

[Franklin and Eleanor Roosevelt Institute](#)

Grant Application Instructions

Application consists of a completed Grant [Application](#) Face Sheet and any other supplementary materials on separate sheets of paper.

Mail the original and one copy of the application and any other required materials to: Chairman, Grants Committee, Roosevelt Institute, Franklin D. Roosevelt Library, 4079 Albany Post Road, Hyde Park, NY 12538.

Grant Application Face Sheet

1. Last Name, First Name, Middle Initial (if any)
2. Names and institutions of three persons whom applicant has contacted for a confidential written appraisal of the project. References should be instructed to send their letters directly to the Chairman of the Grants Committee. Predoctoral applicants are required to have three letters of reference. We recommend that postdoctoral scholars also solicit reference letters, however, a list of their published works may be submitted in lieu of the reference letters. Applicants without significant publications are required to submit recommendations.
3. Names of institutions, degrees and years awarded.
4. Name and address of present institutional affiliation or employer; academic rank (if any).
5. Amount needed for project.
6. Anticipated beginning and ending dates for research at Franklin D. Roosevelt Library.
7. Title, if none, subject of project.
8. Short precis on purpose and scope of the project.
9. Application face sheet should be signed and dated.

Supplementary Materials (separate sheets of paper)

1. A research proposal, in most cases not to exceed two pages, which should include a description of the project (giving more detail than the Abstract in Item 9), the relevance of the holdings of the Franklin D. Roosevelt Library to the projected research, plans for travel and an estimate of the time that will be spent at the Roosevelt Library.
2. A brief bibliography noting, in particular, any previous works published on your topic.
3. A vita which should include professional accomplishments, publications, awards and honors. Please do not send reprints of articles, grade transcripts, course material, etc., unless requested.
4. Specific budgetary information about the grant request which might be helpful to the Panel. Be sure to include travel costs in your budget.