

Grant Submission Incentive Program College of Fine Arts (CFA)

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

Eligibility: Full-time CFA faculty for projects that have not received substantial external grant funding.

Award: Funding as either a stipend of \$5000 or a reimbursement for expenses up to \$5000 incurred as part of the project.

- Awards taken as a stipend will have taxes withheld and will be recorded on a summer paycheck. Applicants taking the award as a stipend are eligible to teach no more than one regular summer school session contingent upon departmental need and the availability of funds for summer school classes.
- Awards taken as a reimbursement will go through normal TCU reimbursement procedures. Reimbursable expenses can only be incurred after June 1 of the current year.
- Faculty are encouraged to submit a TCU RCAF proposal to complement their Grant Submission Incentive Program requests.

Applications must include:

- College of Fine Arts Grants Cover Sheet
- Project proposal (3-5 pages double-spaced) to include:
 - Description of the project, including how the project will enhance the individual's research/creative practice or how it will help develop the individual's program at TCU
 - Brief environmental scan/literature review that situates the contribution of the project in relationship to the larger field/discipline
 - Scope of work and timeline (what activities will be completed and when in preparation for the external grant submission)
 - Project goals and anticipated outcomes
 - Budget justification, only for those seeking awards through reimbursement (explain why these expenses are necessary to prepare the external grant submission)
 - Application plan that indicates where the external proposal will be submitted and the timeline for the submission of the proposal
- Itemized Budget (for those seeking awards through reimbursement of expenses)
- 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) by the first Monday of April.

Requirements:

- All expenses and reimbursement forms for awards taken as a reimbursement must be submitted by the last Monday in August.
- 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.

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- Documentation that the proposal was submitted to a funding agency must be sent to the Dean's Office by the end of the academic year, and the outcome of the request must be reported to the Dean's Office when a decision is reached by the funding agency.
- Applicants may only apply to one CFA grant category in any given academic year (with the exception of the Programming Grants)