



BRITISH WOMEN WRITERS ASSOCIATION

POLICIES & PROCEDURES

MISSION STATEMENT & BYLAWS

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British Women Writers Association

POLICIES AND PROCEDURES

REVISED SEPTEMBER 2020

1. Acting Officers

A. Position of Chair

Purpose: The Chair shall serve a term of four years (two years as Vice Chair, two years as Chair). The Chair shall supervise the operations of the Association and perform duties as outlined below.

The Chair is a voting member and the chair of the Executive Committee.

DUTIES of Chair:

1. The Chair acts as chief executive officer and makes executive decisions for the Association. The Chair maintains regular and frequent contact with the Secretary-Treasurer and with members of the Board and is responsive to all members and officers who call or write with concerns relevant to the Association.
2. With the help of the Vice Chair and Past Chair, the Chair sets the agendas of and presides at Board and general membership meetings.

3. With the help of the Past Chair, the Vice Chair, and the Secretary-Treasurer, the Chair advises the annual conference organizers ("Steering Committee") and assists in the annual conference process.
4. The Chair shall coordinate efforts to recruit new conference hosts and forward organizing materials, including archived proposals and budgets from past conferences to potential organizers. Additionally, the Chair should follow-up with interested parties.
5. The Chair is responsible for distributing conference site proposals and coordinating the conference proposal approval process.
6. Following the conference, the Chair writes letters of appreciation to those people involved in the planning of the conference.
7. The Chair has the ability to create ad hoc committees, for example, to establish a mentoring program or to raise funds for the association.
8. The Chair reviews minutes of meetings, treasurer's reports, the website, Facebook page, and other documents for accuracy and effectiveness.
9. As necessary, the Chair, in consultation with the Secretary-Treasurer and other officers as appropriate, negotiates contracts with publishers, advertisers, and other parties. For example, the payment of fees for placement of the CFP in newsletters and conference folders.
10. Inquiries regarding the BWWA are made on a continuing basis, and, when they are made to the Chair, it is the duty of the Chair to respond to any requests in a timely fashion.
11. The outgoing Chair shall forward all relevant files to the incoming Chair at the time of the annual meeting. The Chair shall forward materials to the Archivist.

B. Position of Vice Chair

Purpose: The Vice Chair shall serve a term of two years and then become Chair. The Vice Chair shall perform duties as outlined below.

Vice Chair is a voting member of the Executive Committee.

DUTIES of Vice Chair:

1. Serve as an advisor to the Chair.
2. Act in absentia for the Chair in the event the Chair is incapacitated for a length of time.

3. Organize and Chair the Nominations and Elections Committee and oversee distribution and tabulation of the ballots.
4. Oversee Travel Awards and awards to future conference organizers, in consultation with the Treasurer.
5. Upon completion of term, forward all relevant files to the successor and to the Archivist.

C. Position of Past Chair

Purpose: The immediate Past Chair shall be a voting member of the Association Board in an advisory capacity for at least four years after their term as Chair expires. The Past Chair shall perform duties as outlined below.

The Past Chair is a member of the Association Board.

DUTIES of Past Chair:

1. Provide advice and counsel to the current Chair and Association Board.
2. Upon completion of term, forward all relevant files to successor. Materials older than three years shall be archived.

D. Position of Secretary-Treasurer

Purpose: The Secretary-Treasurer shall be appointed. The Secretary-Treasurer is responsible for the financial operations of the Association.

The Secretary-Treasurer is a voting member of the Executive Committee. They undertake action as necessary regarding financial matters of BWWA as authorized by the Executive Committee or Chair.

DUTIES of Treasurer:

1. The Treasurer signs and mails checks or electronic payments, and deposits membership fees and other monies, such as due, donations, and fees for advertisements. For example, conference organizers sometimes donate excess monies from a past conference. Upon occasion, publishers pay for the distribution of flyers at conference.
2. The Treasurer maintains the bank balance and makes financial status reports to the Chair, the Vice Chair, and the Past Chair, and prepares an annual statement to be distributed at meetings. The annual statement should also be made available to the Advisory Board upon request.

