

Visual and Performing Arts Faculty Enrichment Program

Request for Proposals

Spring Semester 2010 and Fall Semester 2010

This is a request for proposals for Visual and Performing Arts Faculty Enrichment Program for Faculty in the Arts funded and administered by the Academy for the Visual and Performing Arts.

What is the purpose of the Visual and Performing Arts Faculty Enrichment Program?

The Academy for the Visual and Performing Arts has established this competitive grant program to promote and nurture the visual and performing arts by faculty of Texas A&M University. Grants will provide support for scholarly and creative activities in the arts, in which external funding for such activity is generally limited.

Who may apply?

All full-time faculty of Texas A&M University are eligible to receive this award. The first person listed on the proposal will be the main investigator and he/she must be a full-time faculty member.

What is the limit of award?

The maximum award amount is \$4,000

What is the schedule for proposal submission and review?

- Spring Semester, 2010 proposals **are due November 6, 2009**
- Proposals due by 5:00 p.m. (No late applications accepted).
- Proposals should be sent to: **The Academy for the Visual and Performing Arts, Mail Stop #3130, Rudder 101.**
- Fall Semester, 2010 proposals **are due March 5, 2010**

How many proposals may be submitted?

- A faculty member's name may not appear on more than **two** proposals each year, as the Primary Investigator.
- A faculty member, as a Primary Investigator, may receive no more than **two** Visual and Performing Arts Enrichment grants during a three-year period.

What details must I include in the itemized budget?

List all services, supplies, equipment, and travel costs. Facility and administration (rental) costs are allowed. If equipment is not normally available through your department or college, then requests will be considered for permanent equipment, not to exceed \$1,500. It is important to justify all expenses in relation to the proposed work.

What is the duration of an award?

Competitive grants are normally for a year. Requests for an extension (two years) will be considered under special circumstances. All awardees are required to submit a final/progress report at the end of the grant period to The Academy for the Visual and Performing Arts and to the appropriate Dean.

How will proposals be reviewed?

A peer review panel from the Programs Committee of The Academy for the Visual and Performing Arts will evaluate each proposal. In the event that a member of the programs committee has a proposal submitted for consideration as the primary investigator, that member shall reclude themselves from the panel.

Proposals will be reviewed based on the following:

1. Quality of Work
 - Professional activity as evidenced by support materials and career summary.
 - Artistic documentation for designated discipline is easy to understand and interpret.
2. Impact of the proposal on Career Development and benefit to Artistic Discipline
 - Impact of project on career development is clearly defined, resulting in publications, new performances, or juried works with regional to national to international exposure.
 - Where there is a product of this activity, there is the intention to share with the university community and public benefit of the project is clearly defined.
3. Feasibility of Project
 - Goals and objectives of proposed activities are clearly explained (why proposal merits funding).
 - Implementation steps are clearly explained and proposal completion date appears to be reasonable.
 - Estimated expenses and budget appear to be reasonable.

What actions should I take if I am selected to receive a Visual and Performing Arts Enrichment Grant?

1. Those who receive a Visual and Performing Arts Enrichment Grant should contact their departmental bookkeepers before making any final commitment concerning the expenditures of the State funds. This precautionary step is essential to assure that no legal problems exist concerning the expenditure of State funds.
2. Expenses beyond the amount of the Visual and Performing Arts Enrichment Grant will not be reimbursed.
3. All compliance issues (if needed) must be addressed and approved before awarded funds can be transferred to your account. Send a copy of the appropriate compliance committee's letter of approval
4. Those who receive a Visual and Performing Arts Enrichment Grant are required at the close of the grant period to send a report to the Academy detailing how the grant was spent. Those who do not submit a report will be penalized for future Visual and Performing Arts Grant funding opportunities.

What is the format and length of proposals?

Proposals shall consist of requested proposal information, a narrative section, a budget and a resume for each investigator. **The proposal shall be prepared in no smaller than 10-point type (no more than 16 characters per inch) with one-inch margins.** Faculty should take special care that the proposed project is clearly explained and written for a diverse group of reviewers. Handwritten proposals will not be accepted. **Incomplete proposals will be disqualified.**

Requested Proposal Information:

TITLE PAGE

1. Title of proposal.
2. Amount of money requested.
3. List the name, title, department, college, mail stop, and phone number of each investigator, beginning with the main investigator.
4. Identify any compliance issues required for this project.
5. List five key words associated with this project.
6. All investigator(s), department head(s), and dean(s) signatures are required before submitting your proposal. List the source, purpose, date and amount for all current and pending support for this project.

NARRATIVE - Three page maximum. *If illustrations, figures, or data are used, they must be contained on one additional page.* The narrative section includes the following:

Significance: Why the proposed activity is important and should be funded.

Objectives: What you propose to accomplish.

Methods: How, when, and where it will be accomplished.

Expected results: What enhanced research or creative results are expected.

ITEMIZED BUDGET - One page.

1. List the amount of money requested for each budgeted item.
2. Give a narrative description of your budget and give justification of any special budget items, such as equipment or travel.

CURRICULUM VITAE: At the end of the narrative section, attach a copy of a curriculum vitae (two page limit per instructor). Include a short paragraph on special qualifications.