

College of Fine Arts (CoFA)  
Grant Submission Incentive Program

**Purpose:** The program is intended to provide summer financial support for CoFA faculty to prepare and submit proposals to external agencies. Proposals in support of research and creative activity and program development are eligible. Proposals must request a minimum of \$25,000. Proposals can be submitted to federal agencies such as the National Endowment for the Humanities, the Institute for Museum and Library Services, and the National Endowment for the Arts; foundations such as the John David & Catherine T. MacArthur Foundation; or regional/state agencies such as the Texas Commission on the Arts.

**Eligibility:** Open to tenure-track and tenured faculty and professors of professional practice (all ranks) in the College of Fine Arts. Projects must not have previously received substantial external grant funding.

**Award:** There will be at least two awards of up to \$5000 (with a minimum award amount of \$1000 per principal investigator). If a proposal has multiple authors the award must be shared by the principal investigators. Additional travel support, should it be required to enhance the probability of the proposal being funded, will be provided by the Dean's office.

**Requirements:**

Work with the Office of Sponsored Research, and the Dean of the College of Fine Arts as appropriate, to identify and contact viable funding sources. This identification and contact should be documented as part of the program application packet. Applicants are strongly encouraged to attend all relevant grant workshops offered by the Office of Sponsored Research.

Complete the proposal and submit it to the identified funding source by no later than March 2018. Deadlines for submission are required as part of the program application packet.

Monitor and respond to agency requests as needed.

**Application:** Applicants must submit a completed grants cover sheet and a 3-5 page prospectus on the research topic/creative activity addressed by the proposal, including

- a brief summary or abstract of the project and its goals,
- an environmental scan/literature review that situates the contribution of the project in relationship to the larger field/discipline
- an account of the proposed project outcomes, and
- a description of the activities to be encompassed by the project.

The prospectus should also include brief biographies of the principal investigators, establishing their expertise and background relevant to the project.

Lastly, the prospectus should provide a brief budget delineating the proposed use of funds and explaining how summer financial support will enable a robust grant submission plan.

Applicants must also submit an application plan that indicates where the proposal will be submitted, the contact person at the agency, and the deadline dates for the request-for-proposals, and documents the communication, if any, that has taken place between the principal investigators and agency point of contact.

A current c.v. (TCU format) for each principal investigator must accompany the application package.

The application deadline is the first Monday in April; application packages should be submitted electronically to the Dean's office (t.fear@tcu.edu). If warranted, the selection process will include an interview with the Dean; the selection process will be concluded by the end of the fiscal year.

Reporting: Submit documentation that the proposal was submitted to the funding agency. Report the outcome of the request when a decision is reached by the funding agency.