

# AMERICAN ACADEMY IN ROME

## AFFILIATED ARCHAEOLOGY PROJECTS APPLICATION

The American Academy has a century-long tradition of fostering cutting-edge archeological research in Italy. In continuation of this tradition, the AAR welcomes applications for affiliation from projects of major intellectual merit and contemporary methodology. Affiliation does not carry direct financial support from the Academy. Rather, projects affiliated with the AAR become part of the AAR intellectual community and have access to its principal resources – the AAR's name and reputation, space for laboratory analysis, night/weekend access to its 150,000 volume library, and possible publication subventions for the final publication.

The AAR Archaeology Committee, in conjunction with the Mellon Professor, is responsible for selecting projects for affiliation according to the below set of precepts (I) and guidelines (II). AAR does not see its task as one of active supervision of affiliated projects; rather, AAR functions analogously to an accrediting association, granting or withholding the status of affiliation by action of the Committee on the School of Classical Studies upon recommendation of its Archaeological Committee.

The attached application form (**Form 1**) is brief and intended to ascertain the intellectual and methodological rigor of the applicant program, its dedication to contemporary standards of recording, archiving and publication, and its commitment to archaeological education and international collaboration.

### I. General Precepts and Overview

**A. Preservation and Protection of Archaeological Resources.** The AAR is strongly committed to the preservation and protection of archaeological resources and data and therefore requires the director(s) and staff of its affiliated projects to submit, as part of its application, a clear plan for either the conservation of exposed remains OR reburial for any excavated sites.

**B. Chronological Range of Projects:** The AAR is particularly interested in fostering projects across the full range of archaeological inquiry in Italy, including prehistory and medieval archaeology.

**C. Conception, Field Strategy, and Budget.** A project, be it large or small, should have well-defined objectives, and a field strategy and scientific protocols specifically related to these objectives. A summary budget is required to judge the level of planning and resource management, and to verify that costs of publication and conservation have been anticipated.

**D. Staff.** The staff of the project, and most especially the principal investigator, must exemplify high levels of scholarship and must have a range of skills and a background of field training and experience adequate for the project. Priority will be given to projects that incorporate Italian co-directors, specialists or students. Projects directed by early-career scholars are also welcome.

**E. Method and Recording.** Although methods of investigation vary from project to project, such methods must reflect a high level of concern for the complete, careful, and systematic recovery and recording of evidence.

**F. Conservation and Analysis of Material.** Where projects result in recovery of artifacts, samples, and other archaeological materials, such materials must receive careful and orderly storage, conservation by qualified personnel, and competent technical preparation for publication.

**G. Publication:** Preliminary reports must be promptly published, and firm commitment must be made to a reasonable schedule for production of final reports. Yearly reports for projects in Italy must, by law, be

published electronically in FASTI-online and it is expected that Academy affiliated projects conform with this requirement. The Academy will also post yearly abbreviated reports on its own website.

**H. Eligibility.** The directors of proposed archaeology projects must have at least three years of excavation experience. As it is the policy of the Academy to encourage relationships with the colleges and universities that are Member Institutions, preference will be given to those archaeology proposals where the directors of the projects have a regular faculty or staff status at a Member Institution.

**I. Duration:** AAR Affiliation is granted for a period of not more than 4 years, with a further year as a study season, followed by timely publication. Projects may apply for renewal for another 4 years one time only. Projects in publication are placed in "publication-phase affiliation," whose maximum duration is 5 years, with one possible renewal. Both kinds of affiliation are reviewed every two years.

**J. Number of Projects:** The AAR has limited resources of space and staff support. The number of projects with active field seasons in any given year will be approximately 4. This number does not include projects with publication affiliation.

## **II. Guidelines for Project Proposals**

**A. Deadline:** New requests for affiliation and 2-year reviews must all be submitted to the Mellon Professor by December 1.

**B. Field Project Proposals.** New fieldwork projects, and formerly affiliated projects whose affiliation has lapsed, should submit the information requested in the attached application form (**Form I**). The Mellon Professor and/or Archaeology Committee members are available to encourage and assist the applicant by supplying needed information or by consulting on preliminary drafts.

