RESEARCH IN PROGRESS GRANT

COLLEGE OF FINE ARTS

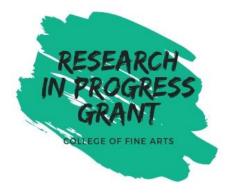**Mission**: To strengthen the faculty research portfolios of small groups of tenure-line faculty as they approach their promotion review year.

- Group members will make significant *progress* on research in preparation for the workshop/retreat
- The *retreat* will create the time and space needed to withdraw from professional and personal responsibilities and to focus solely on research
- The *workshop* will provide in-depth and rigorous analysis and critique of a body of research being prepared for the RPT tenure and/or promotion file
- Following the workshop/retreat, participants will use their colleagues' feedback and suggestions to move their research toward *completion*

The **College of Fine Arts Research-in-Progress Grant** is given on a competitive basis to support and strengthen faculty research of groups of assistant and/or associate professors as they approach their tenure and/or promotion review.

Logistics: Participants will plan, organize, and attend a workshop/retreat at which they will provide detailed and constructive feedback on a substantial portion of each group member's in-progress work. The goal of the workshop/retreat is to support participants as they move their research toward completion in preparation for tenure and/or promotion. Participants will select relevant material to share with fellow workshop participants from the larger body of work they are completing prior to promotion reviews. Each group member will carefully review the work of all participants prior to the workshop/retreat (at least one day long), at which group members will discuss all works in depth. Participants are expected to clear their schedules of both personal and professional commitments and to participate fully in all aspects of the retreat. While not required, groups are encouraged to propose a multi-day retreat at a location off-campus and away from home. Proposals for alternatives to the retreat format will be considered, as long as they explain how they meet the spirit and goals of the grant and as long as they are well justified. This grant is not intended to replace individual research grants or

awards and can be held simultaneously with other grants and awards. This grant will not fund individual research activities directly.

Deadlines for Submission to Chair/Director: a minimum of two weeks prior to the Dean's Office Deadline
Deadlines for Submission to the Dean's Office: November 15 OR February 22

Participants: This grant is designed for tenure-line faculty members who are far enough along in their research to have a substantial body of in-progress work. Three or more faculty members within 2-3 years of their review for tenure and/or promotion constitute a workshop group and should apply for the grant collectively. Tenure line faculty must constitute the majority of the group, but additional members of the University community may be included if their participation meets the spirit and goals of the grant and is well justified.

Note: Proposals including group members from outside the college will be considered, as long as the department and/or college of the non-CFA participant(s) agree(s) to contribute to the cost of the workshop and retreat. Proposals including faculty from at least two different departments within the College of Fine Arts will be given priority.

Criteria: Proposals will be evaluated based on the quality of the faculty members' research projects, specific and realistic plans for the workshop/retreat, likelihood that all participants will make significant progress on their research, and likelihood that the workshop/retreat will have a significant impact on the quality of the research portfolio in the RPT file for each member of the group. The CFA Faculty Research Grants Committee will prioritize and recommend levels of funding to the Dean of the College of Fine Arts, who will make the final decision on grants.

- A faculty member may participate in only one successful proposal at each rank.
- Proposals may include funds to duplicate in-progress work for distribution to the group, travel to view work as necessary, travel to the retreat location, space rental and/or lodging, food, and/or other relevant expenses.
- Recipients of a CFA Research-in-Progress Grant must file one collective final report with the Dean's Office within one month following the workshop/retreat.

Applicants are welcome to consult with Associate Dean for Faculty & Academic Affairs, Melonie Murray (melonie.murray@utah.edu), as they prepare their applications.

College of Fine Arts Research-in-Progress Grant
Application Guidelines

One electronic copy (PDF) of the application must be delivered to the relevant department/school chair(s)/director(s) by a **minimum of two weeks prior to the Dean's Office Deadline.**

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

It is the responsibility of the applicants to ensure that the proposal is complete. The group should identify one individual to serve as the contact person regarding the proposal. Incomplete or improperly prepared proposals will be returned without consideration. Please assemble materials in the order listed below.

