

# POST-AWARD INFORMATION

## ANNUAL REPORTING

The **Renewal Report**, or Status Report, is for current grantees to update their progress toward publication. An **Annual Report** is then required each year following the completion of your funding period until the final publication of your project. If you have questions or concerns, please email the program.

### FOR GRANTEES STILL RECEIVING FUNDING:

- Your **Renewal Report** is due by August 1, 2024. In order to apply for renewed funding, you must also send a **Renewal Request** with a specific budget plan.

Please title the file with the report: "YOURLASTNAME\_Renewal Report\_2024.pdf"

Please title the file with the past budgeting and current funding request:

"YOURLASTNAME\_Renewal Request\_2024.pdf"

### 1. Report

Your **Status Report** should include details of the status of your project, all progress that has been made towards the completion of the project, and a summary of the accounting of your funds used. It should also include samples of work to date (sample chapter, data sheet, etc.), sent as separate files if they are extensive. It is optional for you to submit images (of renderings, maps, etc. with captions attached) as a part of your report, although you are strongly encouraged to do so. If extensive, please include them as separate files from the report.

The report will need to include a brief summary of the amount spent/amount remaining. However, you do not need to include line-item accounting on the use of funds; you only need to explain any major variances in the use of funds, along with your plans to adapt to such adjustments (revised travel or staffing plans, new funding sources, delayed work from contributors, etc.).

### 2. Renewal Request

The **Renewal Request** should have your itemized budget request for the coming year and should and utilize the same budgeting format as your previous budget documents. The request will highlight any differences between your *original* projection for the coming year's budget from your initial application and the current budget request – either as side-by-side pages/tables or with differently colored text for changes in the current ask. The renewal request should include your budget charts from previous years and detail the amount of past grant funds you have remaining. You do not need to submit small line-item variances, but you must highlight (and explain in the report) any *major* variances, such as changes in travel, staffing, or other unforeseen circumstances. Do not subtract any advancing grant funds from your current asking amount. You must send the Renewal Request as a separate file from the Renewal Report.

## **FOR GRANTEES WHO ARE NO LONGER RECEIVING FUNDING:**

An Annual Report that includes the same items as the Renewal Report (see above) is due during the month of April (following the completion of a full year of work from the end of the contract period) each year until the final publication. Thus, a project funded through June of 2024 will have its first report due in April of 2026. Please send us any updates in publication status or address/phone/email changes as soon as they occur. Also, we encourage you to send us any significant news items related to the project for our public announcements. To complete your Annual Report, please send a .pdf containing your report (addenda as separate files if extensive) to: [whitelev@fas.harvard.edu](mailto:whitelev@fas.harvard.edu) titled "YOURLASTNAME\_Annual Report\_2024.pdf"

## **WHEN THE MANUSCRIPT IS SET TO BE PUBLISHED:**

Please review the following language from your contract with the White Levy Program:

"Your Final Report, once published, must include the following notation acknowledging the White Levy Program's support of your research. Such acknowledgement for the Project is to be set apart from other acknowledgements, and must read as follows, "The research and compilation of the manuscript for this final publication were made possible through a generous grant from The Shelby White and Leon Levy Program for Archaeological Publications."

## **UPON SUCCESSFULLY PUBLISHING YOUR PROJECT:**

Two copies of the printed final manuscript are due to the Program upon publication. Please send one copy to the White Levy Program office at Harvard and one copy to the Institute for the Study of the Ancient World, where we have established a collection of volumes sponsored by the program.

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