

THEATRE HISTORICAL SOCIETY OF AMERICA

Thomas R. DuBuque Research Fellowship Rules and Procedures

PURPOSE:

The Thomas R. DuBuque Research Fellowship was created in 2012 by the Board of Directors of Theatre Historical Society (THS) to honor and perpetuate the memory of past THS president, Conclave/Theatre Tour planner, and dedicated volunteer Tom DuBuque. Tom had a lifelong interest in theatres and was a member of THS from 1979 until his death in 2011.

THS's mission is to celebrate, document, and promote the architectural, cultural, and social relevance of America's historic theatres. The fellowship was established to support scholars conducting research in the Society's archives and collections, to increase awareness of the archives, and encourage its use. A certificate and a monetary award of \$1,500 to support travel and research at the THS administrative offices in Elmhurst, IL are provided for the winning proposal.

ELIGIBILITY:

1. The competition is open to individuals who would like to use the resources within the archives and collections for research. Previous recipients of the DuBuque Research Fellowship may not apply the year following their award, but may apply in subsequent years. Applicants may submit only one proposal per year. **While THS members are encouraged to apply, Board Members are not allowed to apply until their commitment to the Board is completed.**
2. Research proposals which result in a publicly available product such as a book, dissertation, thesis, article, film or video, exhibit, or other result shared with academic and/or public audiences will be given preference.
3. Projects must represent an original, comprehensive effort in research that is germane to the mission of THS. Projects involving substantive study of theatre architecture, theatre architects, and/or the operation of theatres in the United States will be given preference.
4. Each award recipient is required to acknowledge the fellowship in any resulting published work(s) and donate a copy of the work(s) to the American Theatre Architecture Archive.

APPLICATION:

1. Submissions must be made online [here](#) or by mail. All mailed proposals must be submitted to Patrick Seymour, Archives Director at:

Archives Director
ATTN: DuBuque Research Fellowship
Theatre Historical Society of America

2. Applications must be submitted by December 7th. **Only complete applications will be considered.** Each application must contain the following: 1) Resume/CV, 2) Full project summary – more than 300 words and fewer than 1,000 including research methodology, collections that you hope to access, project output, and how your work will contribute to theatre historical research as a whole, and 3) Names and Contact Information for two professional references.
3. The application cover sheet must be attached to the entry containing the applicant's name, mailing address, e-mail address and telephone number. The applicant should also indicate how he/she learned of the Fellowship, the nature of the project, and must include and sign the following statement:

"I agree to accept the rules and procedures of the DuBuque Research Fellowship Committee and agree to provide THS summaries of the research for publicity, provide a copy of any resulting publication to its archives, and/or participate in a THS-sponsored event on this research effort."

4. **Applicants must contact the Archive Director prior to submitting their application to verify that the THS archive contains material that supports their research proposal.**

CRITERIA:

The committee selects the winner based on the following criteria:

1. **Qualifications:** The applicant has demonstrated background, experience, expertise, or potential to undertake the proposed research project.
2. **Subject:** Deals with new, unique or different subject(s) or detail aspect(s), not previously published in Marquee, awarded in the DuBuque Research Fellowship, or previously published books, dissertations, articles, etc. Subjects previously researched/presented may be submitted but the proposal should re-examine the topic using a new approach, perspective or information.
3. **Relevance:** Subject relevant to THS's interest, as stated in the mission statement. Covers one or more aspect(s) of theatre history, development or detail description, in relation to historical, social, economic, aesthetic, or technological issues. Interdisciplinary work must be clearly linked to studies of theatre buildings, their equipment, and operation.
4. **Publication Potential:** Subject has the potential to make a significant contribution to the discipline through publication or presentation.

REPORTING REQUIREMENTS:

1. Winners will be notified by December 21 of the application year via phone and a certificate will be sent via mail
2. Initial installment of award will be disbursed upon receipt of travel documentation and invoices from the Fellow. The remainder of the award will be disbursed upon the Fellow's arrival in Elmhurst, IL. The award is intended to

cover travel costs, lodging and meals, research and reproduction fees, as well as a modest stipend to support the Fellow during his or her research visit to the THS Archives.

3. Within three (3) months of completion of the travel and research supported by the fellowship, the Fellow must submit a written report summarizing their findings and research. THS reserves the right to use some or all of the report in its publications and/or for publicity purposes.
4. Travel and research in the archives and collections must take place during the calendar year of the award. (i.e. 2015 fellowship research must take place between January 01 and December 31, 2016.)
5. A Form 1099 will be issued for grants received for the Thomas R. DuBuque Fellowship.