COLLEGE OF FINE ARTS
THE UNIVERSITY OF UTAH

RESEARCH IN PROGRESS GRANT

COLLEGE OF FINE ARTS

Mission: To support the completion of a significant research project already in progress with the intent of strengthening the research profile of assistant and/or associate professors as they approach tenure and/or promotion review.

- The proposal must demonstrate that substantial progress has already been made on the project
- The proposal must provide a clear plan for completion of the project

The **College of Fine Arts Research-in-Progress Grant** is awarded on a competitive basis with the intent of strengthening faculty research profiles as they approach tenure and/or promotion.
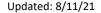
Criteria

Proposals will be evaluated based on:
- The quality and significance of the research project
- Demonstration that substantial progress has already been made on the project
- Specific and realistic plans for the completion of the project
- Likelihood that the project will strengthen the faculty member's research profile for the RPT process

The CFA Faculty Grants Committee will prioritize and recommend levels of funding to the Dean of the College of Fine Arts, who will then make the final decision on grant awards. **Priority will be given to proposals that support the college's strategic plan in terms of interdisciplinarity, sustainability, and work pertaining to justice, equity, diversity, and inclusion.**

Proposals will be awarded up to $2,000.

CFA Submission Deadlines: Fall Cycle, November 15; Spring Cycle, February 18.

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

Eligibility

- Tenured and tenure-line faculty members
- Proposals must *not* be eligible for other CFA grants (Faculty Research Grant, Make-Time-for-Research, etc.)
- Proposals must be in alignment with [University Funding Guidelines,](#) refer to the guidelines for expenses that are excluded from University funding
- Proposals may be submitted by an individual or groups of faculty members working on one project
- Projects previously funded by other grants may be considered

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. If the proposal is submitted by a group, each faculty member must provide a letter from their respective Chair/Director. (*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, the feasibility for the plan for completion, and the effectiveness of this project's completion on the faculty member's research profile. 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 Research-In-Progress Grant *must* be submitted via [InfoReady](#). You will be required to upload two PDF documents: the grant proposal and the chair/director letter of support. A direct link to the InfoReady application is listed on the [CFA website.](#) Deadlines: Fall Cycle, November 15; Spring Cycle, February 18.

- **Notification**: Each proposal will be reviewed by the CFA Grants Committee, and the committee will make recommendations to the Dean of the College of Fine Arts. The Dean will then make the final decision on grant awards. All applicants will receive notification of the decision regarding their proposals via Umail.

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

CFA Research-In-Progress Grant
Application Guidelines

One electronic copy (PDF) of the application must be submitted through InfoReady
by **5:00 PM on November 15 or February 18**.

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 requested will support completion of the project and how the completion of the project will benefit the faculty member's progress toward tenure and/or promotion. If applicants have already secured funds for the project itself, briefly describe the purpose, source of those funds, and a plan for how additional funding will lead to the project's completion.

B. Describe the 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.

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 support completion of the research project. The maximum amount of funds applicants can request is $2,000, and the amount requested must be directly relevant for the completion of the project. The primary criterion in evaluating the amount of funds requested is that the funding is reasonable and the explanation in the Project Description (#2 above) makes clear why the funds are necessary. Resources that could benefit both the applicant(s) and others within the CFA are desirable but are not required.

Note: **Equipment -** Enter specific *dollar* amounts for each requested item. While

equipment requests are unlikely, if they are necessary they must be itemized. Because of limited available funds, 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 this is the case, please describe steps you have taken to seek other funding. If the budget includes equipment, identify which department or school will own and manage the property upon completion of the grant.

Travel Fees – The University has implemented new travel audit fees based on the updated U Travel reimbursement system. Please keep these fees in mind as you build your budget and include them as a line item. The new fees are as follows: Driving - $15, Domestic Flight - $25, & International Flight - $35.

Updated International Travel Policy – Per University Rule R3-030D, all international travel participants must: *Register* their University-related travel at least 3 weeks prior to departure date, *Enroll* in University-affiliated international and emergency evacuation insurance, *Abide* by all active travel warnings and restrictions. Failure to do so will result in no reimbursement of travel related expenses and, in some cases, university disciplinary action. Contact your departmental business officer to help with international travel registration.

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, the feasibility for the plan for completion, and the effectiveness of this project's completion on the faculty member's research profile. 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.

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CFA Research-in-Progress Grant Cover Page

Name:

Title/Rank:

Years at Current Rank:

Title of Proposed Project:

Amount Requested:

Abstract:
(1 to 3 sentences about proposed project and completion plan)