College of Fine Arts
University of Utah
Sydney Cheek-O'Donnell, Associate Dean for Research

The National Endowment for the Arts
- Funds organizations, not individuals
- Has several funding mechanisms that range in support from $10K-$200K
  - **Art Works ($10K-$100K)**
  - Challenge America ($10K)
  - Our Town ($25K-$200K)
  - **Research: Art Works ($10K-$100K)**
- Grants require a 1:1 match (budget match can include negotiated federal F&A rate, "in-kind donations," cash, salaries & benefits for faculty time)
- "Limited submission": Art Works and Challenge America—only one application from the organization per year for these two (does not include "independent components": UMFA, PTC, UtahPresents)

ART WORKS: The NEA's principle grants program. It funds
- public engagement with, and access to, various forms of excellent art across the nation;
- the creation of art that meets the highest standards of excellence;
- learning in the arts at all stages of life, and
- the integration of the arts into the fabric of community life.

Projects may be large or small, existing or new. Applications are made by discipline. Each discipline has unique requirements outlined in its instructions.

Evaluation of proposals for Art Works is based on:
1. "Artistic Excellence"
   - Quality of the artists, arts organizations, arts education providers, works of art, or services that the project will involve, as appropriate.
   - Artistic significance of the project.

<p align="center">AND</p>

2. "Artistic Merit"
   - The project has the potential to:
     - Celebrate America's creativity and cultural heritage,
     - Invite mutual respect for differing beliefs and values, or
     - Enrich humanity.
   - Extent to which the project serves the organization's community or constituency.
   - Potential impact on artists (including evidence of direct payment) and the artistic field.
   - Appropriateness of the project to the organization's mission, audience, community, and/or constituency.
   - Appropriateness of any proposed performance measurements. This includes, where relevant, measures to assess student and/or teacher learning in arts education.
   - Plans for documentation and dissemination of the project results, as appropriate.

- Ability to carry out the project based on such factors as the appropriateness of the budget, the quality and clarity of the project goals and design, the resources involved, and the qualifications of the project's personnel.
- Where appropriate, potential to reach underserved populations such as those whose opportunities to experience the arts are limited.

RESEARCH: ART WORKS

This program supports research that investigates the value and/or impact of the arts, either as individual components of the U.S. arts ecology or as they interact with each other and/or with other domains of American life.

Current Research Priorities at NEA:
- Arts participation (selected inputs, core variables, discipline-specific gaps)
- Individual-level benefits of arts participation
- Arts and cultural assets (selected inputs, core variables, discipline-specific gaps)
- Community-level and societal benefits of arts and cultural assets

Two Research Tracks:
1. **Value and Impact.** These are matching grants ranging from $10,000-$30,000 for research projects that aim to examine the value and/or impact of the arts in any topic area(s) by using data and methods appropriate to the proposed research questions.
2. **Experimental and Quasi-Experimental Designs.** These are matching grants ranging from $30,000-$100,000 for research projects that aim to test the causal or inferred-causal impact of the arts on individual or cohort outcomes by using experimental or quasi-experimental design methods appropriate to the proposed research questions. This Track is *only* for projects relying primarily on experimental or quasi-experimental research methods. *Projects that do not use experimental or quasi-experimental research methods will considered ineligible if submitted under this track.*

Submitting an NEA Grant at the U

1. Talk to the Associate Dean for Research
2. Register in Cayuse, the U's electronic proposal interface for most Federal grants
   - Email cayuse@osp.utah.edu to request access (provide your name, UNID, and University email address);
   - Update your professional profile.
3. Download the application instructions from the NEA (there are 2 steps, listed separately—you'll need both)
4. Draft your proposal & begin budgeting (consult with the CFA's Budget Officer, ADR, Bill Ernest at OSP, and/or the Research Development Office—"RDO")

   NB: NEA requires a 1:1 match, so budgeting requires advance approval from the Vice President for Research. Start this process as early as possible.
5. Get feedback on your proposal draft from the ADR, RDO, and colleagues.
6. Create a new Document Summary Sheet (DSS) in eProposal – you don't need to finish it yet, just get it started.

