TARII
The Academic Research Institute in Iraq

GENERAL CONDITIONS GOVERNING TARII IRAQI FELLOWSHIPS

1. Under the Iraq competition all fellowships to Iraq-based scholars using funds granted to TARII by the Department of State's Bureau of Cultural and Educational Affairs may be awarded only to Iraqi citizens. Other funds are severely limited and may not be available in a particular program year.

2. Applicants for and holders of pre-doctoral fellowships must be students in good standing enrolled in an accredited graduate degree program.

3. The Review Committee rates the applications according to the merit of both the project and the applicant, and on the appropriateness of both for the fellowship program.

4. The relation between fellows and TARII is that of an individual contractor and is not and at no time shall be that of an employee. TARII does not advise fellows on tax questions relating to their stipends.

5. All fellowship funds should be appropriately expended within 18 months from the competition deadline under which the fellowship is funded. Fellowship projects must be carried out during the time indicated in the acceptance letter. Schedule changes require prior consent from the TARII Director.

6. Because award money may be insufficient to carry out a project completely, applicants contemplating research projects should be prepared to secure additional funding. However, if other fellowships are received for all or part of the time period of the project for which TARII has made an award, TARII must be notified immediately and reserves the right to adjust or cancel its award.

7. Due to the current health and security conditions TARII cannot support any fellows for travel to or accommodation outside of Iraq.

8. All TARII fellows must submit both a brief narrative report on their project and an accounting of all fellowship funds to TARII's office in the U.S. immediately upon completion of the fellowship tenure. TARII may, at its discretion, publish fellowship reports on the TARII website with the written consent of Iraqi fellows. The final 10% of the fellowship stipend will

not be released until after the relevant grant reports have been received in TARII's U.S. office.

9. All TARII fellows must review and complete the TARII Harassment Policy upon accepting the fellowship. Harassment of or by a fellow in the workplace or in other settings in which fellows may find themselves in connection with their fellowship will not be tolerated. This policy applies to all staff, board members, officers, fellows, contractors, interns, volunteers, and vendors while operating under the direction of TARII.

10. Eventual publications of research supported by fellowships administered by TARII should acknowledge support of fellowship funds.

11. TARII, in awarding a fellowship to individual students and researchers, acts only in a facilitating capacity between the original funding agency and the individual researcher. TARII assumes no responsibility for the viability or success of the funded project or for the individual supported.

12. Specific questions concerning conditions, requirements, and fellowship competition deadlines may be addressed to TARII leadership.

INSTRUCTIONS FOR APPLYING – IRAQ FELLOWS

Application packages must be complete and submitted by the deadline to be considered. The Review Committee will evaluate your application for:
- the theoretical or methodological merit of the project
- how well-developed the project is
- significance of the project in applicant's field
- feasibility of the project, the budget
- qualification of the applicant.

Keep these in mind as you prepare your application.

Application Package Checklist:
1. Completed application form
2. Itemized budget table
3. Budget Justification
4. Project Abstract
5. Project Proposal
6. Curriculum Vitae (CV) for each applicant
7. Two letters of recommendation, at minimum
8. Evidence of any official permissions/permits required to carry out the project

9. *For pre-doctoral applicants only*: Graduate and undergraduate transcripts (one copy only).

1. Application Form

A completed application form (supplied on the TARII website) is required. In the case of partnerships, an application must be completed for each applicant.

2. Itemized Budget Table

The maximum amount that may be requested is $5,000. This award can be used for any research-related expenses or supplies, including (but not limited to): the costs of books, photocopying or microfilm copies, film, miscellaneous stationary items, data storage and other tech equipment; domestic travel costs (air and ground transportation, accommodation, and other travel expenses); and service costs, which may include translation and/or transcription services.

Itemize your estimated costs in a table according to the categories below. You may use a Word table or an Excel sheet.
   A. Supplies
   B. Travel
   C. Residence or Accommodation
   D. Services
   E. Other/Miscellaneous expenses
   F. Total amount requested from TARII: _____
   G. Additional funding for the project from other sources
Format Example:

Item	Quantity	Cost Per	Total
A. Supplies			
B. Travel			
C. Accommodation			
D. Services			
E. Other			
F. Total			
G. Additional Funding			

3. Budget Justification

Your budget justification should include all applicable information. A realistic project budget is one of the criteria used by TARII to evaluate applications and recommend them for funding. TARII will take all budget information into account in determining the level of funding awarded to successful applicants. Not all projects will be funded at the requested level. Please note that successful applicants are required to notify TARII of funds received from other sources for the same project; TARII may adjust awards when other funds have been received.

Provide a detailed breakdown along with a justification and/or relevance for each line in the budget:

A. Supplies: list items, number of each, cost per item, and total in dollars; explain their purpose and the need
B. Travel: indicate where, for how long, and estimate cost; explain the purpose and the need
C. Residence or Accommodation: list the estimated number of days and the daily rate; explain the purpose and the need
D. Services: list the service (translation, transcription, etc.) and the hourly or daily rate; explain the purpose and the need
E. Other/Miscellaneous expenses: be specific and explain

Include a list of any additional funding for the project from other sources with information about the funding source, amount of funding, and dates.

4. Project Abstract
A summary of the proposed research project, not to exceed 150 words.

5. Project Proposal
Include a research proposal describing your proposed research. This should be double-spaced and no more than ten (10) pages in length. Be sure to address the following in the text of your proposal:

- Summary of the project
- Purpose and goals of the project
- Description of project: this should include a clear description of what will be studied and of the methods to be applied in doing the research. If the proposed project is part of a larger project, indicate how it will fit into that larger project. Be explicit in your methodology.
- Significance of the project to Iraqi Studies: discuss previous research on the topic and indicate what the proposed study will contribute.

- Work plan: discuss how your time will be allotted for the various stages required by the research project. You may include a clear timeline to show how the project will be conducted.
- Publication plans: indicate how you plan to publish or communicate the results of the research for which you are requesting TARII support. Discuss any expected products from your research (articles, chapter/book, presentations, etc.).

6. **Curriculum Vitae (CV)**

   In the case of partnerships, provide a CV for each applicant.

7. **Two letters of recommendation, at minimum**

   In the case of partnerships, two letters of recommendation are required for each applicant. Letters *must* be delivered directly by the authors to TARII at Info@tarii.org.

8. **Evidence of any official permissions/permits required to carry out the project**

   If permissions or permits are required to conduct the project, provide proof that the necessary documents have been acquired.

9. ***For pre-doctoral applicants only*: Graduate and undergraduate transcripts (one copy only).**

   In the case of partnerships, transcripts are required for each applicant that is pre-doctoral.

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Submission instructions:

Your application must be complete before it can be considered by the TARII Fellowship Review Committee. You should email a complete application by the deadline to Info@tarii.org.