3. The Treasurer submits the appropriate IRS tax documents as necessary.
4. The Treasurer, in consultation with the Chair, negotiates contracts with publishers, advertisers, and other parties, as, for example, the payment of fees for placement of the CFP in newsletters and conference folders.
5. The Treasurer has authorized access to the Association's bank accounts and investments (such as certificates of deposit when interest rates are advantageous) and has the ability to countersign all checks. The Chair and Vice Chair also should be listed as signatories on the bank accounts and have authorized access to the accounts. The Chair and Vice Chair are able to counter-sign checks in the absence of the Treasurer.
6. Once a year, ideally three months before the annual conference, the Treasurer shall report to the Executive Committee on the BWWA's finances and provide evidence as to the current state of the accounts.
7. The Treasurer is responsible for informing the Chair of the Awards Committee as to the funds available for awards each year.
8. The outgoing Treasurer shall forward relevant files to their successor and the Archivist.

DUTIES of Secretary:

1. The Secretary is responsible for keeping records of email discussions and voting done by the Executive Committee and the Advisory Committee.
2. The Secretary maintains the membership rolls of past and current members and shares that information with the Director of Communications. The Secretary works in coordination with the Treasurer and most recent conference organizers to ensure that the rolls are up to date.
3. The Secretary is responsible for maintaining all files related to their duties.
4. The outgoing Secretary shall forward relevant files to their successor and to the Archivist.

E. Position of Web and Media Manager (WAMM)

Purpose: The WAMM is an appointed position, responsible for website design, administration of the website, and maintenance.

The BWWA maintains a website presence. Currently, the site is at <https://britishwomenwriters.org>. Intended for both an internal and an external audience, the website provides information about membership, governance, conferences, and awards. The various pages and links are updated regularly, based on information provided by the Association Board and other interested parties.

Kirstyn Leuner, WAMM (2013-current), created the website's public-facing archive of all conference programs.

DUTIES of WAMM:

1. In conjunction with the Chair and other Acting Officers, oversees administration of the Association's website, and other social media platforms as established (i.e. Facebook, Twitter, Instagram, etc.).
2. Performs maintenance and updates in a timely manner, either directly or under the direction of the Association Board.
3. Receive notices for posting to the sites and associated social media platforms.
4. Updates the website in multiple places once the location and date of the next annual conference are known.
5. Posts the new CFP to the conference website.
6. Updates the CFP if dates or other information change .
7. Posts photos and other materials from conference meetings. This should be done annually.
8. Makes announcements of interest to the membership on the website and other social media platforms.
9. Uploads current documents, including but not limited to: photos, CFPs, conference programs, minutes, call for nominations to the Association Board and Acting Officer positions, and other relevant materials of interest to the membership.
10. Responds to emails that come to the BWWA through the website. Acts on any requests involving the website, forwards emails to appropriate parties, and consults with Acting Officers when necessary.
11. Monitors and deletes spam comments and phishing attempts.

12. Follows best social media practices, such as proper tagging for attribution and adding hashtags for searchability, and identifies emerging social media venues for publicity in conjunction with the Director of Communications.
13. Reviews and contracts for, and acts as a liaison with, a secure server provider and a host site provider. Responsible for reviewing the secure server certificate and domain name for the Association as needed.
14. The outgoing WAMM shall forward relevant files and passwords to her or his successor, as well as the Chair, Vice Chair, and Past Chair. Materials shall be archived on an ongoing basis.

F. Position of Director of Communications

Purpose: The Director of Communications is an appointed position, responsible for maintaining multiple email listservs, the Association Facebook page and Twitter account, and assisting with the promotion and implementation of the annual conference.

DUTIES of Director of Communications:

1. Maintains the following email listservs:
 1. Executive Committee,
 2. Association Board (inclusive of the Executive Committee),
 3. Advisory Board (inclusive of the Executive Committee and Association Board),
 4. General BWWC membership listserv (inclusive of all lists above).
2. Maintains Facebook group and other social media accounts for the BWWA.
3. Works with the WAMM to announce and provide updates on the organization's annual conferences.
4. Sets up and serves as the Head of the Travel Award Committee.
5. Communicates with Conference Organizers with current and upcoming conference organizers.
6. Assists the WAMM by distributing CFPs on
 1. listervs of Associations and other scholarly organizations,
 2. social media sites,
 3. CFP "Clearing House" sites (i.e. Penn English).

