**ARLIS/UK & Ireland Research Award**

**Application Form**

Please submit this application form by email to [treasurer@arlis.net](mailto:treasurer@arlis.net) by 29th November 2019

**Personal and professional information:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Work telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your present post? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please provide a brief summary of your academic and professional education and qualifications, with dates:

Are you a personal member of ARLIS/UK & Ireland? *Yes / No*

What year did you join the Society? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you work in an institution which is a member of ARLIS/UK & Ireland? *Yes / No*

If *yes* please give name and address of your institution

**Information on your research project**

*Please attach additional sheets where necessary for the following sections.*

Give a brief account of the purpose of your research programme with an indication of how this would benefit :

a) yourself

b) your institution

c) art librarianship in general

*Please complete (or attach separate sheets for) as many of the following sections A - C as are relevant.*

***A. If your research involves travelling, please state:***

1. Full details, including dates, travel plans, libraries or institutions to be visited, conference programmes etc.

***B. If it is proposed to use the award to attend a conference or course to aid your research, please state:***

1. Title of conference or course

2. Name of organising body

3. Dates and location

4. Relevance of conference or course to your own interests

***C. If it is proposed to use the award to facilitate a job exchange to aid your research, please state:***

1. Name of host library or institution

2. Title of post to be held with brief job description

3. Relevance of proposed exchange to your own work

4. Length of period of job exchange

5. Details of any correspondence with host library *(please attach copies)*

**Information on Finance**

*Please give exact figures wherever possible.*

What is the estimated cost of your programme? \_\_\_\_\_\_\_\_\_\_\_\_\_

*Please give details of:*

Travel costs - local and/or international

Accommodation and subsistence

Conference fees

Other (give details)

Have you applied to any other body for financial assistance? If so, what was the result?

Will your library or institution contribute to your costs? If so, how much?

Will you be able to contribute to the cost of the project from your own funds? If so, how much?

Do you intend to seek, or have you already been offered, leave of absence from your employer to enable you to take up the award? *Please give details*

If leave of absence is not granted do you intend to travel in your own time? *Yes / No*

What is the sum you are applying for? £\_\_\_\_\_\_ (maximum £1000)

What is the minimum you would accept as an award? £\_\_\_\_\_\_

Applicants are invited to supply any additional information which they consider relevant to their proposal, e.g. courses or conferences previously attended, study tours undertaken, publications, etc.

Please give the name and address of a referee who is prepared to support your application:

Signed

Date