JAMAICA NATIONAL HERITAGE TRUST
ARCHAEOLOGICAL AND HERITAGE RESEARCH IN JAMAICA
APPLICATION FOR PERMIT
(Information and instruction)

NOTE: The Jamaica National Heritage Trust welcomes scholars in all fields and requires that all research ventures in Jamaica have ADEQUATE financial and professional support. Applications should be made at least six (6) months in advance in order to give sufficient time for all application information to be verified before permit is issued. Insufficient or wrong information may result in rejection or delay in the issue of permit.

Application should include:

1. *NAME:*

   (Provide full name and position and highest professional and/or academic qualification and institution from which it was earned).

2. *INSTITUTIONAL AFFILIATION*

   (Provide name and address, the period of affiliation, telephone and FAX numbers).

3. *RESEARCH PROJECT TITLE AND OBJECTIVES (1-2 pages)*

   (Name of project, research area, describe background of research, specific questions to be addressed etc., dates of the research - provide an itinerary or schedule).

4.   RESEARCH DESIGN (1-2 pages)

(Methods to be used to attain stated objectives note theoretical and practical aspects of the approach).

5.   FIELD TRAINING (1 page)

(How will Jamaica benefit from the project)?

6.   CURRICULUM VITAE

Attach a list of participants and CVs including your own.

7.   FUNDING PROPOSALS (1 page or more if necessary)

(List names and provide full address, telephone and FAX numbers of persons or institutions contributing towards the specific phase(s) of this project - with dates where relevant; indicate the exact amount of contribution) Note: these may be verified. Only adequately funded projects will be approved for permit. Funding needs should take into account:

 (a) Conservation fees

(b) Finds storage fees

(c) Use of Divisional staff on site

(d) Publication of reports

8.   *PARTICULAR LOCAL INSTITUTIONS (1 page)*

(Provide names and addresses of affiliated local institutions; attach a letter or request a letter form the institution confirming and indicating the extent of connection, contributions, etc.) This is very important for your application.

9.   *PREVIOUS RESEARCH IN JAMAICA (1 page)*

(List of any previous research in Jamaica in the last three years; indicate the location of data; have reports been submitted to the Jamaica National Heritage Trust? If not state reasons or attach copies with this application. Note that submission of reports is a major condition for the renewal of permit).

10.   *REFERENCES (1 page)*

(Provide names, titles institutional affiliations, addresses, phone and FAX numbers of at least THREE people who can comment with insight on the professional and personal qualification of each Principal investigator on the project - do not request a letter from any of them.)

11.   *SIGNATURE*

(Signature indicates that you certify that all information provided in the application is correct: Kindly check and make sure all details are accurate before sending it in for consideration).

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GUIDELINES

1. **Procedure**

   (a) Upon request and payment of US $5/JA $200 fee the Divisional Guidelines for

   Application and or Application for Permit form is sent to the proposer.

   (b) Upon returning the application, it is assessed

   - If accepted, a contract is sent.

   - If it is not accepted, a written statement is sent to the proposer explaining

     why.

   (c) The contract is signed before work begins.

2. **Fee Structure**

   University

   (a) - Phd/Faculty member   US $500.00

   - Phd/University/Non-faculty member   US $300.00

   - Msc/Mphil/MA member   US $100.00

   Independent

   (b) - Overseas/Non-funded; option to waive

   - Local

     University funded from overseas/locally funded- negotiate.

     Individual negotiated fees based on funding.