



NATIONAL COUNCIL FOR EURASIAN AND EAST EUROPEAN RESEARCH

2024 TITLE VIII NATIONAL RESEARCH COMPETITION

GRANT APPLICATION GUIDELINES

*RESEARCH GRANTS are limited exclusively to research projects conducted by an **individual scholar/researcher who is a U.S. citizen and holds the PhD.***

Note that these guidelines, as well as the application forms and public announcement, contain significant changes from previous years. Announcements, guidelines and forms from previous years are obsolete, and only the 2024 edition of these materials should be used.

Compliance with the provisions of these guidelines is essential to prevent the disqualification of your application.

NATIONAL COUNCIL FOR EURASIAN AND EAST EUROPEAN RESEARCH

National Council for Eurasian and East European Research (NCEEER) was created in 1978 to develop and sustain long-term, high-quality programs of post-doctoral research in the social, political, economic, environmental, and historical development of Russia, Eurasia, and Southeastern Europe. NCEEER has established a strong record of support for research in these areas, research that directly benefits U.S. policymakers, the academic and non-profit communities, and American business. It also has helped bring to the attention of Congress and the executive branch the national interest served by the exchange of ideas among professionals in academia and government.

COUNTRIES ELIGIBLE FOR RESEARCH:

- Albania
- Armenia
- Azerbaijan
- Belarus
- Bosnia-Herzegovina
- Bulgaria
- Croatia
- Czech Republic
- Estonia
- Georgia
- Hungary
- Kazakhstan
- Kosovo
- Kyrgyzstan
- Latvia
- Lithuania
- North Macedonia
- Moldova
- Montenegro
- Poland
- Romania
- Russia
- Serbia
- Slovakia
- Slovenia
- Tajikistan
- Turkmenistan
- Ukraine
- Uzbekistan

DETAILS ON PROVISIONS OF FUNDING

1. NCEEER Research Grants provide funds of up to **\$20,000**. NCEEER will pay 80% of the funds awarded at the outset of the Grant Agreement. NCEEER will remit the final 20% of the Grant funds to the Grantee upon fulfillment of all of the terms of the Grant, including receipt and approval by NCEEER of all required working papers. The duration of NCEEER support can extend from **March 1, 2024**, through **September 1, 2025**. Recipients must submit all financial documents to NCEEER by the expiration of the Grant.
2. Because the scholar or researcher is receiving project funds directly from NCEEER, he or she must maintain records of financial expenditures related to the Grant. He or she must retain supporting documentation, such as receipts.
3. NCEEER Grants do not provide funds for the purchase of equipment, either general or special purpose, as defined in the Federal Acquisition Regulations; for tuition or “cost of education” charges in connection with graduate research assistantships; or for attendance at conferences, unless the conference is essential to the project and organized within the parameters of the project. NCEEER does not provide funding for research in the natural sciences.
4. International travel must comply with the provisions of the Fly America Act, 49 U.S.C. 1517 (see 4 CFR Part 52 and 48 CFR Subpart 47.4), meaning that flights must be on an American carrier, where possible, and approved by NCEEER in advance.

2024 TITLE VIII NATIONAL RESEARCH COMPETITION – SUBMITTING PROPOSALS

How to Apply

E-mail the application form and associated files as a single zipped attachment (.zip file) to apply@nceeer.org. Indicate “NRC Application: [your last name]” in the subject line. **Note that letters of recommendation must be sent directly by the referees.**

After e-mailing your application to apply@nceeer.org, you should receive an automatic confirmation e-mail. If you do not receive this e-mail, please follow up with Dr. Dana Ponte, dana@nceeer.org, to ensure that your application was received.

Format of the Application

The Application must include the items listed below.

