MAKE TIME FOR RESEARCH GRANT

COLLEGE OF FINE ARTS

Mission: To strengthen the research portfolios of tenure-line and career-line faculty by providing them with resources to help make more time in their schedules for research. For career-line faculty in particular, the grant's mission is to build the research portfolio as a form of professional development that strengthens teaching.

The **College of Fine Arts Make-Time-for-Research Grant** is given on a competitive basis to support faculty research. This grant recognizes that we often say, "If I only had more time in the day, I could complete my research project!" Thus, applicants are invited to think creatively about how to generate time in order to conduct their research. Joint or group proposals will be accepted.

Maximum Award: $2000

Criteria: Proposals will be evaluated based on…

- the quality of the research projects;
- specific, realistic, and meaningful plans for "making time";
- likelihood that the grant will help applicant(s) make significant progress on their research;
- and, for career-line faculty, evidence that progress on research will have a direct and positive impact on teaching.
- NOTE: Preference will be given to applicants who will complete a research project as a result of the grant, and/or who have a formal/tenure/promotion RPT review in the near future (tenure-line faculty).

CFA submission deadlines: Fall cycle, November 15; Spring cycle, February 22.

Eligibility

- Tenured and tenure-line faculty members; career-line faculty with at least a 0.50 FTE

- Proposals must *not* be eligible for other CFA grants (Faculty Research Grant, Research-in-Progress Grant, etc.)

- Proposals must be in alignment with University funding guidelines

- Candidates who have previously received a CFA Make-Time-for-Research Grant are not eligible to reapply until they have submitted their final report.

Process:

- **Craft your proposal:** Prepare your proposal using the template and cover sheet included at the end of this document.

- **Chair/Director Letter of Support:** Solicit a short, signed letter of support from the Chair/Director of your department/school. (*You must have an electronic version of this document in order to submit your proposal through InfoReady*.) Be sure that your Chair/Director is aware of the deadline for submission to the CFA.
  > NOTE FOR CHAIRS/DIRECTORS: The letter should evaluate the quality of the research project proposed, as well as the likelihood that the plan for "making time" will be effective for the particular applicant(s). In addition, the Chair/Director should consider all the grant and leave applications that their faculty are submitting each cycle/year— both inside and outside the College—in order to determine whether Department/School responsibilities will be adequately covered if all the applications are successful.

- **Submit the CFA Grant Proposal**: All application materials for the CFA Make-Time-for-Research Grant *must* be submitted via InfoReady. A direct link to the InfoReady application is listed on the CFA website. Deadlines: Fall cycle, November 15; Spring cycle, February 22.

- **Notification**: All proposals will be reviewed by the CFA Grants Committee, and the committee will make recommendations to the Dean. All applicants will receive notice of the decision regarding their proposals.

- **Final Report**: Recipients of CFA Faculty Research Grants must submit a final report with the Dean's Office by June 30 of the following academic year.

Applicants are welcome to consult with
Associate Dean for Faculty & Academic Affairs, Melonie Murray,
as they prepare their applications.

CFA Make-Time-for-Research Grant
Application Guidelines

One electronic copy (PDF) of the application must be submitted through
by **5:00 PM on November 15 or February 22**.

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1.   Cover page
2.   1,000-word (approximately 2 single-spaced pages) description
3.   Short Form CV (3 pages) for each applicant
4.   Detailed budget with justification for each item
5.   Letter(s) of support from Chair(s)/Director(s)

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1.   **Cover Page**
        Prepare a cover page. (A cover page template is included at the end of this document.)

2.   **1,000-Word Description**
        Joint/group applicants should keep the entire description within the 1,000-word limit.

        A. Describe how the resources you are requesting through this grant will help you "make time,"
        and how that time will directly benefit your proposed research project. Applicants are
        encouraged to think creatively and realistically. You may request any resources that would help
        you "make time," within University guidelines. **Keep in mind that the resources should be
        directed toward *creating time*, not toward the project itself.** If applicants would like resources
        for the project itself, they should consider applying for a Faculty Research Grant. If applicants
        have already secured funds for the project itself, briefly describe the purpose and source of
        those funds.

        B. Describe the faculty research project, including how this project relates to your overall
        research agenda. Identify a specific research question or a clear objective, as well as a
        justification for the project. In addition, include a concise description of methods to be
        used. Please make clear how these methods will help you answer your research question or lead
        to the project objectives. Include peer-reviewed dissemination plans for the research. If
        relevant, make clear why completion of this project is important to your upcoming
        formal/tenure/promotion RPT review (tenure-line faculty) or how this project will have a direct
        and positive impact on your teaching (career-line faculty).

3.   **Vita**
        Provide a *short form* CV (a maximum of **three** pages).

4.   **Budget**
      Funds may be requested for any [University allowable expense](#) that will help applicants create time. The maximum amount of funds applicants can request is $2,000; the amount requested should be directly relevant for the mission of the grant: "making time." The primary criterion in evaluating the amount of funds requested is that the resource is reasonable and that the explanation in the Project Description (#2 above) makes clear why that resource is necessary. Resources that could benefit both the applicant(s) and others within the CFA are a plus but are not required.

> Note: **Equipment -** Enter *dollar* amounts of requested funds. While equipment requests are unlikely, if they are necessary they should be itemized. Because of limited funds available, 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. If the budget includes equipment, identify which department or school will own and manage the property upon completion of the grant.

5.   **Chairs/Director's Letters of Support**
      A short letter of support from the Chair(s)/Director(s) of the Department(s)/School(s) must be included.

      Note: The letter should evaluate the quality of the research project proposed, as well as the likelihood that the plan for "making time" will be effective for the particular applicant(s). In addition, the Chair/Director should consider all the grant and leave applications that their faculty are submitting each cycle/year—both inside and outside the College—in order to determine whether Department/School responsibilities will be adequately covered if all the applications are successful.

CFA Make-Time-for-Research Grant Application Cover Page

Date: _____

Name: _____   E-mail: _____

Title: _____   Department/School: _____

TOTAL BUDGET REQUESTED: _____

Research Project Title: _____

Expected Date of Completion: _____

ABSTRACT
1-3 sentences each describing (1) the research project and (2) how you will "make time."