

AMERICAN PHILOSOPHICAL SOCIETY RESEARCH GRANT RECIPIENTS

Mark Your Calendar!

Within **one month** of completion of your project (based on the end date you provided in your application), the Research Office requires two single-page reports in Word (NOT pdf) format. Please provide:

- 1) A **PROJECT REPORT** that states what research was carried out and its significance; this report is to be of no fewer than 200 words and no more than 300 words (one typed page). A few images and/or maps, if applicable, are welcome.
- 2) A **FINANCIAL REPORT** that states precisely how the funds were spent (travel, lodging, food, etc.). DO NOT include receipts with the financial report; keep them for your own purposes.

FORMAT

Please use a **flush-left header** that will include your first and last name, the name of the grant, and amount and date of the award. Leave a space and center the title below; do not use quotation marks. Here is *an example*:

Joe SMITH
Franklin Research Grant
\$1500, awarded January 2016

XYZ in Colonial America

We ask that you email your reports to **grantsandfellowships@amphilsoc.org** as an attachment.

EXTENSIONS

If work for which the award was made extends **beyond the time stated in the original application**, please submit Interim Project and Interim Financial Reports that contain:

- A description of the work and expenditures to date.
- A formal request for an extension that includes:
 - Reason(s) for the delay
 - New and specific end-date for the expenditure of the funds

DO NOT return unspent funds to the Society; contact us first to explain the circumstances, and instructions will follow.

NOTE

The American Philosophical Society posts on its website a list of grants disbursed during the year and often adds to the Library collections copies of publications by former grantees. Such publications seldom appear in the same year as the awarding of the grant, but it is important that the Society be kept up to date on publications issuing from its grants programs. Please send a full citation with all publication data, following the precepts of the *Chicago Manual of Style*. Recipients are requested to send the Society a copy of all grant-supported publications.