Mission: To promote and encourage creative/scholarly research in the Arts. “Research” is broadly defined and includes, but is not limited to:

• creation of new works of art in any discipline
• interpretation, analysis, history and criticism of an art form
• development of research about and related pedagogical issues
• development of new art forms or new genres of performances and exhibitions

The College of Fine Arts’ Creative/Scholarly Research Awards are awarded on a competitive basis in order to stimulate and encourage creative and scholarly research in the Arts. Tenured and tenure-line faculty members, as well as career-line faculty who have been with the College for at least three years with at least a .75 FTE appointment, are eligible to apply. Individual and Intra/interdisciplinary group submissions are welcomed. Proposals may be awarded up to $7,500.

Proposals will be reviewed by the CFA Faculty Research Grants Committee and will be evaluated on the basis of importance to the field; specific plans and opportunities for dissemination; and likelihood of significant outcome, completion within the award period, and the project's ability to advance the candidate's university career (including prepare for tenure/promotion). The Committee will prioritize and recommend levels of funding to the Dean of the College of Fine Arts, who will make the final decision on awards.

One hard copy of the application, as well as an electronic copy, must be submitted to the candidate’s Chair/Director by 5:00 PM January 13, 2015.

One hard copy of the application, as well as an electronic copy, must be submitted to the Associate Dean of the College of Fine Arts by 5:00 PM January 20, 2015.

• A faculty member may submit only one proposal per year (whether as a member of a group or as an individual PI).
• Priority ranking will be given to proposals of merit that represent high levels of innovation and creativity, and that demonstrate potential for successful completion within the award period.
• Significant outcomes (e.g., performance, exhibition, or publication) are expected.
• The funding period will run from March 1, 2015 through June 30, 2016 (Funding can be made available immediately during the remainder of the current fiscal year or may be used during the 2015-2016 fiscal year).
• Proposals may include supplies, support for assistants, manuscript preparation, equipment purchases, space rental, release time, and travel for research. Other items may be funded as justified in the proposal.
• Recipients of a CFA Creative & Scholarly Research Award must file a final report with the Dean’s Office of the College by the end of the funding cycle.
• Recipients of this award will be ineligible for consideration during the following granting cycle. The granting cycle is 17 months—from Spring semester in one fiscal year through June 30th of the following fiscal year.
• Recipients must be employed by the University of Utah for the entire grant period.
Note: All budget items must be justified. In compliance with the University of Utah’s Regulations Library, all capital equipment purchased with this award will become the property of the PI’s department or school. The intent of this Award is to help faculty create new creative and scholarly research.

College of Fine Arts Creative & Scholarly Research Awards
Application Guidelines

One hard copy and one electronic copy of the application must be delivered to the candidate’s Chair/Director and then to the Dean’s Office by 5:00 PM on the relevant deadline dates. A faculty member may submit only one proposal for any funding cycle (i.e., one individual proposal or one group proposal).

It is the responsibility of the person preparing the proposal to ensure that each copy of the proposal is complete. Incomplete or improperly prepared proposals will be returned without consideration. Pages should be numbered to facilitate the review process. Proposals must be securely stapled in the upper left hand corner and assembled in the order listed below.

1. Cover page with total budget request
2. Abstract
3. Discussion (maximum length three double-spaced typewritten pages)
4. Bibliography
5. Short Form Vita (3 pages)
6. Detailed budget
7. Letter of support from the Chair/Director of the applicant’s Department or School. (If the PI is a Chair/Director, a senior faculty member from their Department or School should write the letter of support.)
8. Appended material appropriate to the proposal

1. Cover Page
   Prepare a cover page. (A cover page template is included in these guidelines.)

2. Abstract
   Prepare an abstract that identifies the proposal and concisely summarizes the proposed research (no more than one-half single-spaced typewritten page). To accommodate the varied backgrounds of those reading the abstract, the abstract should be written in language understandable by an informed layperson. Avoid the use of discipline-specific jargon in the abstract.

3. Discussion, including methodology and procedures
   The discussion section of the proposal should clearly deal with questions of methodology, procedures, and intended outcomes. This section should not exceed three double-spaced typewritten pages.

   The format for this section is as follows:
a. **Specific Aims.** Describe precisely what will be accomplished in the work. If the proposed project is part of a larger research project, clearly identify that portion of the project to be completed with this award. The premise of the scholarly or creative research should be stated.

b. **Significance.** Provide background to the project that explains why the proposed research is important and relevant to the applicant’s previous research and to the discipline. Indicate how the results will be disseminated. If appropriate, indicate how the proposed project represents a new direction or new endeavor for the applicant(s) research and/or discipline.

c. **Methods.** The specific actions needed to complete the project should be detailed. The methodology should be clearly related to the specific aims and premises. Training in new techniques may be a necessary part of project activities but should not be the focus of the proposal. The Committee will make a distinction between personal or professional development and/or training, which may be a necessary part of a research project, and the research project itself.

d. **Collaborations.** If the work proposed is a collaboration, describe the role and expertise of the collaborators. If student support is requested, describe the role of the students on the project.

e. **Other Support.** Include a description of your efforts to secure internal/external support for this project.