1. **Cover page with total budget request and signature of all participants**
2. **500-word description of each participant's in-progress faculty research project(s) to be completed prior to formal tenure and/or promotion review**
3. **Short Form CV (3 pages) for each participant**
4. **Brief description of the process the group will use in order to share in progress work among group members (1 page or less)**
5. **Retreat agenda, including justification for the number of days planned**
6. **Detailed budget with justification for each item**
7. **Letters of support from the Chair/Director of the applicants' Department(s) or School(s).** If any participant is a Chair/Director, a senior faculty member from their Department or School should write the letter of support.

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

2. **500-Word Descriptions**
   Participants should describe their in-progress faculty research project(s) to be completed prior to formal promotion review, including discussion of the specific work that remains to be done. Explain how your in-progress project(s) relate(s) to your overall research agenda. Make clear why the completion of this work is necessary in order for you to apply for tenure and/or promotion, and explain how you anticipate that the workshop/retreat will facilitate completion.

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

4.   **Workshop/Retreat Process Description**
Explain how the participants will access each group member's in-progress work. Make clear how you will offer feedback and engage in discussion during the retreat. If you plan to use different approaches for different members of the group, explain how and why. Explain why this particular group of researchers will work well together for the workshop/retreat.

5.   **Workshop/Retreat Agenda**
The agenda should be well planned, realistic, and detailed enough to serve as a useful guide for the group during the workshop/retreat. Include justification for the number of days planned.

6.   **Budget**
Funds may be requested to duplicate in-progress work for distribution to the group, travel to view work as necessary, travel to the retreat location, space rental and/or lodging, food, and/or other relevant expenses.

• The maximum grant is $1,000 times the number of CFA participants.

• The funds are awarded to the group as a whole.

• All budget items must be justified as to their relevance to the project and their amounts. Without sufficient justification, the committee may eliminate items.

• In compliance with the University of Utah's *Regulations Library*, all capital equipment purchased with this grant will become the property of the department or school identified by the proposal.

Categories of budget items include:

a.   **Duplication costs**. Enter dollar amounts of requested funds. Detail the specific types of materials that need to be duplicated and itemize the cost. Clarify why duplication is necessary.

b.   **Travel**. Enter dollar amounts of requested funds. Travel expenses must be broken down into transportation, meals, and lodging categories, and a justification for the amounts must be provided.

c.   **Space Rental**. Enter dollar amounts of requested funds. If space rental is necessary in addition to or in lieu of travel, explain and justify.

d.   **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 after the retreat.

e. **Other**. Enter dollar amounts of requested funds. If additional expenses related to preparation for and/or participation in the retreat are anticipated, include those here. Note that this grant is not intended to support individual research activities.

f. **Total**. Enter total dollar amounts requested on lines a, b, c, d, and e. The total requested may not exceed $1,000 times the number of participants.

7. **Chairs/Directors' Letters of Support**

A short letter of support from the Chair/Director of the Department/School for each participant must be included. The letters must evaluate the workshop/retreat plan, state whether the Chair/Director considers the applicant(s) from their department/school to be at an appropriate career stage to participate in the workshop/retreat, and state approval for any absence from campus required for the applicant(s) to participate in the workshop/retreat. If multiple members of the applicant group come from the same department/school, one collective letter from the Chair/Director is acceptable.

COLLEGE OF FINE ARTS
THE UNIVERSITY OF UTAH

CFA Research-in-Progress Grant Application Cover Page

CONTACT PERSON FOR THE GROUP:

_____   _____
Name   E-mail

TOTAL BUDGET REQUEST: _____

(May not exceed $1,000 times total number of CFA participants)

Dates of Workshop/Retreat: _____

NAME AND DEPARTMENT/SCHOOL OF EACH APPLICANT:

ONE SENTENCE FOR EACH PARTICIPANT THAT STATES THE FOCUS AND PROJECTED OUTCOME OF THE PARTICIPANT'S IN-PROGRESS RESEARCH: