



INSTITUTE OF NAUTICAL ARCHAEOLOGY

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TO: All INA Project Directors and potential Project Directors
FROM: Shelley Wachsmann, Interim Chair, INA Archaeological Committee
SUBJECT: 2011 Project Reports & 2012 Project Proposals

The Institute of Nautical Archaeology's Archaeological Committee is requesting year-end summary reports from the directors of 2011 INA projects and accepting proposals for 2012 projects. These reports and proposals allow the committee to examine past accomplishments and future plans, and then submit a list of 'recommended projects' to INA's Board of Directors.

Project reports for research completed in **2011** should not be more than four pages in length, and must contain A) a summary of the work carried out, B) a financial summary documenting sources of funding and expenditures, C) an estimate of the work remaining to be completed, and D) a provisional schedule for completion of the project. If your research has generated publications in 2011 please list them in your report also.

Proposals for new projects (or continuation of ongoing projects) in **2012** must be submitted on the INA Project Proposal Form, which is available online via the INA web page: <http://inadiscover.com/projects/proposal>. Please ensure that you use this online form, which differs slightly from versions circulated in years past. Please be sure to fill out all portions of the proposal form and include a detailed schedule and budget.

The Institute of Nautical Archaeology is a non-profit organization formed for the purpose of promoting scholarly, ethical research on shipwrecks and maritime-related sites around the world. INA seeks to assist archaeologists by providing institutional backing for fund-raising activities, and in some instances can loan equipment or provide a very limited amount of 'seed money' to projects. It cannot, however, provide financial assistance to all projects, and project directors should plan to seek financial support from outside sources.

We look forward to reviewing concise, readable reports, proposals, and budgets. Please submit your 2011 report (in either Microsoft Word or Adobe PDF format) as an e-mail attachment to reports@inadiscover.com. Project proposals for 2012 should be similarly formatted and e-mailed to proposals@inadiscover.com no later than **October 21, 2011**. The committee will not consider proposals submitted after this date, nor proposals from project directors with outstanding, or incomplete, reports from the previous year. Please contact me (swachsmann@tamu.edu) if you have any questions regarding these matters.