1. New proposals should be particularly concerned with formulating a clear problem-oriented research design, a field strategy appropriate to the research design, and a realistic budget. Staff structure and responsibilities should be clear and unambiguous. For excavation projects, provision must be made for the analysis of all archaeological materials, including biological remains.

2. Principal investigators and key core staff should have adequate prior field experience and training. PI's must have at least three years of field experience at a supervisory level. Staff specialists in interdisciplinary projects should be recognized experts in their fields of competency.

3. The AAR is particularly concerned that American projects not operate in isolation, but include Italian colleagues and students. Preference will be given to those projects that include Italian co-directors and/or specialists, and make provisions for the training or other inclusion of Italian students.

4. Funding sources should list committed institutional funds and grant applications that have been or will be submitted. Major savings in cost can be made by asking local government for help with housing, and even in some cases, board for the team members.

5. Provision for the costs of publication should be included in all budgets (including any possible AAR subventions), and as well as evidence that adequate plans have been made, in consultation with the relevant Soprintendenza, for conservation and/or reburial of any excavated remains.

6. All projects are required to present a brief plan for the storage and access to primary project data after the project is completed. Data must be stored digitally, in an open access setting, and follow the Guides to Good Practices as established by Archaeology Data Service (ADS)/Digital Antiquity.

7. In order to ensure opportunities for the training of young archaeologists, it is assumed that any Academy project will provide on-site training for some volunteers without experience. The Academy feels strongly that volunteers should not be charged for their participation on a dig, except where lodging is so expensive that the excavation is not able to pay for it or if academic credit is granted in exchange for the field experience. Projects with field schools and volunteer programs should include a syllabus.

**C. Publication Projects:** Projects involved with the publication of concluded excavations or legacy data can also apply for affiliation. The AAR is particularly interested in projects that aim to publish or shed further light on previous AAR projects. AAR affiliation is useful for raising funds for these projects, and the AAR may supply space for materials analysis. For projects aimed at publishing AAR excavations, publication subvention may be applied for (see below).

**D. Publication Plans and Requirements:** All applications must include a detailed plan for the publication of preliminary and final reports. A preliminary report must be submitted with the application for affiliation renewal every two years (see below) and the AAR will ask the director for a brief report and illustrations to post on the AAR website and annual report.

1. Final reports must be submitted for publication within 5 years of the final field season. Extensions must be approved by the Archaeology Committee and may only be approved once. Failure to publish the whole of the project, including finds material, within 10 years will result in removal of affiliation, removal of all items in storage, and exclusion from any eligibility for AAR publications subventions.

2. For projects that have in the past received funding from the AAR and that carry the AAR name on their permits, but that fail to publish their results 10 years after the conclusion of field work, the Archaeology Committee reserves the right to reassign publication in consultation with the PI. Such reassignment will be voted on by the Archaeology Committee, the results of which will be communicated to the PI, and the reassignment held to mutually agreed upon publication deadlines. PI and other previous specialists' authorship will be preserved in any reassigned publication.

Projects which received funding and which fail to publish their results within 10 years may face a reduction or removal of any possibility of subvention from AAR/SMAAR.

**E. Periodic Renewal of Affiliation.** The affiliation of all projects is subject to review every two years. Affiliation will be withdrawn from projects that fail to report in accordance with the above guidelines. Projects whose affiliation has lapsed may re-affiliate by submitting a request. Renewal will depend upon the following:

1. Evidence that the project is maintaining high standards of organization, method, training (where applicable) and scholarship. Normally such estimation will involve evaluation by members of the Archaeology Committee of the project in the field.

2. Publication of appropriate preliminary reports on each season's work or each phase of the project; or demonstrated specific progress on the processing of materials for preliminary or final reports.

3. The continuation of the director or principal investigator who first submitted the proposal. If this person leaves the directorship, the Archaeology Committee may ask for a new proposal from the new director.

4. Satisfactory fulfillment during the year of all agreements between the project and AAR concerning use of equipment and/or use of lab space.

