

## Grant Submission Guidelines

### Deliverables:

All packages submitted as part of a grant should contain the following. Templates are provided of the quiz, handout, abstract, and PowerPoint presentation for your reference. Example modules are also specified as a suggested resource when assembling your lecture materials.

The full Guideline Packet can be downloaded here. Below is a summary of submission requirements.

1. **Course Syllabus** (document should be .docx):
  - Course description
  - Structure and lectures
    - Lecture abstract: One paragraph summary of each lecture
    - **Please reference the Abstract template provided for additional guidance.**
    - Readings per lecture (required and suggested)
    - Contributor Bio(s)
2. **Bibliography** (document should be .docx):
  - One document
  - Divided by Lecture
3. **Quiz** (document should be .docx):
  - **Please reference the Quiz template provided for additional guidance.**
  - One quiz per lecture
  - 5-20 short questions with answers noted. If the quiz is multiple choice, simply bold the correct choice. If it is short answer, please provide the answer below the question.
  - Provide questions and answers in one document
4. **Handout**, one per lecture, noting the following (document should be .docx):
  - **Please reference the Handout template provided for additional guidance.**
  - Lecture abstract (copied from the syllabus) **Template provided**
  - Key Terms (themes, places, building, dates)
  - Two or three required readings (you can also add suggested readings). Readings can also be cross-listed in the syllabus.
5. **Slides** (PowerPoint file, document should be .pptx)
  - **Please reference the PowerPoint template provided for additional guidance.**
  - Image Caption: Each image must have an accompanying caption on the slide with a concise identification and rights label with the following elements: year or year range, identification of the work, a place name (usually the city), and creator(s) and patron if knowable, followed by an abbreviated attribution and rights information in parentheses.

For example:

*Image: 1527, Palace of Charles V, Alhambra, by Pedro Machuca (Selavy CC3).*

- 'CC3' refers to a creative commons license in lieu of a copyright

*Image: 200-300BCE, Tent City of Petra, The Nabateans, (Photo by Author, CC-BY)  
\*creativecommons.org*

*Image: 2005, Zanzibar, Hotel Afrique, Beach scene outside the Serena hotel, (Stuart Franklin, Artstor, 2004 (©Stuart Franklin / Magnum Photos)*

- ArtStor takes care to curate images that allow use for educational purposes, so, it is a great resource for copyright safe material. ArtStor also generates citations for your images, which includes the URL for the image that you will need for your presenter note. To generate the citation, click on the image, go to the navigation bar, choose tools → save citation for selected image(s).
- The GAHTC takes the issue of copyrights and copyrighted material very seriously, and so, has worked with the College Art Association to produce the above example caption as the minimum to satisfy copyright requirements. That being said, GAHTC also understands that providing sources and captions is a rigorous process, and so, we encourage authors to use the additional funding provided to seek student help in this process. Please reach out to the GAHTC Project Manager with any questions regarding image sourcing, captions, and citations.
- Please avoid the use of watermarked images. If you are unable to find an alternative to a watermarked image, the GAHTC expects that you are able to use research fund to purchase rights to the image, should it be of reasonable cost. If it is not, please contact the GAHTC Project Manager to discuss possible exceptions.
- Presenter Notes: Presenter notes or “talking notes” should be written in the notes section of the PowerPoint slide, not in a separate file.
  - ❖ Presenter Notes should be written in conversational language, in a manner that is accessible to an undergraduate survey level, but is also easily adapted by other educators. Try to avoid the use of long direct quotes, and text heavy slides. These notes are the road map to the lecture, and will facilitate the use of the material in other courses. Please keep this in mind when writing your notes.
  - ❖ The “Presenter Notes” field of each slide should include talking notes, citation of sources, should you use a direct quote, or paraphrase content, and, at the end, the image source.
  - ❖ While we ask that you provide an image caption on the slide, please provide an image source, at the end of the presenter note. This can be in

the form of a URL if a digital source, or a citation if from a book or journal, according to the citation format of your choice (Chicago, MLA).

### **Example Modules:**

*These modules are a great example of a complete package, that meet GAHTC requirements. You can review these modules on the GAHTC website by clicking on Explore Content→By Module→(Scroll to find module)→Download Module.*

- Coffeehouses and Teahouses: A Global Architecture History – Farshid Emami
- Peripheries of Contact: Beyond Geographies and Historical Flatland – Manu Sobti et. al.
- Sites and Systems of Global Colonialism – Robert Cowherd and Patrick Haughey

### **File Naming Structure:**

*The following is a generic example, but, if you download the example modules, you will see how the file naming structure is applied.*

#### Module Documents:

00\_Syllabus\_Module-Title.docx  
00\_Handout\_Module-Title.docx  
00\_Quiz\_Module-Title.docx  
00\_Bibliography\_Module-Title.docx

#### Lecture Slides (PowerPoint):

01\_Slides\_Module-Title.pptx  
02\_Slides\_Module-Title.pptx  
03\_Slides\_Module-Title.pptx

### **Submitting Files for Review:**

When your draft package is complete you can share the files with GAHTC Project Manager, Eliana Murchie, at emurchie@mit.edu, in whatever way is easiest for you: Dropbox, WeTransfer, etc.

\*\*\*Please retain a copy of your submission on your own drive.

When the packet is reviewed, it will be shared with you through a dropbox folder, and from that point on, we will work collaboratively in that shared dropbox folder, on the shared files.

Instructions for that process will be shared with you, after your review is complete, and once your files are returned to you for any necessary revision.