

Dean's Exceptional Travel Grants College of Fine Arts (CFA)

Purpose: To provide funding for faculty to pursue exceptional opportunities to present, perform, and/or disseminate research or creative activity in the event of travel costs that exceed the funding available through unit-level travel budgets. These grants are not intended to support the research/creative activity process. Faculty seeking such support are directed to the TCU RCAF grant program or other CFA internal grant programs.

Eligibility: Full-time CFA faculty, with preference given to those faculty seeking tenure and/or 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 CFA grants.

Award: Grants of up to \$3000 in reimbursement of travel-related expenses. These may include, but will not be limited to, travel (airfare, hotel, mileage, per diem, etc.) and/or registration for conferences.

Applications must include:

- College of Fine Arts Grants Cover Sheet
- Project proposal (no more than 3 pages double-spaced) that explains
 - the nature of the opportunity and why it represents an exceptional professional development opportunity
 - how this opportunity was made available to you (through invitation, application, jury review, etc.)
 - how this opportunity will advance your professional development
 - how this opportunity will benefit your students, department/school, and/or college
 - how the presented project and travel costs are not supported by any other grant or other form of internal/external funding
- Itemized budget
- Evidence of confirmation to present, perform, and/or disseminate the research/creative activity described above (in the event that an acceptance has not been received before the due dates below, this may be provided at a later time but before the dissemination of funds)
- Confirmation from the department/school chair/director that the proposed project represents an exceptional opportunity beyond the scope of the unit's budget and that it would greatly enhance the professional dossier of the applicant
- Updated CV in TCU format

Application Submission: Applications must be compiled as a single pdf and emailed to the Dean's Office (t.rohrer@tcu.edu). Proposals are due at the following times:

- Last Monday in August, for projects taking place during the current fiscal year
- Second Monday in November, for projects taking place during the current fiscal year
- First Monday in April, for projects beginning during the next fiscal year

Requirements:

- Grantees must register their domestic travel with the Dean's Office and international travel with TCU's Study Abroad office
- If travel will occur during the school year, grantees will provide an explanation of how any missed classes will be covered or made up to their Chair/Director
- A final project report must be sent to the Dean's Office and the appropriate department/school chair/director within 30 days of the conclusion of the project. The report should describe how the grant was used and the impact of the grant.

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- All expenses and reimbursement forms for awards must be submitted within 30 days of the conclusion of the project and no later than the third Monday in May so that they may be processed before the close of the fiscal year at the end of May.
- Any changes to the approved budget or scope of the project must be reviewed by the Associate Dean for Research and Faculty development and approved.
- Applicants may only apply to one CFA grant category in any given academic year (with the exception of the Programming Grants)