

**Outline for Project Request/Report to
Project Committee, Department of Certification**

The Project Request/Report should conform to the section on "Excavation Criteria" and "Small Site Research Design", Tabs 27 and 28 of the Certification Manual.

A. Introduction

- Overall purpose of the project
- Goals for the stated time period (usually one year)
- Project Background
- Research Design

B. Summary of Field Methods and Results to date

C. Evaluation of Work Accomplished in the Time Period

Include how work relates to research design (Stabilization, analysis, mapping, excavation, report writing etc.)

D. Recommendations for Further Work

Research issues and relevance to research design (brief overview)
Work to be accomplished in the next time period (one year)

E. Work Plan for the Next Time Period (one year)

- Personnel
Indicate the Principal Investigator, Project Manager (the AAS person with day to day responsibility for implementation) as well as Field and Laboratory Directors, Instructors, and ideal number of staff.
- Field
Tasks related to research design for specific time period.
- Laboratory
Tasks related to research design for specific time period.

F. Schedules

Include a time line with dates and locations of field and lab work with supervisors and instructors specified. Include dates for preparation of field work report and completion, artifact analysis report preparation and completion, curation etc.

G. Budget

Include projected income from volunteers as well as anticipated expenditures. The project needs to be self sustaining. Indicate donations.

H. Additional Information

- Current agreement with land owner
- Burial treatment and disposition statement
- References cited

(continued next page)

Submission Dates:

The Project Committee will review AAS Project reports at least once a year according to the following schedule. The Project Committee must have reports in writing prior to Department of Certification meetings in order to make recommendations to the Department.

Two Weeks Prior to First Fall Meeting of Department (Usually mid-September):

Report of work completed in the prior year (September through August)

Two Weeks Prior to Second Fall Meeting of Department (Usually mid-November):

Proposal for work in the coming months (up to September of following year)

Two Weeks Prior to First Meeting of Department in New Year (Usually mid-January):

Fine tuning of proposal, answers to Committee's questions