

## College of Fine Arts

### Dean's Exceptional Travel Grants

**Purpose:** The Dean's Exceptional Travel grants are to make available funding to allow faculty to pursue exceptional opportunities to present/perform/disseminate research and creative activities that require travel costs that exceed the funding available through unit level travel budgets.

The intent of this program is to support the public expression of the highest caliber outcomes of faculty research and creative activity. It is not intended to support the research/creative activity process. Faculty seeking support for the research/creative activity process are directed to the university RCAF, the CoFA Grant Submission Incentive Program, and the CoFA Mid-Career Summer Research & Creative Activities Grant.

**Eligibility:** All full-time faculty in the College of Fine Arts are eligible; preference will be given to those faculty seeking tenure and promotion in the near future and for whom this exceptional opportunity will greatly enhance their professional dossiers as well as those faculty who have not received previous CoFA grants.

**Award:** Up to three grants, each semester, of up to \$3,000 each in reimbursement of travel-related expenses will be available. These may include, but will not be limited to, travel (airfare, hotel, mileage, food, etc.) and/or registration for conferences.

Please note: When considering requests pertaining to technology or interdisciplinarity, please review the College's guidelines for the Microgrants for New Technologies program or the Creativity, Innovation and Interdisciplinarity in Learning Grant Program to see if your request is better suited for these programs. Applicants may apply to only one of these grant categories (Dean's Teaching Enhancement Grants; Microgrants for New Technologies; or Creativity, Innovation and Interdisciplinarity in Learning Grant Program) in any given cycle.

Application: Should include the following:

- A completed grant cover sheet
- Statement of eligibility:
  - Confirmation from the applicant that the presented project and travel costs are not supported by any other grant or other form of internal/external funding.
  - Confirmation from the department chair/director that
    - The travel costs associated with the research and creative activity exceed departmental funding (include funding amount provided by unit)
    - That the proposed research and creative activity represents an exceptional opportunity that would greatly enhance the professional dossier of the applicant
- A description of the project, written for an audience outside the discipline, including the nature of the opportunity and why it represents an exceptional professional development opportunity. (no more than 3 pages double-spaced). This description should answer the questions: How was this opportunity made available to you? (i.e. Through invitation, application, etc.); How will this opportunity advance your professional development? How frequently do such opportunities

present themselves in your field/discipline/profession? How might this opportunity benefit your students/department/school/college?

- Evidence of confirmation to present/perform/disseminate the research and creative activities described above.
- Itemized budget and budget justification (list up to \$3,000 of expenses to be reimbursed, the sources upon which these estimates are based, and the reason(s) why they are necessary to the conduct of the project)
- Updated C.V. in TCU format.

Applicants must also indicate their agreement with each of the following parameters, should they be awarded a Dean's Teaching Enhancement Grant:

- Grantees will seek pre-approval from the Assistant to the Dean for expenses before they are incurred, to insure they are reimbursable expenses.
- Any changes to the approved budget or scope of the project must be reviewed by the Dean and approved.
- Grantees will submit all expenses for reimbursement by the third Monday in May so that they may be processed before the close of the fiscal year at the end of May.
- Grantees are required to submit a brief report to their department chair/school Director and the Dean describing how the grant was used and the impact of the grant within 30 days of the conclusion of their project.

Deadlines: Proposals should be submitted to the Dean's office electronically to Tracy Rohrer (t.rohrer@tcu.edu) by

- Fall Semester: Second Monday in November (for projects taking place over inter-semester break or in the spring semester)
- Spring Semester: First Monday in April (for projects taking place during the summer sessions or during the fall semester)