



NATIONAL COUNCIL FOR EURASIAN AND EAST EUROPEAN RESEARCH

2012 TITLE VIII ED A. HEWETT POLICY FELLOWSHIP

APPLICATION GUIDELINES

The Title VIII Ed A. Hewett Policy Fellowship supports research on the countries of the Former Soviet Union or Southeastern Europe conducted by an individual scholar or researcher under the auspices of a US government agency, embassy, or field office of a US nongovernmental organization in these regions. The maximum award is **\$50,000**.

Applicants must be US citizens holding a Ph.D. in any discipline of the humanities and social sciences, with a concentration and considerable background in some aspect of the history, culture, politics, and economics of the countries of the FSU and CEE. US citizens with comparable professional experience who do not hold a Ph.D. will also be considered. In addition, applicants must have completed any previous NCEEER grants received **before** they may apply for a new grant.

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 an unequalled 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.

ED A. HEWETT

No one personified the vitally important nexus between scholarly research and effective policy-making better than the late Ed A. Hewett, an eminent economist, past Chair of the NCEEER Board, Fellow at the Brookings Institution, and Special Assistant to the President for the Soviet Union on the National Security Council. In his honor, NCEEER sponsors the AAASS Ed A. Hewett Book Prize, which has been awarded annually since 1994 for an outstanding publication on the political economy of the centrally planned economies of the former Soviet Union and East Central Europe and their transitional successors, in addition to the Ed A. Hewett Policy Fellowship.

COUNTRIES ELIGIBLE FOR RESEARCH

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

PROVISIONS FOR FUNDING

- Fellowship awards may not exceed **\$50,000**.
- Placements may begin as early as **October 1, 2012**, and may last up to one year. Fellows will be required to submit to NCEEER mid-term and final progress reports and a short working paper based on the results of their research. Please note that research reports submitted to NCEEER for scholars' projects may be considered for publication in the journal *Problems of Post-Communism*.
- NCEEER Fellowships 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. NCEEER does not provide funding for research in the natural sciences.
- 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 be approved by NCEEER in advance.

2012 TITLE VIII ED A. HEWETT POLICY FELLOWSHIP – SUBMITTING PROPOSALS

How to Apply

You have three options to submit your proposal (all applications will be given equal weight, regardless of submission method):

1. Apply **on-line** using our on-line grant application system at <http://www.nceeer.org>.
2. **E-mail** the application form and associated files as a single zipped attachment (.zip file) to apply@nceeer.org. Indicate “Hewett Application: [your last name]” in the subject line. **Note that letters of recommendation must be sent directly by the referees.**
3. **Mail** your documents via the Postal Service on standard 8.5” x 11” paper to the following address:

National Council for Eurasian and East European Research
University of Washington
Box 353650
Seattle, WA 98195

For delivery of proposals by an agency that will not deliver to a Post Office Box (e.g., FedEx), please use the following address instead:

National Council for Eurasian and East European Research
Attn: Danielle Percich
4500 9th Avenue NE Suite 300
Seattle, WA 98105

Format of the Application

The Application must include the items listed below.

1. Application Form. Complete the Application Form, using the instructions provided below, either via or by downloading the form from <http://nceeer.org> (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 describing the nature of the research to be conducted, including its relevance to contemporary concerns of U.S. policy-makers responsible for the formation of implementation of U.S. foreign policy toward one or more countries of the region. 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 Fellowship requirements.

For those intending to conduct survey research or collect statistical data, please see the "Guidelines for Conducting Surveys and Collecting Data in the NIS or Eastern Europe" given below, and consider the following questions: How will respondents be selected? For fieldwork, an 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, 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 from the NCEEER website. Provide an itemized budget including all costs, together with an explanation of key budget items, and a list of all existing (or expected) support for the project and its source(s). Rates *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.
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 from the NCEEER website. **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. Letter of Agreement. NCEEER generally requires applications that include a written agreement with a U.S. government agency, embassy, or field office of a U.S. nongovernmental organization in a country within the former Soviet Union or Southeastern Europe stating that the agency, embassy, or field office is willing to provide placement and office space and equipment for the project. In the case of an applicant seeking placement in a U.S. government agency only, NCEEER will consider applications from candidates who have not yet concluded such an agreement. The Department of State and NCEEER have received tentative indications of interest for hosting Hewett fellows in U.S. Embassies. Please contact NCEEER for further information.
7. 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 form along with their letters. ***Please note that all letters of recommendation must include the recommender's physical or digital signature.***

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.*** Additionally, please note that NCEEER must receive your letters of recommendation ***on or before March 16, 2012.***

Deadlines and Delivery

The deadline for application is **MARCH 16, 2012.** Applications and/or supporting materials sent through the Postal Service **must be received** by March 16, 2012. NCEEER will review and evaluate the proposals and will notify you regarding the status of funding for your proposal on or before **June 1, 2012.**

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

SPECIFIC INFORMATION FOR COMPLETING THE APPLICATION FORM

Item 2, Brief Description of Proposed Research. Please provide a two-three sentence description of your proposal. Include the goals of your research trip and a brief description of how you plan to accomplish these goals (visiting archives, interviewing colleagues, etc.).

Item 5, Themes. Select up to three themes from the entire list.

Items 8 and 9, Proposed Dates of the NCEEER Fellowship. Applicants should select their proposed start and end dates bearing in mind that Fellowship funds may not be used for costs incurred outside the Fellowship period (October 1, 2012 through September 30, 2013). 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 Fellowship.

