



foundation
for advancement
in conservation

**Protecting Cultural
Heritage**

FAIC SAMUEL H. KRESS CONSERVATION PUBLICATION FELLOWSHIPS

Application Guidelines

The FAIC Samuel H. Kress Conservation Fellowships were established in 1994 to improve the quality and quantity of publications in the field of conservation by encouraging conservation professionals to prepare publishable manuscripts. The Samuel H. Kress Foundation has graciously awarded the Foundation for Advancement in Conservation a series of multi-year grants to continue the program through the year 2024. A list of past fellowship recipients and their topics <https://www.culturalheritage.org/resources/funding/publication>.

Applicants should provide concrete evidence of their readiness to write a book-length manuscript that would represent a substantive contribution to the conservation literature. The applicant is expected to have completed all basic research on the proposed topic prior to the application so a publishable manuscript can be completed within the grant period. Applicants must be current AIC members with Professional Associate or Fellow status. (Honorary members who are also Professional Associates or Fellows are eligible.)

I. Guidelines for Manuscripts

1. Publications should reflect the process that underlies the intellectual actions and decisions of a conservation professional. It is as important to describe what goes on in conservators' heads as in their hands.
2. Manuscripts addressing controversial issues should include critical discourse on all sides of controversies. Critical evaluation rather than mere enumeration of ideas should be a major component of each manuscript.
3. Manuscripts dealing with the treatment of a single material such as lead or glass must provide a discussion of the occurrence of the material and its deterioration and damage that are as complete as possible before treatment is addressed. Every conservator's experience is limited to the collections he or she has treated; the field needs to transcend these limitations. The presentation of treatment methods should include applicable scientific data, empirical results, and, if possible, the reexamination of the objects after a period of time.
4. Manuscripts that provide comparative studies of aspects of conservation treatment as practiced across specialties are encouraged for their potential to enhance high standards of practice. For example, a publication on compensation that deals with the full range of specialties would be an important learning tool. Dividing the literature into areas of specialty in order to discuss treatment issues encourages the kind of isolation and insularity that is detrimental to high standards of practice.

II. Types of Literature

Proposals are welcome that reflect a range of literary forms from biography and memoirs to dictionaries, literature reviews, manuals on conservation, equipment, reference books, textbooks, collected case studies, and scientific treatises.

Recent publication of Specialty Group catalogues has made it clear that conservators are prepared to organize and codify in-depth knowledge in specific subject areas. Established course curricula and associated written material can also be used as the foundation of manuscripts for this fellowship.

III. Subject Areas

All subject areas that fall within the AIC definition of conservation (found at <https://www.culturalheritage.org/about-conservation/what-is-conservation/definitions>) will be considered as long as the proposal fits the above guidelines. For a list of subject areas that have been suggested as valuable additions to conservation literature, see Suggested Topics for Conservation Publication at <https://www.culturalheritage.org/resources/funding/publication>.

IV. Eligibility

Grants provide support for AIC members who hold Professional Associate and Fellow status and who are employed in educational or cultural institutions, regional centers, or private practice. They allow conservation professionals release time from work obligations to prepare publishable book-length manuscripts. Retirees are also encouraged to apply.

Projects involving multiple authors are eligible for funding. However, no more than two authors can receive fellowship payments directly from FAIC. Authors may choose to compensate other contributors, but please note that fellowships are generally considered taxable, and fellowship payments are required to be reported to the IRS annually by FAIC.

V. Grant Amount and Timetable

Fellowships are limited to \$30,000. Fellowships are awarded for no more than an 18-month period. The starting date must be within six months of date of award notification, and fellowships must be completed 18 months after the starting date (as specified in the fellowship contract). The award will be distributed in three portions: one-third at the start date; one-third on submission and acceptance by FAIC of approximately one-half of the projected manuscript, and one-third upon submission and acceptance by FAIC of the completed manuscript. It is anticipated that only one fellowship will be awarded each year.

The ultimate purpose of the Fellowships is to increase the quantity and quality of publications in the field of conservation. Fellowship recipients are expected to make a good-faith effort to publish their manuscripts. The AIC Publications Committee can provide advice on working with publishers as needed.

VI. Review Criteria

In reviewing applications, panelists consider the completeness of the application package and the following:

1. Effectiveness of the proposal at fulfilling the guiding principles;
2. Quality of information–The handling of the subject matter should be accurate, comprehensive, unbiased, and insightful;
3. Quality of writing–The ability to express complex issues in a clear and lively manner is essential. Each applicant must provide as much concrete evidence as possible of his or her ability to organize and write a full-length book within the time allotted. Submission of one or more sample chapters from the proposed work are highly recommended;
4. Readiness of applicant–Previous publications in peer reviewed journals relevant to the topic and/or curricula or hand-outs developed for teaching courses will be considered evidence of the applicant's level of readiness and expertise. Applicants will be judged by their professional background and educational qualifications as well as their breadth of knowledge and experience particularly as they relate to the topic of the proposed manuscript, including the length of time the applicant has dealt with the topic; and
5. Significance to the field and applicability of the proposed topic–These will be considered but will not be given priority over other criteria.

VII. Deadline Dates & Notification

November 1	Deadline for receipt of fellowship applications
January 10	Notification of results by Review Committee

Note: If the date falls on a weekend, applications should be submitted by the Monday directly following the deadline.

VIII. Taxability of Fellowships

The Internal Revenue Code provides that the full amount of a fellowship grant is taxable to its recipient. If you have any question about your own tax liability, you should contact the IRS or your tax consultant.

IX. How to Apply

Applicants must submit a complete application through the online portal at <https://faic.secure-platform.com/a/solicitations/home/1107>. You will be asked to complete the following:

1. Answers to all applicable questions on the application form.
For "Description of Book Manuscript," briefly summarize the project within the space provided. The "Summary of Professional Experience" section of your application should relate directly to the activity for which support is requested.
2. Upload a detailed description of project. Provide a full description of the project including the following:
 - a) working title and general description of the manuscript to be written including general summary of approach/methodology of handling the subject;

- b) need and usefulness of the information in the proposed manuscript to the conservation field (e.g., contribution it will make to the extant literature);
 - c) qualifications of applicant to write on the proposed subject, including writing skills;
 - d) proposed Table of Contents including paragraphs describing the content of each chapter.
 - e) approximate number of text pages and illustrations;
 - f) plan of work including a timetable for completion and how you would use release time to prepare a publishable book-length manuscript;
 - g) the names of at least two colleagues who have agreed to review drafts of the manuscript;
 - h) if the project involves multiple authors, include information on each author, evidence of their willingness to contribute to the work, and a description of your ability to manage and edit the project.
3. Evidence that you would be granted release time for the period of time specified in your application must be provided prior to distribution of grant funds; you may also include this information in the application if desired.
4. Upload a *résumé* or Curriculum Vitae.
5. **Upload writing samples.** Applicants should submit a published writing sample or other evidence of their writing skills. A text of substantial length as close as possible to the style and subject matter of the proposed manuscript would be helpful to the review committee; one or more draft chapters from the project would be ideal.
6. **Letters of recommendation** in support of your application from two conservation professionals who have reviewed your proposal. These recommendations should address the merits of your proposed project and its potential effect on the conservation field. References will upload letters directly to the application portal. **Please enter the names and email addresses of your references on the Letters of Reference section of the application as soon as possible so your references have sufficient time to prepare and upload their letters before the November 1 deadline.** Once you submit your references' information, your references will receive an email with instructions on how to upload their letter of support. Two letters of support must be submitted electronically.

For your application to be considered by the review committee, the entire application, including two recommendations, must be received in the online portal by the November 1 deadline.