7. Distributes CFP flyer at conferences and scholarly meetings to ensure geographic, disciplinary, and scholarly period diversity.
8. Maintains list of up-to-date sites and contacts as detailed above.
9. Assists the conference organizers in identifying possible conflicts with other scholarly conferences when choosing conference dates.
10. Participates in the annual recruitment meeting during the annual conference.

G. Position of Archivist

Purpose: The Archivist is an appointed position, responsible for collecting copies of each event's conference program and related materials, such as conference swag, to document the history of the BWWC and preserve it in the appointed digital archive.

DUTIES of Archivist:

1. Current need is to establish a site where material objects related to the convention can be collected.
2. Adding new conference programs to the archive in collaboration with elected officers and the WAMM.
3. Collaborates with WAMM and secretary-treasurer to archive materials in an accessible location as necessary.
4. Collaborates with WAMM and secretary-treasurer to maintain the digital archive by organizing folders and filenames in an organized fashion that is intuitive for future archivists.
5. Collaborates with WAMM and secretary-treasurer to maintain a photo archive of BWWC events organized by year, with name captions where possible.

2. Committees

A. Executive Committee

The Executive Committee is comprised of the appointed officers.

1. It is convened by the Chair.
2. In dialogue with the Association Board, the Executive Committee appoints officers.
3. It evaluates Conference Proposals in conversation with the Advisory Board.
4. It advises Current Conference Organizers and seeks out new Conference Organizers.
5. Members of the Executive Committee are expected to attend annual meetings.
6. It proposes updates and revisions to Policies and Procedures and then refers to the Advisory Board for further consideration.
7. Generates New Initiatives (i.e. fundraising, mentoring programs, special events, etc.).

Executive Committee Members 2019-2020: Roxanne Eberle and Donelle Ruwe (Co-Chairs), Doreen Thierauf (Secretary-Treasurer), Kirstyn Leuner (WAMM), and Courtney Hoffman (Director of Communications).

Past Executive Committee Members, pre-2019: Pamela Corpron Parker (Founders and Co-Chairs), Pamela Corpron Parker and Donelle Ruwe (Co-Chairs), Donelle Ruwe (Treasurer, Newsletter Editor), Lisa Hager (Publicity & Travel Awards), Troy Bassett (Communications, Newsletter Editor, Mentoring Award)

B. Association Board

The BWWA Association Board shall function as the governing body of the BWWA and is comprised of nine elected members, the members of the Executive Committee, and Past Chairs. Membership in the Association Board is on a volunteer basis, with candidates recruited from the general Association membership. Candidates can self-nominate or be nominated by another member of the BWWA.

The Executive Committee shall prepare a slate comprised of the nominations, ensuring that all constituencies are represented.

- The Board shall seek a balance between scholars of the Long 18th Century (including the mid- to late 17th century) and the Long 19th Century (including the early 20th century).
- The Board shall also seek a balance between early- to mid-career and established scholars, graduate students, contingent faculty, and independent scholars.
- Members will serve terms of a minimum of three years and may stand for re-election.

Association Board members are expected to attend the annual Association Board meeting at the BWWC, and fulfill the duties outlined below. They may participate in the Board meeting virtually if they are unable to attend the BWWC in person.

DUTIES of Association Board Members:

Annual Conference Organization:

1. Association Board members are encouraged to attend the annual Association Board meeting, which is held during the annual conference.
2. Members of the Association Board will actively recruit potential conference hosts and promote the BWWC in professional venues, including various field conferences (e.g., ASECS, MLA, NAVSA, NASSR, and regional conferences) and publications.
3. Association Board members, along with Executive Committee members, should consider organizing panels and soliciting papers. Panels can be in their area of disciplinary specialty or more generally address professional issues.

Association Governance:

1. Association Board members ratify all election results.
2. Association Board members vote on:
 1. Substantive changes to BWWA policies and procedures;
 2. New initiatives to further the mission of the BWWA (i.e. fundraising, publications, mentoring programs, and promotional activities);
 3. Matters pertaining to conflicts of interest.
3. The Association Board members should be willing to serve on the Travel Awards Committee, read conference proposals if requested, and act as mentors to conference organizers.

