

# Visual and Performing Arts Instructional Enhancement Grant

## Request for Proposals

### Spring Semester 2010 and Fall Semester 2010

This is a request for proposals for Visual and Performing Arts Instructional Enhancement Grant funded and administered by the Academy for the Visual and Performing Arts.

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#### *What is the purpose of the Visual and Performing Arts Instructional Enhancement Grant?*

The Academy for the Visual and Performing Arts has established this competitive grant program to promote and nurture the visual and performing arts instruction by faculty of Texas A&M University. Grants will provide support for a production, performance or exhibition of creative activities in courses taught primarily in the Colleges of Architecture, Education, and Liberal Arts, as well as other fields in which external funding for such activity is generally limited. These grants are intended to foster interdisciplinary efforts between colleges that provide or enhance the educational experience for students in the arts and expose these programs to the university and community at-large.

#### *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 \$5,000

#### *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 semester, as the Primary Investigator.
- A faculty member, as Primary Investigator, may receive no more than **three** Visual and Performing Arts Instructional Enhancement Grants during a two-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 given semester. Requests for a full academic year (two semesters) 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.

***Proposals will be evaluated according to the following criteria.***

These grants are intended to foster interdisciplinary efforts between colleges that provide or enhance the educational experience for students in the arts and expose these programs to the university and community at-large. Grants will provide support for a production, performance or exhibition of creative activities in courses taught primarily in the Colleges of Architecture, Education, and Liberal Arts, as well as other fields in which external funding for such activity is generally limited.

- Clearly identify the interdisciplinary efforts between colleges, departments, or programs in the arts.
- Proposals must show originality and potential to advance and/or enhance the normal instructional goals of the course.
- Results in new pedagogical tools or approaches to subjects; or new courses; or student presentations at regional, national, or international levels.
- Course Content –Syllabus should identify the inclusion of disciplines appropriate to produce the proposed activities within course requirements and the grant proposal.
- Qualifications of the applicants - Proposals must demonstrate the capability of the principal investigator(s). The role and scope of each faculty participants in this collaborative effort should be clearly defined.
- Other criteria - Proposals may include other factors such as cultural awareness, cost effectiveness and a plan for dissemination of results/publications.

***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.

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

1. Those who receive a Visual and Performing Arts Instructional Enhancement 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 Instructional Enhancement 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 Instructional Enhancement 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 Instructional Enhancement 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 education experience or creative results are expected.

#### **COURSE SYLLABUS**

#### **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 each instructor's curriculum vitae (two page limit per instructor). Include a short paragraph on special qualifications.