1. Application Form. Complete the Application Form, using the instructions provided below (Requires Adobe Acrobat or Acrobat Reader).
2. Project Proposal. The Project Proposal should detail the nature, purpose, design, scope, methodology, and feasibility (referencing attained permits or agreements, if required) of the project. Also, it should relate the project to existing work on the subject, specifically focusing on the significance of the new research and its relevance to NCEEER's Research Program, as described in the Public Announcement. Please be careful in noting the ways in which written products will contribute to the understanding of current developments and historical, cultural, and political trends. If the proposal is a request for an extension or expansion of an existing NCEEER-sponsored project, it is important to describe current progress.

In the project proposal, be as specific as possible. If the proposal submitted to NCEEER for support is a component of a larger project or program, the Project Proposal should provide information on the broader project, including the amount and sources of funding, and the particular activities designated for NCEEER support. More specifically, please enumerate the written or other products that you anticipate will be produced and submitted to NCEEER to fulfill Grant requirements.

For those intending to conduct survey research or collect statistical data, the applicant must explain who will organize and conduct the interviews, and how he, she, or they will carry out the fieldwork. Remember that descriptions of projects that will include the collection or use of data through surveys must clearly delineate the design and size of the sample(s) involved.

PLEASE NOTE THAT THE PROJECT PROPOSAL MAY NOT EXCEED 10 PAGES (INCLUDING REFERENCES), USING 12- POINT FONT AND DOUBLE-SPACED, AND IT MUST BE IN PDF OR MICROSOFT WORD FORMAT.

3. Estimated Budget. Please download and fill out the budget form on the NCEEER website. Include an itemized list of all costs, along with an explanation of key budget items, and a list of all existing (or expected) support for the project and its source(s). Include only expenses that will accrue during the NCEEER grant award period. **Please be as specific as possible in describing key budget items. Use comments as necessary to**

describe these items. When asking for *per diem* funding in the budget template, please indicate the number of days and the proposed daily rate.

*****PLEASE NOTE THAT NCEEER PROGRAMS ARE SUPPORTED BY FEDERAL FUNDS. FOR THIS REASON, ALL SUBCONTRACTORS, RESEARCH ASSISTANTS, ETC., SUPPORTED BY THE PROPOSED GRANT OR CONTRACT MUST BE U.S. CITIZENS OR U.S. ORGANIZATIONS. PLEASE CONTACT OUR OFFICE (dana@nceeer.org or info@nceeer.org) FOR CLARIFICATION OF THIS REQUIREMENT.*****

Summer salary support is ordinarily not fundable by NCEEER. Research support funding is primarily to be devoted to necessary travel and research expenses. While regular salary support will be considered, summer salary support will be considered as the lowest priority for funding. Any exception concerning summer salary support will need to have clear and detailed specification of its necessity for completion of the proposed project.

Rates for *per diem* costs should be kept to a minimum. In cases where Department of State or other official *per diem* rates are used, applicants should provide a detailed justification for the use of such rates. Please feel free to contact the NCEEER staff with any questions.

IF YOU ARE AN INSTITUTION APPLYING ON BEHALF OF AN INDIVIDUAL SCHOLAR, YOU MUST USE THE NRC CONTRACT BUDGET DOCUMENT AND COMPLY WITH CONTRACT COST SHARING AND IDC REQUIREMENTS LISTED IN THE CONTRACT BUDGET AND GUIDELINES.

4. Curriculum Vitae. Include a CV, organized in chronological order. Please highlight any previous NCEEER awards and papers. **The CV should be no more than four pages and in PDF or Microsoft Word format.**
5. Human Subjects Review form (if relevant). Applicants should ensure that standards for use of human subjects in their research, if relevant to their proposal, are consistent with those required by their university. Researchers should file their proposal, if relevant, with their internal review board for human subjects at their universities at the same time that they submit it to NCEEER, so that the approval procedure will not delay the award processing. If you are an independent scholar, NCEEER will serve as an independent review board for your project, and you should download and complete the forms at <http://www.nceeer.org>. **Note that these forms apply only to independent researchers not affiliated with a university. University-affiliated scholars should follow established institutional procedures for human subjects review at their university.**
6. Two Letters of Recommendation. Please have two individuals familiar with your work and your proposal download; complete; and send directly to NCEEER the letter of recommendation forms. The form is available on the NCEEER website.

