



COLLEGE *of*
FINE ARTS

Graduate Student Research and Creative Activity Support Fund

Graduate students (master's and doctoral) in the College of Fine Arts may apply for funding to assist with research and creative activity required for completion of their degree. Funds may also be awarded for projects that enhance the professional development of the student. The maximum award will be \$750 per student per year. There will be limited funds available for summer projects. Applications will be reviewed once a month, beginning on the second Monday of the month, from September to April, or as long as funds are available. Decisions on awards will be emailed by the third Monday of the month in which the application was reviewed.

Project Eligibility

Each project must also be sponsored by a TCU faculty member, who will guide the student through the project's completion, including budget and reimbursement.

Examples of some eligible uses of funds include:

- Purchase of necessary materials for original research projects or for the creation of original artworks
- Rental of spaces (concert, exhibition, etc.)
- Travel and fees associated with research or the presentation of research or creative activity at peer-reviewed or juried venues (e.g., invited exhibitions, peer-reviewed academic conferences, invited competitions)
- Professional development expenses (e.g. workshops, conferences, etc.)
- Equipment is eligible, though requests for equipment may be subject to additional review. Equipment requests over \$500 will remain the property of TCU upon the student's graduation.

Additional Criteria:

- funds **may not** be used to provide stipends or payment for people other than the applicant (musicians, actors, etc.)
- funds **may not** be applied retroactively to already completed projects
- grants **may** be combined with other internal and external funding sources, and we strongly encourage students to apply for all available funding, such as that available through the [TCU Office of Graduate Studies](#).

- Applicants requesting funds for travel must have their faculty sponsor register their travel with [TCU Study Abroad](#) at least 3 weeks before the intended trip. TCU may not reimburse travel expenses without proof of travel registration.
- All projects including human subjects (e.g., surveys, interviews) must adhere to university policies regarding Institutional Review Board (IRB) approval.

Required Application Materials

1. Completed application form (found on the next page)

This includes applicant information, project title, a brief summary of the project, a line item budget, and appropriate signatures (can be signed electronically).

2. Project Narrative (up to two pages, double spaced)

This document should explain your project and how it relates to the completion of your degree or advances your professional development. If you are undertaking a creative project, please provide an artistic statement along with project goals. If you will be undertaking a research project, please provide a summary of the project and how these funds will contribute to your plans for completing it.

Please complete these materials and return them as a single pdf document to Tracy Rohrer (t.rohrer@tcu.edu) in the Dean's Office.

Evaluation Procedures

All submissions will be evaluated on the merits and potential impact of the proposed project, as well as on the quality of the proposal itself.

Follow-Up Document and Reimbursement

For those applicants whose proposals are funded, money will come as a reimbursement of your expenses, not as a cash advance award. Further instructions on reimbursement will be provided in acceptance letters, but students should be prepared to work with their faculty sponsors and unit administrative assistants on grant reimbursements..

The College also requires a report of 500–1000 words describing the results of the project and how the funds were allocated. This document should be submitted by the end of the semester in which the grant was used. Students who fail to submit their reports may not be eligible for future funding.

All questions regarding Graduate Research and Creative Activity support grants may be directed to the Associate Dean for Research and Faculty Development, Dr. Lori Diel (l.diel@tcu.edu).

Support made possible through the Buie Memorial Fund for Fine Arts.

Graduate Student Research and Creative Activity Support Fund Application Form

Applicant Information

Name:

Program and Degree Plan:

Date:

Faculty Sponsor:

Dates of the project (when will funds be spent?):

Does the project require travel? If yes, has your faculty sponsor registered the travel?

Project Title

Brief Project Summary (up to 100 words)

Project Budget

Please note that grant funds may **only** be spent on specific items requested here (if necessary, add an extra sheet).

Item/Expense	Explanation / Description	Cost

Total Cost:

To the Faculty Sponsor: The signature below indicates that you have reviewed all elements of this application and agree to the following:

- This project is manageable and of high quality
- The budget requests are reasonable and necessary for project completion
- If the project requires travel, you have registered the project with [TCU Study Abroad](#)
- You will be responsible for guiding the student through the completion of the grant project
- You will help the student to follow TCU reimbursement procedures

Signature of Applicant

Signature of Faculty Sponsor

Please combine this form with the Project Narrative (up to two pages, double spaced) and save as a single pdf document and email to Tracy Rohrer (t.rohrer@tcu.edu) in the Dean's Office.