**F. Support by the AAR**

1. Housing/Financial Support: The Academy takes no responsibility for housing or financing archaeological projects.
2. Library Use: The 40,000 volume Arthur and Janet C. Ross Library offers one of the best resources for Roman archaeology in Rome. Affiliated Project senior personnel and specialists are given extended library use privileges whenever they are in Rome, including access to the library at night and on weekends. Arrangements should be made through the Arthur and Janet C. Ross Librarian.
2. Lab/Work Space: The AAR will attempt to find space, either in the Chiaraviglio Basement or Casa Rustica, for ongoing study of archaeological remains. Transportation of archaeological materials away from the excavation site or storage depot must be approved by the relevant Soprintendenza and that authorization provided to the AAR. The use of lab spaces is for work, not storage purposes: the length of use and storage of any equipment is agreed upon with the Mellon Professor and **Form II** signed to this affect. Any materials that remain on AAR property after that period will be returned to the relevant Soprintendenza.
3. Equipment: The AAR does not currently maintain archaeology equipment, although old equipment held in storage is available to be borrowed. PI's should negotiate use with the Mellon Professor. Some space is available for the storage of technical equipment: **Form II** will be required and the equipment must be removed after the negotiated period.
4. Permits. The AAR cannot assist in the application for permits, which must be made to the relevant archaeological authority. The Mellon Professor and/or Archaeology Advisor may be available to offer advice on the permit process and other requirements of Italian law.
5. Final Publication Subvention: Projects in the final year of their fieldwork may apply to the Archaeology Committee for publication subvention from the AAR's endowments. Publication may be through the AAR's Supplements to the Memoirs of the American Academy in Rome (SMAAR) or another press. The Archaeology Committee will make recommendations to the AAR's publication committee which manages the SMAAR, but the Publications Committee will make final decisions regarding subvention. Subvention support will be linked to meeting mutually agreed-upon deadlines. Extensions of these deadlines must be approved by the Archaeology Committee.
6. Yearly Colloquium: Projects selected for affiliation may be asked to participate in a yearly colloquium in Rome in June. The colloquium will include a public presentation of each project's work, as well as opportunities for informal meetings within and between teams. Housing will be provided for the PI or their designate for two days.

**Form I**  
**Application for AAR Project Affiliation**

**Instructions:** Please fill in this form, writing responses beneath the questions and limiting responses to the word-limit indicated. Two-year reviews should revise their most recent submission. Both new and renewing applicants should send the completed file, plus supporting documents, to the current Mellon Professor (information can be found at <http://aarome.org/people/administration/staff>).

Applicants with lapsed AAR affiliation may complete this form as a new project.

**I. Project Information:**

Type of Project  New Publication  
 New Field Work  
 Two-year Renewal

Project Title:

Project Site:

Project Web Page:

Date Submitted:

Proposed Field Work or Study Dates for upcoming year:

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**II. Contact Information**

P.I. / Director(s) Name:

Mailing Address:

Telephone:

Fax:

E-mail:

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Co-Director(s) Name:

Mailing Address:

Telephone:

Fax:

E-mail:

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**III. Primary Institutional Affiliation of Project:**

Name of the PI's institution. Please indicate if the institution is a member of AAR.

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**IV. PI Experience: Previous field research and publications**

**A. Past Field Seasons.** Please list all field dates and write a brief description of your role.

**B. Publications.** Please list representative scholarly publications relating to your previous projects. First time applicants should also submit a sample of previous published research.

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**V. AAR Website Info**

Briefly summarize your project for posting on the AAR web site. (*Renewals should update to reflect insights and findings since previous submission. Not to exceed 50 words*).

- Picture of project site attached
- Picture of project P.I. attached

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**VI. What is the theoretical context and significance of this project?**

Please provide a brief overview of the line(s) of inquiry within classics, art history, archaeology, epigraphy or history to which this field research/publication project aspires to contribute.