Try to obtain at least one of the recommendations from someone outside your home institution. You may not solicit letters of recommendation from the members of NCEEER's Board of Directors.* **Please note that your referees must submit their letters of recommendation to NCEEER on or before December 31, 2023 and that the letters must include the referees' physical or digital signatures.**

* For a full list of the current Board, please visit www.nceeer.org, and choose "Who We Are."

Deadline and Delivery

The deadline for applications and all supporting materials is December 31, 2023.

The Board of Directors will review and evaluate the proposals. NCEEER will notify you regarding the status of funding for your proposal on or before March 1, 2024. **NCEEER is legally prohibited against detailing reasons for the rejection of proposals.**

SPECIFIC INFORMATION FOR COMPLETING THE APPLICATION FORM

*Item 2 (PDF form), **Brief Description of Proposed Research.*** Provide a brief summary of the purpose and methodology of the project in prose accessible to the non-technical reader. Keep in mind that you will attach a longer project description as part of the application.

*Item 5 (PDF form), **Themes.*** Select up to three themes from the entire list.

*Item 8 (PDF form), **Proposed Dates of NCEEER Grant.*** Applicants should select their proposed Grant start and end dates bearing in mind that Contract funds may not be used for costs incurred outside the Grant period (March 1, 2023 – September 30, 2024). A final report of project results must be submitted to NCEEER in a form suitable for distribution to the U.S. Government before the end date of the Grant.

*Item 10 (PDF form), **Total funds requested from NCEEER.*** Note that NCEEER's Research Grants provide funds of up to \$20,000. Thus, your request for funding may not exceed that amount.

WORKING PAPERS AND REPORTS

Scholars and researchers are normally required to submit one or more short, topical papers containing research findings and interpretive conclusions. For publication, the working papers should be approximately 25 double-spaced pages or shorter in length. They should be succinct and suitable for an informed, but non-technical audience. Working papers should include a typewritten 150-word abstract, for general dissemination. Scholars and researchers will also be required to submit a mid-term progress report and a final progress report, describing their activities under the Grant and, where possible, commenting on the conditions for conducting research that they encountered. Working papers submitted to NCEEER may be considered for publication in the journal *Problems of Post-Communism*.

Please note that NCEEER reserves the right to make minor editorial changes and may suggest revisions before distributing working papers to the U.S. Government. To facilitate such changes, submit all papers to NCEEER as an e-mail attachment.

Books and other lengthy works are generally not suitable for distribution by NCEEER and therefore, ordinarily will not be accepted in satisfaction of NCEEER's Grant Agreements. However, if such works arise from NCEEER-sponsored research, even after the Contract Agreement period, NCEEER appreciates notification of these publications.

Scholars and researchers retain the copyright on their work submitted to NCEEER under the terms of the NCEEER Grant Agreement. However, NCEEER reserves the right to duplicate and disseminate such products, in written and electronic form, as follows: (a) for NCEEER's own internal use; (b) to the U.S. Government for its internal use or for dissemination; and (c) for dissemination in accordance with the Freedom of Information Act or other law or policy of the United States Government that grants the public access to documents held by the U.S. Government. Additionally, NCEEER has a royalty-free license to disseminate papers to the general public, in furtherance of academic research, scholarship, and the advancement of general knowledge, on a non-profit basis. Neither NCEEER, nor the United States government, nor any recipient of a Grant product may use it for commercial sale.

To repeat an important piece of information regarding the disbursement of funds, NCEEER will withhold 20% of project funds until all of the reports specified in the Grant Agreement are delivered and approved by NCEEER. Applicants should plan their research accordingly.