   Please Note: The Committee is interested in efforts made by applicants to find external support for the project.

f. **Approvals.** All research involving human subjects must include a plan for securing IRB approvals.

g. **Dissemination.** Explain how you intend to disseminate this project. Please be specific.

   **Note:** The contributions of the proposed project to the discipline and to the applicant’s creative or scholarly research goals are important criteria considered by the Award Committee (see Letter b above). How the results of the project are to be disseminated is also critical. Work(s) produced through the project must be disseminated through means of exhibitions, performances, publications, etc., in order to be considered a contribution to the discipline.

4. **Bibliography**
   A bibliography should be presented when appropriate for the proposed activity. A carefully selected bibliography can strengthen a proposal by indicating to the reviewers that the applicant is aware of significant and current literature in the field.
5. **Vita.** Provide a *short form* Vita (a maximum of **three** pages). A brief description of research support received from internal and external sources over the past five years is a required element on the Vita.

6. **Budget**
Funds may be requested for department reimbursement for a course release, research assistants, wages for support personnel, equipment, supplies, travel, and other bona-fide project expenses. Do **not** include fund requests that will be covered from sources other than this award.

- The maximum award is $7,500.
- Provide clear justification of all expenses—especially budget allocated to personnel (e.g., department reimbursements for course release, research assistants, wages for support personnel, etc.).
- All budget items must be justified as to their relevance to the project. Without sufficient justification, the Committee may eliminate items.
- Travel support for attendance at conferences and symposia is not funded.
- If an applicant stands to realize additional compensation as a result of the project, (e.g., performance/artistic fees, royalties, sale of works, etc.), line items must describe all potential revenues. See the University’s Conflict of Interest policy for information on definitions, reporting procedures, and required disclosures of additional compensation.

**Categories of budget items include:**

**a. Consumable Supplies.** Enter *dollar* amounts of requested funds. Provide adequate detail so that a person knowledgeable in the field may make an assessment of the reasonableness of the request.

**b. Travel.** Enter *dollar* amounts of requested funds. Travel expenses must be broken down into transportation, meals, and lodging, and a justification for the amounts must be provided. Travel support will be provided only for the furtherance of the proposed project. This award does not provide support for attendance at short-courses, symposia, conferences, or other similar activities.

**c. Support Personnel.** Hours, hourly rates of pay, and benefits packages must be justified based on the nature of the work being done. Describe the basis for determining rates of pay. The role and/or task of any personnel on the project must be clearly defined.

**d. Equipment.** All major items of equipment required by the project should be itemized. Because of limited funds available to the Committee, requests for equipment should be made only after a conscientious search has been conducted to determine whether this equipment is already on campus and available through a loan or share arrangement. Any equipment purchased with awarded funds will become the property of the PI’s Department or School.

**e. Department Reimbursement.** In **exceptional** circumstances (e.g., time-specific projects and opportunities), funds may be requested to pay for teaching replacements during the academic year. A significant case should be made to show the linkage of the release time to the project’s success. The required chair’s letter of support should verify the financial viability of the department reimbursement, and how release time would impact the program.
f. **Other.** Itemize all additional costs not covered above.

**g. Total.** Enter total dollar amounts requested on lines a, b, c, d, e, and f. The total requested may not exceed $7,500.

**h. Anticipated Personal Revenues.** Include as a line item any revenues that will accrue to the applicant(s) as part of this project—e.g., payments for performances, royalties, sale of work(s), etc.

Note: All personal revenues are subject to the provisions of the University of Utah’s Conflict of Interest Policy [For the full policy, see: 1-006]

7. **Chair’s Letter of Support**
   A letter of support from the Chair/Director of the Department or School must be included. The letter should *evaluate* the research plan, the project’s potential contributions to the applicant’s research agenda and to the discipline; *assess* the viability of the budget request; and, when release time is requested, *describe* in detail the staffing plan.

8. **Appended Materials**
   Materials, as appropriate, may be appended to the proposal. Letters from any other key professional personnel involved in the project, indicating their willingness to participate, should be included in this section.
Creative & Scholarly Research Awards Application
Funding cycle: March 1, 2015 – June 30, 2016

TITLE OF PROJECT: ______________________________

NAME OF APPLICANT: ______________________________

SUMMARY OF PROJECT ACTIVITY:

TOTAL BUDGET REQUEST: ______________________________
(May not exceed $7,500)

Signature of Applicant(s) ___________________________ Date signed __________

Signature of Chair(s)/Director ________________________ Date signed __________

Typewritten Name(s) of Chair(s)/Director