

**TYLER SCHOOL OF ART OF TEMPLE UNIVERSITY**  
**Tyler Faculty Dean's Grants for Research and Creative Work**  
**Guidelines and Application Form**

**Purpose and Criteria**

The Tyler Dean's Grants for Research and Creative Work have been established to support new outstanding scholarly and creative projects by tenured, tenure-track faculty and non-tenure track full-time faculty at Tyler. Applications must substantially support and advance the faculty member's research or creative agenda and must be consistent with an overall plan for professional advancement. Funding priority will be given to Faculty members who have not received a Tyler Dean's Grant in the last 3 years. Grants may be used to defray most kinds of project costs related to special projects-- including project related travel, equipment and materials, research assistance, and performance or technical personnel. Applicants are encouraged to seek other sources of funding to support the project and to report what other sources and funding amounts have been sought. Grants can range from \$500- \$2,500. Tyler Dean's grants may not be used to pay Temple faculty members, students, adjunct faculty, other full-time Temple employees, full-time Teaching Assistants or Academic Interns, or collaborators. The term "project" should be thought of flexibly, and can include the following: new scholarly or creative work, which is initiated and brought to completion; a well-defined component of a larger scholarly/creative enterprise; a project which is already underway, and requires support for completion; an extension or expansion of previously completed work. Projects may be individual or collaborative in nature. The project should make a significant contribution to the profession and should advance the faculty member's scholarly or creative work. The significance of the project should be explained in the application's project statement. Grant funding may not be used to support faculty travel to conferences, exhibitions, or performances, funding for conference travel is handled each faculty member's Department Chair.

**Project Statement**

A brief project statement should accompany the application. Describe the project and place it in the larger context of the faculty member's professional work. The project statement should clearly indicate how the grant funding would be used. The project should be completed within one year of receipt of the grant. If the project is a component of a larger research or creative initiative, the component funded by the grant should be completed within a year. The project statement should indicate the effect on the project if other forms of funding do not materialize. The project statement should indicate clearly the names and respective roles of collaborators. If all collaborators are faculty members, the application should be jointly authored and signed. If a collaborator is from outside the Tyler, he or she should submit a brief statement with the application indicating his/her willingness to undertake the project as described in the project statement.

A budget and copies of all letters of invitation, awards, and contracts; applications for funding and other financial arrangements must accompany the application. Specific information about additional sources of funding for the project will be helpful to the application process. Dean's Grant funds not used within the May 16, 2019 to May 15, 2020 project period will no longer be available for the project.

**Report**

A written report on the completed project must be submitted to the Tyler Dean's office after the project period ends by September 1, 2020. An informal one-on-one meeting with the Dean to discuss the project is encouraged. If the project cannot be completed as planned, the Dean must be notified right

away and a report should be submitted, describing what has been accomplished and why completion has been delayed or precluded.

### **The Application and Review Process**

The members of the Faculty Achievement Committee of the Tyler Collegial Assembly will review and rank applications. The final decision on all applications rests with the Tyler Dean.

#### Application Deadline

Monday, February 11, 2019

#### Project Period

May 16, 2019 to May 15, 2020

Applications and supporting materials for projects should be submitted electronically to [Tylgrant@temple.edu](mailto:Tylgrant@temple.edu) in **one pdf** no later than February 11, 2019. Additional information may be requested during the review process, for purposes of clarification, or if it becomes clear that only partial funding is possible.

### **Department Chair's Signature**

The Department Chair's signature indicates that he/she has read the project statement, supports the project and grant request, and is prepared to cover any release time within the bounds of the grant requested. An e-mail message from the chair's Temple e-mail account sent to [Tylgrant@temple.edu](mailto:Tylgrant@temple.edu) will also be accepted as the chair's approval of the application.

**The application cover sheet is shown on the following page.**

**Electronic application submission to [Tylgrant@temple.edu](mailto:Tylgrant@temple.edu) in one pdf is due by:**

**Monday, February 11, 2019**

**TYLER SCHOOL OF ART OF TEMPLE UNIVERSITY**  
**Tyler Faculty Dean's Grants for Research and Creative Work**  
**Application**

**Project Statement:** Please attach a project statement with the components described in the guidelines.

Name(s) and role(s) of faculty applicant(s): \_\_\_\_\_

Name(s) and roles of collaborator(s): \_\_\_\_\_

Amount of funding requested: \_\_\_\_\_ Date of Last Tyler Dean's Grant Award \_\_\_\_\_

Sources and amounts of external funding: \_\_\_\_\_

\_\_\_\_\_  
Please attach documentation of external funding.

Estimated completion date for project: \_\_\_\_\_

**Budget:** Please attach a detailed budget.

Note related travel, equipment and materials, research assistance, and performance or non-Temple technical personnel are allowable expenses. Applicants are encouraged to seek other sources of funding to support the project and to report what other sources and funding amounts have been sought. Grants can range from \$500- \$2,500. Tyler Dean's grants may not be used to pay Temple faculty members, students, adjunct faculty, other full-time Temple employees, full-time Teaching Assistants or Academic Interns, or collaborators.

\_\_\_\_\_  
**Department Chair's Signature**

\_\_\_\_\_  
**Date**

The Department Chair's signature indicates that he/she has read the project statement, supports the project and grant request, and is prepared to cover any release time within the bounds of the grant requested. An e-mail message from the chair's Temple e-mail account sent to Tylgrant@temple.edu will also be accepted as the chair's approval of the application.

**Signature(s) of Applicant(s)**

The signature(s) of the applicant(s) indicates that the information in the application is complete and current, and that the project can go forward as stated, if the grant is approved.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**