At the request of the Chair or Executive Committee, a member of the Association Board may undertake special projects and/or assume a specific area of responsibility to enhance the work of BWWA.

C. The Advisory Board is appointed by the Executive Board. Members of the Advisory Board are drawn from faculty who have served as conference hosts, given keynote or other presentations, or otherwise contributed to the research mission of the BWWA.

3. Awards

A. Travel Awards

1. Graduate Student Travel Awards:

- Awards should be given to strong papers from different historical periods. Typically, three awards are given per year. Of these awards the mid-nineteenth-century/Victorian award is named The Pamela Corpron Parker Memorial Travel Award, in honor of BWWA's founder.

2. Contingent Faculty/Independent Scholar Travel Award

3. Women Writers and Social Justice Travel Award:

- Applicants must be graduate students or contingent faculty.
- Conference proposals and CV should reflect a demonstrated interest in issues associated with social justice and/or connections between historical and contemporary social justice movements.
- Award sponsored by Lesa Scholl (lesa.scholl@adelaide.au); \$1,000 donation annually (\$500 distributed annually and \$500 deposited in an investment account to build up equity and sustain the award)

4. Future Conference Organizer Award:

- Future organizers must attend 2 full days of conference panels and events, as well as the annual recruitment meeting.

B. Constance Fulmer Award in Mentorship

This award recognizes outstanding mentorship of early-career scholars of long 18th- and 19th-century British women writers. The BWWA considers mentorship, broadly defined, one of its central values as supporting and empowering younger scholars is vital to diversifying and developing our field.

This award was renamed in 2020 in honor of Constance Marie Fulmer, a long-time Association member and BWWC participant who embodied the very spirit of generous, feminist mentorship.

Past Honorees:

2021: Constance Fulmer (Pepperdine University), awarded posthumously

2012: Linda K. Hughes (Texas Christian University)

2010: Teresa Mangum (University of Iowa)

2008: Cindy LaCom (Slippery Rock University) and Pamela Corpron Parker (Whitworth University)

4. Conflict of Interest Policy

The purpose of the Conflict of Interest Policy is to protect the interests of the British Women Writers Association when there exists the possibility of a transaction or decision that might benefit members of the Association Board.

In connection with any actual or perceived conflict of interest, an officer, director, committee chair or committee member of the association:

1. must disclose any financial interest or personal connection which may, directly or indirectly, benefit the person in relation to a potential transaction or decision of the association;
2. may participate in discussions related to potential transactions or decisions, unless the Board or pertinent committee feels that his/her participation would unnecessarily influence the decision, in which case the 'interested' individual should remove him/herself from the discussion;
3. must recuse him/herself from voting on any matter for which there exists a financial interest or personal connection including, but not limited to, grants, awards, publishing decisions, conference paper selection, and business partnerships with the association;
4. should make the choice to voluntarily resign from the position in question if there arises a situation in which the member's "interest" is so extensive or pervasive that, in the view of the Board or committee, the individual's involvement in discussions, debates, or decision making will adversely affect the work of that governing body.

Minutes of BWWA meetings should reflect when a member discloses that he/she has a conflict of interest and the steps taken to manage the conflict of interest, such as that there was a discussion on the matter without the member present, that a vote was taken but the "interested" member abstained from voting, or that the member recused him/herself from participation in the entirety of the process.

If a situation arises in which this policy does not fully address a conflict of interest issue, the Association Board will make the final determination in addressing specific concerns on a case-by-case basis.

Preemptive Harassment and Inclusion Policy: the BWWA subscribes to the MLA's Policies against Discrimination and Harassment. Link here: <https://www.mla.org/Convention/The-MLA-s-Policies-against-Discrimination-and-Harassment>

British Women Writers Association

MISSION STATEMENT AND BYLAWS

REVISED SEPTEMBER 2020

1. Mission

The BWWA seeks to bring more women/womxn from the margins to the center of literary history by promoting scholarship on and the teaching of long 18th- and 19th-century British women writers in diverse global and cultural contexts. The Association works to accomplish this broad activist goal in interconnected ways:

- by organizing an annual professional conference, called the British Women Writers Conference (BWWC), where scholars share new work on women writers;
- by developing a community of scholars from multiple literary periods, disciplines, and with varying experience and rank;
- by providing generous mentorship and support to graduate students and early-career scholars studying women writers; and
- by fostering feminist pedagogy and rewarding mentoring relationships that shape the future of the field.

