

GLASSCOCK CENTER APPLICATION INSTRUCTIONS

Please note: These forms are optimized for use in Internet Explorer version 6.0.2 and later, Mozilla Firefox version 1.5.0.7 and later, and Netscape 8.0 and later. If you are using a Macintosh, please realize that Safari will NOT work with these applications so you will need to download the latest version before proceeding. You will need the newest version of Adobe Reader (available free of charge at adobe.com) in order to access the applications and to be able to properly submit them.

- The Glasscock Center supports humanities research grounded in traditional humanities disciplines and methods, as well as interdisciplinary and cross-disciplinary research and research conducted in non-humanities disciplines that takes an interpretive approach to questions of meaning in human experiences and endeavors. Research that is primarily quantitative in nature and/or reliant upon the canons of scientific method, whether in the physical or in the social sciences, is rarely eligible for support from the Glasscock Center.
- All applications are reviewed by the Glasscock Center Advisory Committee (unless otherwise noted) and judged on the basis of merit.
- All recipients of Glasscock Center funds are expected to submit a report (including a budget showing how the funds were used) at the end of the grant period, after the funded event, or when the funded project is completed.
- Applicants who have not met the conditions of previous Glasscock Center awards are not eligible for funding.
- The Melbern G. Glasscock Center for Humanities Research must be acknowledged in any publicity for events or publications for which funds have been received.
- Events supported by Glasscock Center funds must be free and open to the public.
- Hardcopy applications will NOT be accepted.
- Preference for each award will be given to individuals who have not received funding from that program in the past two years.

1. Once you have completed the form, click on the “Submit by Email” button at the bottom of the form. If the following dialog box does not appear on your screen, please make sure you have filled in all required fields (those marked by a *).



Select Email Client

Please indicate the option which best describes how you send mail.

Desktop Email Application

Choose this option if you currently use an email application such as Microsoft Outlook Express, Microsoft Outlook, Eudora, or Mail.

Internet Email

Choose this option if you currently use an Internet email service such as Yahoo or Microsoft Hotmail.

Other

Choose this option if your preferred desktop email application is not available or you do not know which option to choose.

Help OK Cancel

2. Select the appropriate email client and press “OK.” You will be asked to save your application form as a data file (.xml file).

Sending the Data File

[How to Send the Data File](#)

Step 1 Click the 'Save Data File' button below and save the data to a place where you can find it easily. After you save the file, you will be returned to this screen to continue.

Please Note: The form itself is not saved (only the data you typed)


Step 2 Create a new email message as you normally would. If you use Internet email and are viewing this form online, open a new browser window so you can keep this window open. Fill in the email with the following information:

To:

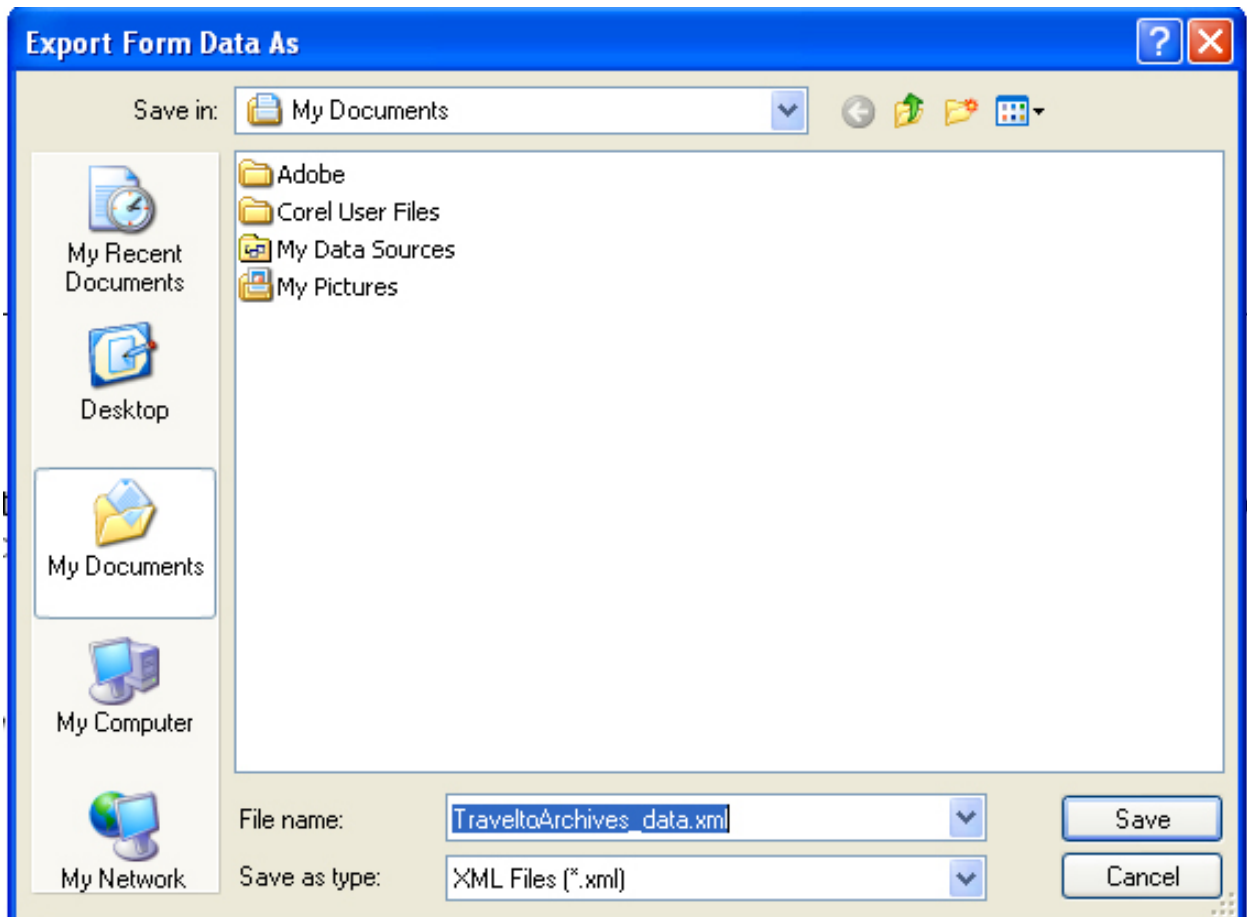
Subject:

Message:

Step 3 Attach the data file you saved in Step 1 and send your message.

 Please print your completed form if you would like a copy for your records.

3. Click the “Save Data File” button to save your application – the window below will open. Please note the location and name of your file.



4. Open your email client (Outlook, Internet Explorer, etc) and create a new email message. Fill in the email message as above. Attach your application and any other files (CVs, letters of support, etc) to your email message. (Note: additional files MUST be saved in Word, Word Perfect or PDF format.)
5. Send your message.
6. Click on the “Print Form” button to print a copy of your application for your records.
7. Once all required information (such as CVs and letters of support) is received, you will receive an email from the Glasscock Center indicating that your application is complete. Please consider your application “pending” until you receive this email confirmation. If at any time you have a question regarding the status of your application, please contact us at 845-8328.