



COLLEGE *of*
FINE ARTS

Undergraduate Research and Creative Activity (URCA) Grants

The College of Fine Arts Undergraduate Research and Creative Activity (URCA) Grants support student excellence in academic and artistic projects. These grants are open to all current TCU Fine Arts majors in good academic standing. Preference will be given to graduating seniors and students who have not previously been awarded an URCA grant. The maximum award will be \$750 per student per year. Funds are not available for summer projects. Applications will be reviewed once a month, beginning on the second Monday of the month, from September until 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

URCA grants are designed to sponsor the creation and presentation of original works of student research and creative activity. Sponsored activities should result in a demonstrable product (e.g., a performance, exhibition, research project, presentation, etc.).

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

Examples of some eligible uses of funds include:

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

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
- 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 why you believe this project is meaningful to your own development and to your field of study. It should also provide a timeline for the project's completion. If you are undertaking a creative project, please provide an artistic statement and along with project goals. If you will be undertaking a research project, please provide a summary of the project and your plan for completing it.

Please keep in mind that the readers may not be in your area, so make sure your project justification isn't too technical in nature.

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 Form

For those applicants whose proposals are funded, money will typically come as a reimbursement of your expenses, not as a cash advance award. That means expenses must be paid up front by you. If paying expenses up front poses a significant challenge, contact your faculty sponsor and the Associate Dean (l.diel@tcu.edu) for alternative options on payment of expenses.

To be reimbursed, you will fill out a form provided through the [Financial Services Office](#). Submit this, along with scans of original receipts, to Tracy Rohrer (t.rohrer@tcu.edu) in the Dean's Office. This form must be submitted within 30 days of the expenditure of funds. Once reimbursements are approved, they typically take a minimum of 2 business weeks to appear in student accounts.

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.

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.

Undergraduate Research and Creative Activity Grant Application Form

Applicant Information

Name: _____ Major: _____
Date of Application: _____ Faculty Sponsor: _____
Dates of the project (when will funds be spent?): _____

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). Grant funds are provided as a reimbursement of your expenses.

| Item | Explanation | Cost |
|------|-------------|------|
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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
- You will be responsible for guiding the student through the completion of the grant project, including ensuring adherence to grant requirements
- 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.