The BWWA promotes feminisms grounded in activism and intersectionality, and pledges to work toward social justice for and with writers, past and present, who are Black, people of color, LGBTQIA+, people living with disabilities, and of other marginalized identities.

2. BWWA Association Board

In order to facilitate the annual conferences and ensure their continuity, the BWWA has formed an Association Board. This group is made up of Executive Board members and previous conference organizers, and provides information and guidance to the Steering Committee at the host institution of the annual conference. All major changes in the conference format and content will be approved by the Association Board before implementation.

The responsibilities of the **Association Board** in its supportive role of the Steering Committee are as follows:

1. Hold an ongoing file archive (both electronically and on paper) of previous conference documents, including an updated address list of individuals and organizations involved with the conference, budgetary information, models for grant proposals, publicity information, a list of past keynote speakers and topics, and other conference-related information.
2. Support conference organizers by
 1. maintaining a calendar of deadlines to assist the host institution in planning a successful conference;
 2. upon request, assisting in organizing special events which enhance the conference (conference proceedings, book publisher tables, mentorship events etc.);
 3. scheduling a formal meeting of the Association Board at each year's conference.
3. Maintain a separate and ongoing bank account funded by annual membership dues which serve the following purposes:
 1. support BWWA travel awards,
 2. subsidize special initiatives which will be agreed upon by the Association Board members,
 3. maintain tax-exempt status for the organization.
4. Recruit Association Board members from a pool of previous hosts to provide for continuity and institutional memory.

3. BWWC Host Institution (i.e. “Steering Committee”)

As part of the host institution’s responsibilities in organizing the conference, the host institution should:

1. Communicate regularly with a representative of the Association Board in order to update the Board on the planning status and solicit advice and feedback as needed,
2. Select keynote speakers, though the Association Board will make contacts for keynote speakers if required,
3. Appoint one member of their Steering Committee as a regular contact person for the Association Board and encourage one or more organizer to serve on the Association Board for the year following their conference.
4. Provide a budget document and final reconciliation as soon as possible, ideally within a month after the conference.
5. Provide updated contact information of Steering Committee members to ensure continuity of communication.

4. Conference Format Guidelines

Events:

1. Three days of regular sessions, with no more than five concurrent sessions, if possible. Ideally, planners should schedule four sessions of 90 minutes per day, with at least 20-30-minute breaks.
2. Regular sessions of various formats:
 1. Paper sessions with 3-4 presenters per panel. Papers on panels with three speakers should be limited to 20 minutes; papers on panels with four speakers usually have a length of 15 minutes. A concluding Q&A of thirty minutes is desired.
 2. Roundtables with 5-7 participants per session. The delivery format of papers may vary, with individual roundtable organizers preferring to pre-circulate shorter papers or participants presenting 5-10-minute working papers.
 3. Thematic workshops whose format depends on organizers’ preference. Common topics include publishing, job search, and inclusive teaching.
3. A balance of centuries, genres, and discourses. Panels should be organized around a variety of themes, authors, periods, genres, racial and political identities,

etc. Quality rather than quantity should be emphasized. Consideration should be given to previous conference members, but inviting new participants is vital to conference growth.

