



THE PEABODY

THE ROBERT S. PEABODY INSTITUTE OF ARCHAEOLOGY

ANALYSIS REQUEST FORM

Form updated September 2021

The Robert S. Peabody Institute of Archaeology (RSPI) encourages the use of the collections that it holds for research and supports a wide variety of research methods.

The RSPI is committed to involving Native American tribes and associated groups in research efforts involving Peabody collections (archives, photographs, and items), including decision-making about the appropriateness of proposed research activities and/or analysis. Tribal consultation with an authorized tribal representative (for example, a Tribal Historic Preservation Officer or THPO), is required and shall be considered an integral part of any application for access to collections.

Standard research techniques (measurements, like dimensions and weight; visual documentation, like photography and drawing) are covered under the Collections Research Request Form.

Non-invasive techniques including, but not limited to, 3-D scanning, pXRF, and x-ray, as well as **invasive techniques**, including, but not limited to, radiocarbon dating, compositional analysis, DNA, and isotopic analysis require the completion of this Analysis Request Form.

Such analysis requests **must** be submitted in direct consultation, and with explicit approval of, geographically and culturally affiliated descendant communities. Applications for analysis on any part of the collection held by the Institute will not be considered without a letter of support and documented consultation with geographically and culturally affiliated descendant communities – at least one community must be federally recognized.

Prior to submitting a written request for permission to conduct analysis, researchers are strongly encouraged to schedule a visit to the Institute. This visit will enable the researcher to conduct a collections assessment and to select the specific items for which sampling permission is sought. A completed Collections Research Request Form must be submitted for that visit.

Date:

RESEARCHER CONTACT INFORMATION

Name(s):

Affiliated Institution(s) and Title(s):

Email(s):

Address(es):

Phone Number(s):

Student Curator Professor Independent Researcher Other:

(Students are required to provide a letter of support from a faculty member who is familiar with their research.)



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Does the requested collection originate from the continental United States?

Yes No

If no, an International Collections Research Request Addendum is also required.

CONSULTATION

Is assistance needed to identify the geographically and/or culturally affiliated (or potentially affiliated) federally recognized tribes or descendant communities to contact?

Have you initiated contact with the geographically and/or culturally affiliated (or potentially affiliated) federally recognized tribes or descendant communities to the collection you wish to access?

Summarize the consultation conversations related to the proposed research
Include the contact information for the tribal representative(s), a summary of communications, and a statement of support from the consulted group(s). This can be provided as a separate statement.

RESEARCH DESCRIPTION

Project description and explanation of the significance of the proposed research technique(s):

Description of technique(s) to be used:



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What type of information will the analysis provide?

If the analysis involved damage to the items requested, could other, non-destructive analysis provide comparable information? Explain.

What kind of object/material is requested?

How many samples are required from each object? What sample size (measurement/weight) is necessary?

Will the analysis involve visible or non-visible damage to the items requested?

Where will the testing be done? Who will do the sampling? How experienced is this individual?

Will the sample be completely destroyed? If not, can the sample be reused and what will happen to any remaining debris?



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Will the analyzed sample require special storage? If yes, please specify.

If the item is to be loaned, what is the period of the loan?

List any prior projects similar or related to this project that you have undertaken.

Are there outstanding requests for similar material from other institutions? If yes, please list those institutions.

List specific items, including catalog number, object name, site, and place where the sample will be extracted from each object: *(Attach separate sheet if needed)*

Object ID#	Object Name	Site	Sample Location
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By signing this form, the Applicant acknowledges and agrees to the RSPI Research Terms and Conditions (separate page) and the following:

- Requests must be submitted at least 4 weeks in advance
- All requests for destructive techniques must be reviewed by the Peabody Collections Oversight Committee (PCOC) before a decision is rendered.
- A copy of all photo documentation (pre-sampling and post-sampling photos) and any data, results, and publications produced from the destructive analysis shall be provided to the Institute within one year of the return of tested material.
- All usable sampled or unused portions of samples shall be returned to the Institute. The researcher is not permitted to retain samples, unprocessed remnant material or residues, or sampling products for additional future testing.
- No alteration, sampling, modification or testing beyond what is explicitly approved in this application is permitted without written authorization from the Curator of Collections or Director.
- Give proper credit to the Peabody Institute and appropriate geographically and culturally affiliated descendant communities in any publications, papers, presentations, theses, or dissertations

Signature of Requesting Individual

Date of Request

Signature of Requesting Individual

Date of Request

Reviewed by PCOC (if applicable): ____/____/____

Request: **Approved**

Denied

Signature of Curator of Collections

Date

Signature of Director

Date



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RSPI RESEARCH TERMS AND CONDITIONS

1. Research is limited only to the above collection(s) or specimen(s) designated in this Collections Research Request Form. Additional material can be provided at the discretion of the Peabody Institute for research upon a written request from the applicant and approval from the Curator of Collections.
2. Research activities will be supervised by Peabody Institute staff during in-person visits.
3. Research shall be solely for educational and scholarly purposes and consistent with the mission of the Institute.
4. The RSPI recognizes Native American tribes as the primary cultural authorities over cultural heritage materials housed at the Peabody Institute.
5. Ancestral remains, funerary objects, sacred objects, and objects of cultural patrimony, as defined and in accordance with the Institute's NAGPRA Policy, and consistent with Public Law 101-601 Native American Graves Protection and Repatriation Act, shall not be provided to researchers without the express written consent from the affiliated tribes and authorization from the Curator of Collections.
6. The Institute reserves the right to restrict access to items that are determined to be too structurally unstable to handle or disturb.
7. The Applicant agrees to comply with the attached "Guidelines for Safe Handling of Institute Items" prior to moving or handling any items.
8. The Applicant may photograph and/or make sketches of the above listed objects for research use purposes as approved through consultation with descendant communities. **Access to collections for research use and photography does not constitute permission for reproduction, publication, exhibition, or distribution of images or data.**
 - a. Permission for reproduction, publication, exhibition, or distribution in any medium must be obtained in consultation with the appropriate tribal representative and documented in writing from the Institute.
 - b. All approved image reproduction – for publishing, research, or exhibition – must credit the culturally affiliated tribe as the cultural authority group as a condition of permission.
9. The Applicant agrees to share a copy of any publications, poster presentations, conference papers, or lectures resulting from this research with the consulting tribal representatives.