*(Renewals should update to reflect insights and findings since previous submission. Not to exceed 250 words.)*

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**VII. Specific Scientific Research Question(s) and Goal(s)**

Please state the specific research question(s) that will be addressed by your project and the kinds of data that will be gathered / examined to answer these questions. What specific goal(s) does your project hope to accomplish? *(Renewals should update to reflect insights and findings since previous submission. Not to exceed 250 words.)*

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**VIII. Plan of Work: Procedures, Methodology and Techniques (field projects only)**

Describe your plan of work. What will be done when, where, how and by whom? What field procedures/recording systems/analytical techniques will be deployed? Be sure to emphasize the ways in which your plan of work AND your specific field methodologies will answer the research questions stated above. Note that some of the information requested here may be described under personnel below. Please include your future field plans. *(Renewals should update to reflect changes since previous submission. Not to exceed 1000 words.)*

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**IX. Personnel**

Provide the staff structure for your project, listing names, qualifications and credentials of all senior personnel. Also provide a brief summary of field experience and publications for the staff most relevant to your publication project (P.I./director, core staff, specialists). Also indicate any other sponsoring institutions. *(Renewals should update to reflect changes since previous submission. Not to exceed 250 words.)*

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**X. Italian Collaboration**

Please describe any Italian collaborators and/or students and their roles. *(Not to exceed 250 words)*

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**XI. Budget**

Provide a summary budget, including proposed analysis and publications. List funding source(s) at the end *(Renewals should update to reflect changes since previous submission)*

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**XII. Publication Strategy and Progress Report: Format, Schedule and Personnel**

Describe your publication plans, including progress on processing of materials and plans writing of preliminary, special and final reports. Where available, include the proposed publication format, a schedule and names of the responsible individuals. *(Renewals should update to reflect changes since previous submission. Not to exceed 250 words.)*

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**XIII. Data Archiving.**

Please describe your plans the digital archiving of your data after the project is completed. *(5 sentences)*

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**XIV. Use of AAR Spaces**

Describe, if applicable, needs and use of AAR spaces for labwork and analysis. Proposed users of AAR spaces should also fill out **Form II** *(Renewals should update to changes since previous submission. Not to exceed 250 words)*

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**XV. Field School (field projects only)**

Briefly describe your affiliated field school (if applicable) and if applicable attach a PDF of the syllabus. (*Renewals should update to reflect changes since previous submission. Not to exceed 250 words.*)

Syllabus attached

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**XVI. Additional Comments and Clarifications** (*Not to exceed 250 words*):

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**PLEASE ATTACH the CV OF PI AND ANY CO-DIRECTORS.**

**For questions, please contact the current Mellon Professor:**

<http://aarome.org/people/administration/staff>

**FORM II**  
**Agreement for AAR Space Use**

The AAR has limited space for archaeological use. In order to make such spaces available to a variety of affiliated projects, the use of these spaces is carefully controlled and kept to mutually agreed upon deadlines. It is hoped that these deadlines may also be useful to Project PI's as a means of encouraging materials analysis to set deadlines.

The following rules regulate the use of AAR spaces for Affiliated Project use:

1. AAR spaces are for study and analysis, not for storage. The length of time materials may be housed and studied in AAR spaces is mutually agreed upon with the Affiliated Project PI, not to exceed 1 year.
2. The Mellon Professor has sole discretion in what spaces may be allocated for Project use.
3. Materials transported from excavation sites and/or Soprintendenza depositories must be accompanied proper authorization which indicates the agreed upon time of housing in the AAR.
4. Any archaeological materials that remain in AAR spaces after the agreed-upon deadlines will be returned to the relevant Soprintendenza at the expense of the Affiliated Project.
5. TECHNICAL Excavation equipment – total stations, levels, scanners, etc. – may be stored in AAR spaces with approval and again to agreed-upon end-dates. Storage of this material over the term of the affiliated project is possible, but upon the end of the project, the equipment must be removed.
6. Time extension of space use must be made to the Mellon Professor, using this form, and indicating reasons for extension and proposing a new end date.
7. NO hazardous materials may be stored in AAR spaces. The activities to take place in all spaces should be described in the application below.
8. An inventory of all archaeological materials, in excel format, must be provided upon entry into AAR spaces.

**Name of Affiliated Project:**

Name of PI:

PI Contact Information:

Email

Phone

Specialists Contact Information:

Name

Email(s)

Phone (s)

Materials to be studied:

Quantity (crates):

Activities Performed:

Duration of use:

Beginning date:

End date:

Extensions: List reasons for extension and requested extended End Date:

Signature of PI

*For AAR Use:*

Space allocated:

Mellon Professor: