

Dean's Grants for Student Research

I. Purpose and Criteria

The Dean has established grants for scholarly and creative activity for undergraduate or graduate students of the Tyler School of Art. Grants will be made in amounts from \$200 to \$1000. [The application form appears on page 4 of this document.]

The mission of the Dean's Grants for Student Research is to create opportunities for outstanding achievement by providing funds to realize ambitious goals and support opportunities for Tyler students' work to be seen in the larger contexts of their profession.

Students may apply for these grants to defray scholarly or creative costs associated with (but not limited to):

- Travel to create/install an exhibition or performance or scholarly paper, or to collect data for research-documentation of the invitation to exhibit, perform, present, etc. must be provided as part of the proposal
- Registration for conferences (but only where one is presenting or part of a panel discussion and one must provide confirmed invitations)
- Technical personnel or services (for example, to help with technology for an installation or to document an exhibition, or with editing, fabrication, etc.)
- *Consumable materials required for the creation of special projects, performances or installations

The following items are ineligible for grant funding:

- *Durable equipment (cameras, software, computers, hardware, machinery or peripherals, or any equipment that is not considered consumable material)
- *Attending a residency or other travel program, either credit bearing or non-credit bearing
- *Attending a conference where one is not presenting
- The grant is not to be applied toward tuition, housing costs, or other expenses normally incurred in the pursuit of a degree.
- The grant may not be used to complete a course requirement (e.g. a final paper, thesis or senior exhibition, senior project or thesis project).
- Grants may not be used to pay stipends to other full-time Temple employees, full-time Teaching Assistants, Academic Interns, or non-College collaborators.

Students who are receiving other grants or funding that will partially fund the project must disclose this funding as part of the proposal.

Criteria for applicants:

- The applicant must be a current matriculated student at Tyler.
- The applicant must have a faculty advisor for the project.
- The student must complete the proposed project and **provide receipts no later than May 15.**
- The grant is intended to provide an opportunity for a special project that would not be possible without these funds.
- The term *project* should be thought of flexibly, including (but not limited to):
 - Initiating new scholarly or creative work
 - Initiating a well-defined component of a larger scholarly/creative work
 - Defining a portion of a project already underway that requires support for completion
 - Extending or expanding previously completed work

Projects may be individual or collaborative in nature. Working collaboratively requires letters of commitment from collaborators at time of proposal submission.

Applications for these grants will be reviewed based on the following criteria:

- The project should make a significant contribution to the student's creative/scholarly growth and to the student's field of endeavor. The significance of the project should be explained in a brief project statement. The statement should place the project in the larger context of the student's professional aspirations.
- A detailed budget. The project statement should clearly indicate how the Dean's Grant will be used. Specific information about additional sources of funding for the project will be helpful, as well.
- The project should be capable of completion by May 15 within the current academic year. Funds not used by May 15, will be forfeited.
- If the project is collaborative in nature, the project statement should indicate clearly the respective roles of the collaborators. If the project is collaborative, the application should be jointly authored and signed.
- The project should have a faculty advisor (studio teacher, research advisor, composition teacher, etc.). Provide the name of the faculty advisor and his or her signature and contact information. Students may wish to include a letter from the project advisor in support of the proposal.

II. Review Process and Deadline

Applications will be reviewed by a faculty panel, appointed annually by the Dean: The panel will make recommendations to the Dean; the final decision on all applications rests with the Dean.

Application deadline is **November 20**. All materials must be emailed to Assistant Director of Finance Eileen Armstrong-Carroll at eileen.armstrong-carroll@temple.edu.

III. Report

Within 2 weeks of the project's completion, students awarded a Dean's Grant must submit a 1-page report to Assistant Director Eileen Armstrong-Carroll. If the project cannot be completed as planned, students should submit a report describing what has been accomplished and why completion has been delayed or precluded.

IV. Brief Guidelines for Writing a Proposal

- When writing a proposal, it is best if the first sentence (or two) explains what the student hopes to accomplish, how the requested funds will be spent, and when the project will be complete. For example: "I am requesting funds in the amount of \$500 to travel to Cleveland to work with the Cleveland Community Arts program to create a group project at the Cleveland Institute of Art".
- After a clear statement of what the project entails, and how the funding will be spent, the proposal can fill in details explaining why the funds are necessary. For example: "Although the community arts program is paying me a stipend (\$200) for my work coordinating and installing the piece as well as a lecture, this amount will not cover the expenses for travel and a night's stay at Cleveland. I have attached a print-out of typical fares to Cleveland, and average costs for a 1-night stay at a modest hotel."
- Once the nature of the project and the need for funding is clear, continue with a statement regarding the relationship of this project to your career/educational goals. For example: "As a BFA major, I need to take every opportunity to exhibit my work in a professional setting. Creating this project is an experience that will give me an edge as I move toward applications both for grad school and (eventually) for a faculty position in a school where I would be able to teach Community Arts."
- A strong proposal often includes supporting materials: a letter from your faculty advisor attesting to your ability to complete the project and describing its impact on your career, proof of the cost of equipment or travel, etc.
- When listing the budget, be clear about how the funding will be spent. For example:

Air fare: \$370
Hotel (1 night): \$80
Meals: \$50

Total: \$500

The application is on page 4 of this document. The completed application and supporting materials should be emailed to eileen.armstrong-carroll@temple.edu.

V. Important notes

1. All university sponsored travel requires a travel exception signed by the appropriate parties at Tyler and at Temple. The authorization and approval process for travel exceptions can take up to 30 days. Please keep this in mind as you submit proposals. Please read the student Temple Travel and Procurement Policy located here:

https://docs.google.com/a/temple.edu/document/d/1EaLcfVvfCLuwCra8eosAS0pGwj1r8PEEb_v3yL5c7Dw/edit

All requests for reimbursement must be submitted by May 15 within the current academic year. No requests can be accepted after that as we need to submit well in advance of the close of our fiscal year. Students need to complete a Travel and Expense report to submit with their receipts:

<https://prd-challenger.erp.temple.edu/employeeforms/Travel.htm>

Finally, the awarding of dean's grants is a competitive process. Based on the volume of applications, there are students who may receive partial funding or no funding. Work with your faculty on creating the best possible proposal.

Dean's Grants for Student Research: Application Form

Please **email** the completed application and supporting materials as a PDF to Assistant Director for Finance and Administration Eileen Armstrong- Carroll at eileen.armstrong-carroll@temple.edu by November 20, 5pm EST.

Name(s) of student applicant(s): _____

TUID: _____ **Cell phone:** _____

Degree/Major: _____ **Email address:** _____

Name(s) of any non-Tyler collaborator(s): _____

Name(s) of Tyler faculty advisor(s) for the project: _____

Amount of funding requested: _____

Estimated completion date for project: _____
(must be completed by May 15-requests to fund projects during the summer must be discussed with the Assistant Dean)

- 1. Project Summary: Please attach a separate page which summarizes the project for which you are requesting a Dean's Grant).**
- 2. Budget: Please detail how the requested funds will be used, and attach the budget to the Project Summary. Be sure to include appropriate documentation and indicate any other Temple or Tyler funding (or any other type of funding or remuneration) that is being used to support this project.**

Applicant Signature(s) _____ **Date:** _____

By signing your name in this section, you are signifying that the information in the application is complete and correct, and that the project can go forward as stated if the grant is approved.

Project Advisor’s Signature (Tyler Faculty Member)

By signing your name in this section, you are signifying that you have read the project statement and criteria for funding, and support the project and grant request. Faculty recommendations are optional.

Faculty Signature: _____ **Date:** _____

Office use only:

Date app received: _____ Project summary _____ Budget _____ Other
funding? _____
Project completion date: _____ Travel exception submitted? _____
Receipts to Finance Office: _____