   NB: If you need help filling it out, contact the ADR and/or Bill Ernest. If you are working with the RDO, they can assist you, too.
7. 5 working days before (minimum) the NEA's deadline for Step 1, submit your SF-424 on Cayuse. Route it to William ("Bill") Ernest at the Office for Sponsored Projects (OSP).

   NB: Once you've submitted, you should expect to receive a "tracking number" via email from Bill Ernest. You must have this number to submit the rest of your application. If you don't receive this tracking number from Bill within a day or two of submission, follow up at William.Ernest@osp.utah.edu to get the tracking number.
8. After you've finished the SF-424, complete your eProposal and route it to Bill Ernest at OSP (there is an option in eProposal for this).
9. About 5 days after the deadline for SF-424, the NEA's applicant portal will open and you will have 1 week to submit Part 2 of your proposal. Submit Part 2 of your proposal (using the tracking number you received from Bill Ernest) through the NEA's applicant portal (https://applicantportal.arts.gov), where you will be able to complete the Grant Application Form (GAF).

   NB: Applications are due by 11:59pm in the Eastern Time Zone (9:59pm Mountain).

Sample Submission Timeline for Art Works—2nd Round 2018:

Right away: Contact the Associate Dean for Research to discuss your plans.

Before July 6: Submit SF-424 to Bill Ernest at OSP via Cayuse.

July 7-12: In eProposal, complete the Document Summary Sheet (DSS) and submit to Bill Ernest.

July 7-12: Get a tracking number for your SF-424 from Bill Ernest.

July 17-24: NEA applicant portal is open – submit Part 2 of your proposal using the tracking number you received from Bill Ernest.

July 25: Celebrate your submission!

Research Alphabet Soup, or A Glossary of Terms

ADR: Associate Dean for Research

Applicant Portal: the NEA's system for collecting Part 2 of all proposals. https://applicantportal.arts.gov

Cayuse: The online program through which most Federal grants are submitted by the University. You will submit Part 1 of your NEA grant using Cayuse.

Cost Share: A grant that requires the proposing organization to foot some of the bill for a project.

DSS: Document Summary Sheet. A DSS is created in eProposal and submitted to OSP for the purpose of tracking a grant proposal submitted to external agencies by faculty at the University. This information automatically populates to your Faculty Activity Report (FAR). You must have a DSS in place so that the OSP can administer your award if you receive it.

eProposal: The online program that enables faculty to submit Document Summary Sheets and track the status of proposals. You can access it through CIS, under "Research Services."

F&A rate: Facilities & Administration rate. The negotiated percentage of a project's budget that a granting agency has agreed to pay the University to cover the general costs of doing research. These are costs that cannot be traced to a single project. The NEA does not provide F&A.

GAF: Grant Application Form. This is the online form the NEA uses to collect Part 2 of grant proposals. This can be accessed and filled out through the NEA's "applicant portal."

Limited Submission: A grant opportunity that allows only a limited number of proposals from a single organization during a particular cycle. The Vice President for Research will solicit pre-proposals for limited submission grants (including most Art Works grants and Challenge America). If you want to apply for one of these, you must first submit a pre-proposal to the VPR's office. Calls for limited submission pre-proposals can be found in CIS under "Research Services" → on the tile called "Limited/Sub Intramural Funding." Pre-proposals are generally very short—1-2 pages total.

Matching Grant: A grant that requires the proposing organization to match the funds awarded by the granting organization. The NEA generally requires a 1:1 match for its grants. However, the match doesn't have to be in cash. It can be off-set through a combination of in-kind support (e.g., use of facilities), salaries and benefits, another grant, or cash.

OSP: Office for Sponsored Projects. "Our office is responsible for the effective and timely handling of research proposals. We prepare, interpret, negotiate, and execute agreements on behalf of the University of Utah for projects funded by federal and state agencies, foundations, and other public and private sources. We also draft, negotiate, and execute awards and subawards for collaborative research."

RDO: Research Development Office. This new office can help with proposal development and management, finding collaborators, RFP review, templates and sample text, accessing campus resources, and funding search workshops. The CFA helps support this office financially.

SF-424: A form used to apply for Federal assistance. This is the first part of any proposal you make to the NEA, and it <u>must be completed</u> before you can submit the second part of your proposal.

VPR: Vice President for Research. This office oversees all aspects of research at the University.