

University Arts Endowment Committee Grant Information and Guidelines

General Information

The University Arts Endowment Committee (UAEC) is responsible for the allocation of the Arts Endowment Fund for creative work by faculty members. These allocations consist of small grants (in the range of a few hundred to a few thousand dollars) in support of faculty creative projects. Such projects include activities intended to eventuate in performance (in such fields as music and oral interpretation, for example), in exhibition (painting, sculpture, photography or film, etc.). These terms do not apply to research or criticism of already existing works of art, music, or literature. Allocations are based on the appropriateness and merits of the project and on the availability of funds. The UAEC is not obligated to expend all of its allocation, and it will recommend for funding only those projects that it feels have sufficient merit.

Who May Submit Proposals

Any University faculty member at the rank of instructor or above is eligible to apply for support from the UAEC. (See also "Nature of the Grants.") Awards are limited to once every three years.

When to Submit

There is one granting period: fall. The deadline for receipt of proposals will be the first Monday of November.

Where to Submit

Submit all materials to the Office of Sponsored Programs via email at research@indstate.edu.

It is the responsibility of the applicant to determine whether a particular project should be submitted to the Arts Endowment Committee or the University Research Committee. The Committees, however, will be willing to consult with potential applicants if there is some doubt or question about which Committee is appropriate.

It is also the responsibility of the applicant to submit the proposal before the deadline. The UAEC is not responsible for any proposal lost or delayed in transit.

Nature of the Grants

Grant funds will be used to support the expenses of the project such as equipment and supplies, printing and duplicating, the hiring of special support personnel beyond those available through the faculty member's department, rental of concert halls or gallery space, postage and shipping costs, travel, and per diem expenses.

Summer grants allow for a stipend (a taxable remuneration) in addition to the support of project expenses. Summer stipend applications will be entertained only from faculty members who have a continuing appointment for the following academic year and who are able to devote a minimum of five weeks, full time during the summer, to the project.

Preference is given to:

- Projects expected to result in the dissemination, in the form appropriate to the discipline, of a significant body of work.

- Projects which are relevant to the applicant's discipline.

The UAEC will not consider proposals for:

- Research or criticism of already existing works within the arts (in the visual arts, music, or literature, for example);
- Preparation and writing of textbooks and other standard teaching materials;
- Projects having course development as the primary goal;
- Projects leading to the completion of a prerequisite for an advanced degree;
- Projects by faculty members who have been previously supported by either the UAEC or the University Research Committee but who have not filed interim or final project reports;
- Summer stipend requests from faculty members who will not be able to work full time on the project for at least five weeks during the summer;
- Projects from faculty who have received an UAEC grant within the last three years.
- Projects submitted by members of the Arts Endowment Committee;
- Projects that have already been **fully** funded by an affiliated Indiana State University Committee or another external agency.

Review of Proposals by the UAEC

The UAEC reviews each request individually, weighing the general merits of the proposal without regard to any quotas by discipline. At times the UAEC may call upon other faculty members or University administrators for assistance in reviewing the merits of applications. Generally, in evaluating proposals, the UAEC uses the following considerations:

- The extent to which the purpose of the project is clear, specific and attainable.
- The extent to which the project makes a contribution to the discipline or genre.
- The extent to which supporting facilities and personnel will be available to complete the project and achieve the project goal(s).
- The extent to which the project will lead to external funding.
- The extent to which the faculty member has the qualifications and background necessary to pursue the project.
- The quality, nature and originality of the intended product of the project and its dissemination.
- The cost of the project and the availability of funds.

This list is not meant to be exhaustive, and the UAEC reserves the right to apply other standards that may be relevant only in isolated proposals.

Notification of Applicants

Applicants will receive the results of the UAEC's evaluations from the Chairperson of the UAEC. When a proposal is not approved, the Chairperson will provide an explanation for the UAEC's decision.

The recommendations of the UAEC will be forwarded to the Vice President for Academic Affairs for final action.

Grant Management

All University-supported research and creative projects are administered in accordance with established University fiscal procedures and research policies. These include all travel expenses and regulation relating to the protection of human subjects.

All grants are awarded for approximately eighteen months; the letters of notification of approval will indicate exact termination dates.

Upon completion of a University-supported project, a final written report must be filed with the UAEC at the Office of Sponsored Programs via research@indstate.edu.

All publications, exhibitions, or performances must acknowledge the assistance of the Arts Endowment Committee of Indiana State University.