4. Three keynotes and/or plenaries. Organizers are encouraged to schedule three keynotes or two keynotes and a plenary panel. Traditionally, at least one of the keynotes is situated in the 18th century and one in the 19th century. We strongly encourage women-identified people and BIPOC scholars be selected, though any scholar whose primary research is on women writers should be considered. An effort should be made to invite speakers who address a variety of themes, subjects, discourses, genres, etc. in order to continue expanding the canon and our understanding of women's texts and textual practices.
 1. Keynotes and invited speakers are expected to participate fully in the life of the conference by attending sessions and staying ideally for multiple days.
5. At least two social events, ideally four to six. Traditionally, organizers plan for a free reception and a ticketed banquet to promote interaction between conference attendees. If the venue does not allow for this, consider alternative options, such as luncheons, teas, breakfasts, or dessert hours. One evening meal at no cost to the attendees must be provided by the conference organizers. Other social events that are regularly offered are dance or calligraphy workshops, musical or dramatic performances, salons, game nights, film screenings, pub crawls, or dinner groups.
6. It is highly recommended to schedule at least one rare books or manuscript exhibit, as institutional resources allow. Conference organizers usually collaborate with staff librarians on curating materials.
7. Book exhibits may be offered. Previous organizers have partnered with Scholars' Choice, the campus bookstore, or a local independent bookstore to set up book exhibit tables.
8. If organizers wish to depart creatively away from this traditional conference model, they should present a meeting plan for the proposed format to the Executive Board for approval.

Logistics:

1. A balance of established scholars and graduate students should be maintained. In the past, organizers have attempted to reach a ratio of 40% faculty and 60% graduate student participants. The conference size usually varies between 100-200 attendees, depending on location, budget constraints, and effective advertising.

2. Calls for Papers should require abstracts rather than full papers. Abstracts should be submitted to the conference organizers around six months prior to the conference. Calls for Papers should be distributed at the usual field conferences and appear in online aggregators such as the MLA, Victoria listserv, and various related organizations, such as INCS, ASECS, NASSR, NAVSA, etc. The BWWA Director of Communications will assist in these advertising and outreach efforts.
3. The paper selection is made and conference panels are created by the Steering Committee. A preliminary schedule should be published online as soon as possible and be continuously updated to reflect the latest changes.
4. A conference website must be hosted and maintained by the Steering Committee with the latest schedule, keynote information, travel, hotel, and registration information, and, if possible, restaurants and local attractions guide. The Steering Committee establishes and maintains a central conference email address that is checked regularly and responds to inquiries quickly. Social media accounts, along with a unique hashtag, to advertise the conference and provide updates are highly recommended.
5. WiFi access should be provided at the conference location at no cost to attendees.
6. A 90-minute Board Luncheon is usually scheduled on the third day of the conference. Time should be set aside for this meeting, so that it will not conflict with other scheduled events or the pre-conference duties of the host institution. The BWWA can reimburse the Steering Committee for food cost, depending on the host institution's funds.
7. Previous organizers have designed and ordered conference swag with the conference logo as devised by the Steering Committee (i.e. pens, journals, bags, mugs, etc.). Printed conference programs should be provided for each participant.
8. Hotel blocks are negotiated by the Steering Committee. Traditionally, organizers pick a main hotel, along with 2-3 overflow hotels at different price points. Block codes should be published on the conference website.
9. Registration costs should be kept as low as possible for graduate students and contingent faculty.

5. Travel Awards

The following should be published on each conference's website and advertised accordingly. The Call for Award Proposals should go out with the acceptances of proposals for the conference, and applicants should have about a month to submit.

Sample Text of Call for Award Proposals:

Graduate students, independent scholars, and contingent faculty are invited to apply for a BWWA travel grant for BWWC 20XX. The deadline for travel grant submissions is XXXX. To qualify for a BWWA travel grant, applicants must:

- Be currently enrolled as full-time graduate students;
- Be currently employed in non-tenured, part-time, or adjunct positions; or
- Have completed their doctorates within the last ten years and be unaffiliated with any university.

Please submit the following information as an attachment to the designated link on the BWWA homepage:

- A copy of your conference proposal
- A brief cover letter specifying the Award being applied for: Graduate Student Travel Award or Independent Scholar/ Contingent Faculty Travel Award
- Information regarding your previous affiliation with the BWWA
- Anticipated travel distance
- Any other pertinent details of employment.

Submission will include:

- The attachment should be an MS Word doc or Adobe pdf.
- The file name should start with the applicant's last name (ex. smith_bwwcapp.doc).
- The subject line of the email should indicate the Award being applied for: Graduate Student Travel Award or Independent Scholar/ Contingent Faculty Travel Award as well as the period that best fits the project: early to mid 18th-century, late 18th-century to early 19th-century, mid 19th-century to early 20th-century