

Association of Consulting Archaeologists Graduate Student Award December 2017

1. Preamble

The goal of the Association of Consulting Archaeologists (ACA) Graduate Student Award is to provide funding for graduate students in the Province of Alberta, and worthy candidates from elsewhere, to conduct research using data developed by Alberta consulting archaeologists. This award is designed to provide graduate students financial support to cover the cost of research related expenses incurred while conducting consulting-related research. One or more awards will be issued each calendar year, at the discretion of the ACA Graduate Student Award Committee. The following document represents the policies associated with this award, once ratified by the membership any aspect of this document can be altered through a simple majority of the combined executive and the sitting ACA Graduate Student Award Committee (Section 6). It is recommended that the text of this document be revisited after three awards are distributed to ensure the process functions properly.

2. Qualified Applicant

This award is targeted towards graduate students, at the Masters or Doctoral level, enrolled in graduate studies in an archaeology, anthropology, or related department at an accredited Alberta Post-secondary institution (University of Alberta, University of Calgary, University of Lethbridge, etc.). Consideration will also be granted to graduate students in similarly accredited programs elsewhere (University of Saskatoon, Simon Fraser University, etc.) who have worked archaeological consulting projects within the Province of Alberta and who have a letter of reference from a qualified permit holder in the Province of Alberta. The policy on repeat applicants is as follows:

- unsuccessful applicants may apply as many years as they would like (there are no restrictions on consecutive years' applications);
- Masters students may win the award twice, consecutive wins are allowed;
- Doctoral students may win the award up to three times; and
- Successful applicants at the Masters level who move directly to the Doctoral level can only win on three non-consecutive years.

3. Qualified Research

To qualify for this award a potential recipient must be in the process of writing a Master's Thesis or Doctoral Dissertation that includes consideration of data gathered by consulting archaeologists

on projects sanctioned under the *Alberta Historical Resource Act*. This data may include any of the following: an examination of artifacts collected under a Historic Resource Impact Assessment (HRIA) or Historic Resource Impact Mitigation (HRIM); a review of HRIA survey data; review or criticism of HRIA/HRIM methodologies; review or criticism of HRIA/HRIM conclusions; or any other data deemed appropriate by the ACA Graduate Student Award Committee charged with determining the recipient.

4. Form of Award

The award consists of a single payment up to a total amount of \$500. This amount will be granted based on a budget provided to the ACA Graduate Student Award Committee along with the application. Acceptable expenses include tangible costs related to Thesis or Dissertation research. Examples of these costs include (but are not limited to): travel costs, accommodations, field or laboratory equipment, archaeometric testing, and hourly salaries for qualified basic-level field and laboratory assistants at an appropriate consulting rate. The award value cannot be used to cover the salary of the qualified recipient or to cover any basic day-to-day expenses of the qualified recipient. The ACA Graduate Student Award Committee has the option to increase or decrease the amount of money awarded according to the available funds (see Section 8).

5. Application

To qualify for this award the Qualified Applicant must submit a research design of at least one page (excluding references and figures) detailing the purpose of their research and their proposed purpose for the award. This research design will be accompanied by a one-page budget detailing the expenses of the proposed research. The Qualified Applicant will also include a professional CV, totaling no more than 3 pages, detailing their academic and professional qualifications. In particular the applicant should focus on their professional consulting experience. Applicants will also have the option to submit letters of reference (maximum of two) from qualified professors who have worked with them on their graduate research or ACA members who employed them. All applications should be emailed to: president@consultingarchaeologists.org by the dates set out in Section 7 or as determined by the ACA Graduate Student Awards Committee and ACA Executive. Only one application per applicant per year will be accepted.

6. ACA Graduate Student Award Committee

The ACA Graduate Student Award Committee should consist of a committee of four ACA members. The President has the authority under the ACA Constitution and By-Laws to appoint the committee. It is recommended that this committee be voluntary and consist of one central executive (President, President-elect, or Secretary/Treasurer), one Board Member, and two non-executive volunteers from the membership. Committee members are encouraged to repeat service over multiple years to ensure a consistent judging of the applications. The committee will arrive at their decision of the successful applicant by consensus; if a consensus cannot be reached then

the decision will be reached by a simple majority of the combined members of the ACA Executive and ACA Graduate Student Award Committee.

7. Award Schedule

The notice of the award is to be distributed to a list of prospective institutions (to be determined by the ACA Graduate Student Award Committee, but likely to include University of Alberta, University of Calgary, University of Lethbridge, Simon Fraser University etc.) starting September 1st of each academic year. Applications will be accepted annually by email at president@consultingarchaeologists.org starting on January 1, the application stage will close on March 1 of the same year. The Graduate Student Award Committee will review the applications and will decide on a successful applicant no later than May 1 of the same year. A cheque will be issued to the successful applicant within 2 weeks of the decision. A one-page email detailing how the award money was used is required from the successful applicant by December 31 of the year the award was granted. Failure to submit this email will preclude the applicant from being considered in future years.

8. Mechanism for the Bursary

The long-term goal is for the award to be self-sustaining, and for the award to be increased from an annual award of \$500.00 to an award of \$1000.00. The ACA will look for contributions / solicit funds from local Consulting Archaeologists towards this goal. It is hoped an additional \$1500.00 can be raised in this manner. At present the ACA will transfer \$500.00 from the fund for the award each year. Funds raised above \$1000.00 will be put toward the following year's award. Any funds directed to the ACA from outside sources will result in a deposit to the fund, to be administered by the committee. Funds received from outside sources may result in: a contribution to the seed money towards the ultimate goal of a self-sustaining bursary; a top-up of the award towards the goal of \$1000.00; or it may result in the conferring of more than one award in a particular year. The receipt of outside funds shall not result in the logo or name of a consulting archaeologists company being included on the award or otherwise mentioned. At present sponsorship of the ACA Graduate Student Award is not being considered. Decisions on how to administer the ACA Graduate Student Award will be made by the ACA Graduate Student Award Committee and ACA membership.

9. Clause of Award

At the completion of the research (for which the award was presented), it would be appreciated if a short two-page summary presentation detailing the research and results were provided. In lieu of the aforementioned presentation, evidence of a campus lecture, Archaeological Society of Alberta talk, or publication submission should be directed to the ACA Graduate Student Award Committee. Acknowledgement of contribution of the ACA Graduate Student Award, within presentation of research and results is expected.