



October 2, 2017

To:  All INA Project Directors & Potential Project Directors
From:  Shelley Wachsmann, Chair, INA Archaeological Committee
Subject: 2017 Project Reports & 2018 Project Proposals

The Institute of Nautical Archaeology's Archaeological Committee is requesting year-end summary reports from the directors of 2017 INA projects and accepting proposals for 2018 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 2017 should not be more than four pages in length and must contain the following: 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, please list them in your report, remembering that project directors are required to submit content for publication in *The INA Quarterly*.

Proposals for new projects (or the continuation of ongoing projects) must be submitted on the INA Projects Proposal Form for 2018 available on the INA website (<http://nauticalarch.org/project-proposals>).

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 fundraising activities, and in some instances, can loan equipment (<http://nauticalarch.org/ina-equipment>) or provide limited 'seed money' to some projects. With the exception of the \$25,000 Claude Duthuit Archaeology Grant (<http://nauticalarch.org/duthuit-archaeology-grant>), most awards do not exceed \$5,000. INA cannot, however, provide financial assistance to all projects, and project directors should seek financial support from other sources.

We look forward to reviewing concise, readable reports and proposals. Please submit your 2017 report (in either Microsoft Word or Adobe PDF format) and/or your 2018 proposal as e-mail attachments to info@nauticalarch.org no later than the **November 15, 2017** deadline. Note that directors of current INA projects will be reviewed to ensure compliance with reporting, dive safety, publication, and archival requirements before being considered for continued funding. Please contact me (swachsmann@tamu.edu) if you have any questions regarding these matters.