

## Grant Submission Guidelines

\*\*When listing your grant on your CV, please use the following format:

Global Architectural History Teaching Collaborative, *Andrew W. Mellon Foundation*, "Name of Project", date of submission of project, or date of award..

### Deliverables:

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

Please submit the full package for review at one time. Partial submissions will not be accepted.

The first review of your module will be conducted by the project manager, and you will be provided with comments for any necessary revisions. If the revised submission is approved by the project manager, it will be passed along to a board member for second review. Once you have addressed their comments, and the revision is approved, your grant will be considered complete and the remainder of your award will be dispensed and your module posted to GAHTC.org.

The following is a summary of required documents, as well as required formatting for each. Please pay particular attention to file naming structure, sourcing images, and how to prepare the presenter notes.

---

### Required documents for modules:

1. **Course Syllabus** (document should be .docx):
  - Course description
  - Structure and lectures
    - **Please reference the Abstract template provided for additional guidance.**
    - Lecture abstract: One paragraph summary of each lecture
    - Readings per lecture (required and suggested)
    - Contributor Bio(s)
    - Filename: 00\_Syllabus\_Module-Title.docx
      - Expanded details on file naming structure on page 3

\*\*Single lecture modules do not require a syllabus. All pertinent information should be provided in the handout.

2. **Bibliography** (document should be .docx):
  - One document
  - Divided by Lecture

- Filename: 00\_Bibliography\_Module-Title.docx

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
- Filename: 01\_Quiz\_Module-Title.docx

\*\*Discussion questions can be provided in place of a quiz, or any other applicable learning exercise.

4. **Handout** (document should be .docx):

- **Please reference the Handout template provided for additional guidance.**
- One handout per lecture
- Lecture abstract (copied from the syllabus)
- 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.
- Filename: 01\_Handout\_Module-Title.docx

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.
- Filename: 01\_Slides\_Module-Title.docx

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).

---

### **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.*

*File naming standard: lecture number\_file type\_module-title*

### Examples:

Module Documents:

00\_Syllabus\_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

Lecture Documents:

01\_Handout\_Module-Title.docx  
01\_Quiz\_Module-Title.docx  
  
02\_Handout\_Module-Title.docx  
02\_Quiz\_Module-Title.docx

---

### 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

### Submitting Files for Review:

When your draft package is complete you can share the files with GAHTC Project Manager, Eliana AbuHamdi 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 drobox 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.

---

**Dispensation of grant funds:**

Grant funds are distributed directly from MIT finance to grantee. Grantees can choose to receive the funds directly, or to have them sent to their university research accounts. GAHTC may dispense funds in two, up to four installments. Details of payment schedule are provided in the GAHTC Contributor Agreement. Project deadlines are also noted in this agreement, and failure to meet this deadline, without prior approval, may result in the forfeit of the grant, and the required return of dispensed funds to MIT.

Unless otherwise indicated, grant funds are dispensed by US bank check. For international members, funds are distributed by wire transfer. MIT Finance required a series of forms to process grant payments.

**US residents must provide the following documents:**

1. GAHTC Contributor Agreement (signed & dated)
2. W9
3. Independent Contractor Registration Form
4. Current CV

**International recipients must provide the following documents:**

1. GAHTC Contributor Agreement (signed & dated)
2. New International Supplier Registration Form
3. Current CV
4. Bank Wire Information