Item 13, Total funds requested from NCEEER. Remember that the Hewett Policy Fellowship only provides funds of up to \$50,000. 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 also 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 Fellowship 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 papers to the U.S. Government. To facilitate such changes, submit all papers to NCEEER both in hard copy and on a CD-ROM (IBM-compatible, preferably in Microsoft Word) or 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 Fellowship Agreements. However, if such works arise from NCEEER-sponsored research, even after the Fellowship Agreement period, NCEEER would appreciate receiving a copy to signify the culminating results of the project.

Scholars and researchers retain the copyright on their work submitted to NCEEER under the terms of the NCEEER Fellowship 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

to officials of foreign governments;* 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 Fellowship 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 and papers specified in the Fellowship Agreement are delivered and approved by NCEEER. Applicants should plan their research accordingly.

* The government's Open Source Information System (OSIS) is designed to make a variety of open source materials, including academic works, more accessible. OSIS functions as a controlled-access government network. At present, OSIS operates in only a few government offices, but it is expected to expand to all three branches of government and its private contractors. Access by foreign governments and other entities interested in information exchange with the U.S. Government may eventually be included.



GUIDELINES FOR CONDUCTING SURVEYS AND COLLECTING DATA IN THE FORMER SOVIET UNION AND SOUTHEASTERN EUROPE

Design of the Research Project

The efficient and even the successful gathering of statistical data often depends on collaborating with colleagues in the country being studied. Such collaboration can either take the form of “contracting out” data collection to an individual or survey research organization or developing an actual working relationship with locally-based researchers.

The NCEEER Board does not require, but encourages the second type of collaboration, directly involving a foreign scholar in the research project. Of course, U.S. scholars and researchers must oversee data collection efforts to ensure that they correspond with standard research practices within the U.S. social science community.

A particularly challenging phase of survey design in a cross-cultural setting involves the phrasing of survey questions. Surveyors should be conscientious about conveying the desired concept to foreign respondents. Foreign collaborators are especially useful in pointing out how the nuances of language and differences in cultural perspectives may result in the misunderstanding of a particular survey question.

U.S. researchers and scholars should receive a letter of agreement from their collaborators in the former Soviet Union or Eastern Europe. If other official approval is required (depending on the nature of the survey), the proposal should provide evidence that the project has received such approval.

Human Subjects Review

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 universities. Researchers should file their proposal, if relevant, with the internal review board for human subjects at their universities at the same time 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. **Note that these forms apply only to independent researchers not affiliated with a university. University-affiliated scholars should go through established institutional procedures for human subjects review at their university.**

Preparation of Project Description

While researchers and scholars may not exceed the page limit in their standard project descriptions, they may attach a separate, succinct appendix to enumerate the technical details of sampling and other aspects of survey methodology. Applicants contemplating projects that

involve data collection in the former Soviet Union and/or Southeastern Europe should mention the following issues in their proposals:

- the qualifications and experience of U.S. researchers and foreign participants in conducting surveys and analyzing survey data;
- prior collaborative efforts between the prospective U.S. and foreign participants;
- sample design and scope, and the plans for implementing it;
- plans for questionnaire development, including the phrasing of questions, anticipated procedures for translation, etc.;
- plans for the conduct and supervision of fieldwork and coding, including the recruiting and training of interviewers;
- documentation standards;
- procedures for data analysis, in particular who will perform the analysis and where such analysis will take place;
- evidence that requisite governmental or other institutional approvals are or are likely to be granted;
- plans for distributing data;
- plans for the publication of the results, including whether papers typically will be co-authored; and researchers for all of the stages of survey design, field timetable and plan for the distribution of tasks between American and foreign work, coding and analysis.

STANDARDS FOR COMPUTER-RELATED ACTIVITIES IN PROJECTS SUPPORTED BY NCEEER

NCEEER encourages proposals that seek to generate high-quality former Soviet Union or Southeast European databases to facilitate international scholarly endeavors. Please note the following standards for computer-related activities sponsored by NCEEER:

1. *Accessibility.* Outside scholars and researchers will generally have access to the computer-related products of NCEEER-sponsored research. NCEEER recognizes that “raw data” may not always be suitable for broad dissemination, but small groups of scholars may benefit from sharing data among themselves.

Logically, the nature of the product will influence the manner in which it is disseminated. Typical means of dissemination include the following:

- Distribution of the product in machine-readable form—on CD-ROM, DVD, or other suitable media;
- Transmission of the product to a depository, such as the Interuniversity Consortium for Political and Social Research;
- Publication on a Web Page; and
- Provision of customized printouts on request.

2. *Data Management Standards.* Scholars and researchers should attempt to do the following:
 - Compile data in disaggregated form, to maximize the opportunities for flexibility in their future use;
 - Reference and document sources; and
 - Offer survey participants confidentiality.
3. *Translatable Research.* Researchers and scholars should select hardware, software, data formats, coding schemes, etc., so as to maximize the usefulness of research products to other scholars. ***Grantees are obligated to make their data available to other researchers no more than three years after its collection. Databases should be deposited in recognized university archives, and any published articles that use the data should make available the data to other researchers wishing to duplicate or test their results.***

Establishing consistent standards and guidelines is necessary. Thus, ***NCEEER expects the following:***

- Numerical data be compiled in formats compatible with standard statistical and/or spreadsheet software, such as EXCEL, SPSS, SAS, TSP, or LOTUS;
- As feasible, bibliographic data be compiled in formats compatible with standard bibliographic information systems, such as OCLC or RLIN; and
- Scholars attempt to compile their data in formats that are compatible with those used by other researchers who are conducting similar investigations or studies.