

APPLICATION GUIDELINES

Applications which do not fulfill the following criteria will be returned unprocessed, or will be deferred until a subsequent granting cycle:

- All attachments MUST be in .PDF format. For more instructions on creating a .PDF: leakeyfoundation.org/?option=com_content&view=article&id=11306&Itemid=76
- All attachments should use 8 ½ x 11 inch paper, black type, at least 12 point typeface, and at least ½ inch margins. Non-US applicants may use 21 x 30 cm.
- All Budgets must use the budget template available at: leakeyfoundation.org/media/grant_app/budget_template.xls
- If the Total Budget exceeds the amount you are requesting from the Leakey Foundation, your Itemized Budget Sheet must include a breakdown of how all funds, including those from other sources, will be used.
- Research country and permit status are filled in.
- Abstract includes a statement on the relevance of the research to understanding human origins, and does not exceed 275 words.
- Brief is no more than 3 complete sentences.
- Proposal references are cited in correct APA style. For guidelines, please visit www.liu.edu/cwis/cwp/library/workshop/citapa.htm
- Proposal does not exceed 6 pages of single spaced text (not including bibliography, figures, tables, or other supplementary material).
- Bibliography, Appendix, and Figures & Tables are legible (no small photocopy reductions or tiny typefaces). Do not exceed 2 pages each.
- If the project has a genetic component, a special appendix is required (see “Research Grants-Instructions”; Section X; “Appendix”).
- Curriculum vitae provided for the applicant and any other project participants.
- If you are a former grant recipient, your previous grant(s) must be in full compliance (final report, financial accounting, and photo submission completed).

MATERIALS CHECKLIST

Applications which do not include the following materials will be returned unprocessed, or will be deferred until a subsequent granting cycle:

- Completed Online Application
- 6-Page Proposal Text
- 2-Page References/Works Cited Section
- 1-Page Itemized Budget Sheet
- 1-Page Budget Justification
- Figures & Tables (*If applicable*)
- Appendixes (*If applicable*)
- Permit Copies (*or a summary statement on the status of permissions*)
- Applicant’s CV (*including publication list*)
- Other Major Participants’ Vitae (*including publication list*)
- Resubmitted proposal require an additional cover letter which outlines modifications and adjustments to the original proposal.
- Academic Advisor Reference Letter (*grad students only*). ***This is to be sent directly from the advisor. Reference letters included with the application will not be accepted.***

Contact the Foundation office if you are having trouble fulfilling any of the above at (415) 561-4646 or grants@leakeyfoundation.org.