co-depositing interviews with both Baylor and another archive?

A. One purpose of the grant is to build upon the distinctive oral history collection of Baylor University. For the purposes of this grant, proposals for co-depositing interviews are ineligible.

Q. Does the grant support telephone interviews?

A. Telephone interviews are discouraged, but may be unavoidable in rare and exceptional cases. A telephone interview may be accepted if the recording is high-quality and if the interviewee provides a signed, not oral, donor agreement form. Within a project, only a very few interviews should be by telephone. All standards for interviewing quality must be followed, even for telephone interviews.

Q. What reports or final accounting will be required for the selected project? When are they due?

A. The grantee will submit a final report indicating how the grant funds were spent, as well as a report on the work accomplished under the grant. The final report will be due one year from the date the grant is granted.

Q. What time frame is required for completion of the selected project? What deadlines will we be required to meet?

A. The grant project plan should be focused so that it can be carried out within an academic year. The last interview recording must be deposited at the Institute by April 30 to allow adequate time for processing. The Baylor academic year ends in the middle of May, and our fiscal year ends May 31. When BUIOH receives the last recording in the contracted interview series, the final payment of grant funds will be released. The payment process must begin in early May for payment within the Baylor fiscal year.

Q. Is there a required or minimum number of interviews for grant projects?

A. The preferred project will focus on a research topic for which a reasonable number of qualified interviewees are available and accessible. A “reasonable number” will vary by project, but plan for ten-twelve interviews.