

Description:

University Arts Endowment Committee Guidelines

General Information

The University Arts Endowment Committee 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 Committee is not obligated to expend all of its allocation, and it will recommend for funding only those projects that it feels have sufficient merit.

Recipients of an internal grant who are in their fourth year or above will be expected to submit a proposal for an external grant (as PI or Co-PI) before receiving another internal grant.

Who May Submit Proposals

Any University faculty member at the rank of instructor or above is eligible to apply for support from the Committee. (See also "Nature of the Grants.")

When to Submit

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

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 Committee (at the Office of Sponsored Programs). A faculty member who applies for a second grant without having completed the first (from either the Arts Endowment Committee or the Research Committee) must file copies of an interim report before the application deadline for the second grant. If the first grant was from the Arts Endowment Committee, only that Committee must be notified; if the first grant was from the Research Committee, then copies of the interim report must be filed with both committees.

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

Where to Submit

All materials are to be submitted to the Office of Sponsored Programs via email to 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 committee 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.

The Arts Endowment Committee will give preference 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 Arts Endowment Committee 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 Arts Endowment Committee 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 a total of two grants from the Arts Endowment Committee within a four year period. A four year period begins from the date of successful application which is the submission deadline date.
- 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.

What to Submit

Proposals must be submitted in the following standardized format, with pages numbered consecutively:

- I. Cover Page.

- II. Proposal Summary. Including an abstract; list of other departments or agencies you have submitted the work to; significance of the project; final product and method of dissemination; description of how UAEC funding will contribute to the success of this project; description of your qualifications to do this project.
- III. Project Narrative. (Must be approximately three to five double-spaced pages, excluding bibliography.) The project narrative is the core of the proposal. It is to your advantage to provide background information in enough detail to convey why you are proposing this project, and then to describe specifically what you propose to do and how you propose to do it. Be as clear and complete as possible. Remember, the Committee is composed of individuals from a variety of disciplines, and you should write with that audience in mind. If you refer to the works of others, include a bibliography of those works. In preparing your narrative, you should be aware of the standards by which the proposal will be evaluated; they are outlined in the following section.
- IV. Vitae. A vitae is required for each person on the project. Each vitae should be three pages or less in length, focusing on the professional accomplishments relevant to the proposed project. Multiple vitae are to be uploaded as a single document.
- V. Budget explanation and justification. Proposal should include detailed justification for each item requested on the budget form. It should also include a description of any other project costs covered by the Department or College.
- VI. Other documents or appendices. If the cooperation of some other organization is involved, attach evidence of their support or their clearance of your project.

Review of Proposals by the University Arts Endowment Committee

The Committee reviews each request individually, weighing the general merits of the proposal without regard to any quotas by discipline. At times the Committee may call upon other faculty members or University administrators for assistance in reviewing the merits of applications. Generally, in evaluating proposals, the Committee 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 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 Committee 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 Committee's evaluations from the Chairperson of the Committee. When a proposal is not approved, the Chairperson will provide an explanation for the Committee's decision.

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