**COLLEGE OF ARTS AND ARCHITECTURE**

**FACULTY RESEARCH GRANTS**

Fall 2020 Request for Proposals

**APPLICATION DEADLINE**: Friday, October 23,2020 (proposal submitted to the unit head in final form)

This annual program, administered each fall, provides internal support for the research, scholarship, and creative activity of faculty in the College of Arts and Architecture. Successful proposals will have the potential to make a significant contribution to the applicant’s field, enhance the applicant’s professional career, and promise a high degree of national and international visibility for the applicant, thereby increasing the reputation of the arts and design disciplines at Penn State.

The current request for proposals is for work that will be conducted between January 2021 and June 2022.

**ELIGIBILITY**

Faculty with a continuing appointment in the College of Arts and Architecture at University Park are eligible to apply, except:

1. Faculty who receive research funding as part of their professional appointment, such as distinguished professors and holders of endowed chairs.
2. Faculty who have received a Faculty Research Grant in the past but have not yet submitted the required final report. Those faculty will be eligible upon receipt of such a report. (Template available on the Arts and Architecture research website.)

Although priority is given to tenure-related faculty, fixed-term faculty members are eligible to apply so long as their contract extends through the end of the funding period (June 30, 2022).

**CATEGORIES OF FUNDING**

On the cover sheet, applicants must indicate the funding category to which they are applying:

1. “Seed Funding” work in the exploratory stage Up to $3,500
2. “Project Funding” work that is underway and requires additional investment Up to $10,000
3. “Dissemination Funding” work in the later stages of development Up to $5,000

**USE OF FUNDS**

The budget should include items and costs necessary to carry out the activities described in the project narrative. Such requests may include but are not limited to:

1. Materials and equipment integral to the project.

2. Travel for project related research and/or creative activity,

3. Wages and associated fringe (on an hourly basis) for assistance in carrying out the described research or creative activities.

4. Graduate Student stipend funding and associated fringe.

5. Costs associated with the publication, production, exhibition or performance of research or creative work.

6 Course buyouts and associated fringe for “Project Funding,” so long as your unit’s buyout rate is below the funding ceiling.

Funds **cannot** be used for costs associated with organizing a conference or other scholarly events.

All expenses must be allowable within Penn State guidelines and any non-consumable material/equipment may become the property of the College of Arts and Architecture when the grant period ends. Funds will be available in January 2021. All grant money must be spent or encumbered by the end of the third semester following the award (June 30, 2022). Any allocated funds not spent by that date will be reassigned for other purposes.

**APPLICATION REQUIREMENTS**

All applications must include the following:

1. A properly competed cover sheet (available from the intranet).
2. A 100-word abstract that clearly and concisely describes your project, and which will be comprehensible to a general audience.
3. Description of the project (not to exceed six pages, double-spaced, 12-point font), including:

a. Significance of the project to the discipline and to the faculty member’s professional development.

b. Plan of work (specific approach, procedures, methodology, resources, timeline for completion of outlined activities).

c. Anticipated outcome/dissemination: i.e., publication, recording, exhibition, performance, etc. Please provide details regarding any advance contracts or other commitments.

1. Budget
2. An itemized budget **must be** created with the assistance of Barbara Cutler, A&A Research and

Grants Coordinator. The SIMS budget created by Barbara must be included in your submission packet *or your proposal will not be reviewed by the committee*. Please contact Barbara at bac31@psu.edu to **set up an appointment no later than Friday, October 4.** If your budget includes IT equipment, please consult with Robert Klotz in AAIT (rwk17@psu.edu) prior to the preparation of your budget.

1. A one-page narrative (budget justification) that explains proposed expenses and lists other sources for this project and any pending applications which would include agreements with subcontractors and letters of commitment for the project.
2. A concise curriculum vitae, not to exceed four pages.

In addition, applicants may submit digital copies of supplementary materials (such as documentation of exhibitions or works of art, publications, or recordings). Please attach these as pdfs to your proposal.

**PROPOSAL DEVELOPMENT CONSULTATIONS**

Associate Dean for Research, Creative Activity and Graduate Studies is available to offer one-on-one advice to potential applicants and to provide guidance on proposal writing and project budgeting. Faculty members with limited experience or success in obtaining research funding are strongly encouraged to make an appointment. To do so, please contact Kimberley Ducato at kdd5024@psu.edu.

**SUBMISSION PROCESS**

The final proposal must be sent electronically *to the applicant’s unit head by Friday, October 23, 2020*. **Please be sure to discuss your intention to submit a proposal with your unit head in advance of this deadline**. The unit head will provide a confidential evaluation and ranking of all proposals from the unit. Unit heads are asked to submit their letter and proposals from faculty in their unit by Friday, October 30, 2020.

**REVIEW PROCESS**

Proposals will be evaluated, and recommendations made to the Associate Dean for Research, Creative Activity and Graduate Studies by members of the Faculty Council Committee on Research and Creative Activity. Funding decisions are announced in early December.

**FINAL REPORT**

Recipients of Faculty Research Grants are required to submit a written report on their activities within thirty days of the completion of the funded project or within thirty days after the end of the three-semester grant period, whichever comes first. The report should follow the template on the Research Office website and provide details concerning use of the funds awarded, the outcomes of the creative work or research, its impact on the discipline, its national or international visibility, and any future outcomes anticipated, or initiatives planned.

**ACKNOWLEDGMENTS**

Appropriate acknowledgment of the Arts & Architecture Faculty Research Grant must be given in all publications, publicity, and public events related to the funded project*.* The preferred language is as follows: “This project was made possible in part by a Faculty Research Grant from Penn State College of Arts and Architecture.”

**RESEARCH AND CREATIVE ACTIVITY COMMITTEE**

Architecture: Ute Poerschke (20/21)

Art History: Chang Tan (20/21)

Landscape Architecture: Marc Miller (20/21)

Music: Taylor Greer (20/21 & 21/22)

Theatre: Dan Riddle (20/21)

Visual Arts: Michelle Bae-Dimitriadis (20/21 & 21/22)

Non-Voting Members: Mallika Bose (ex-officio), Emily Burns (Faculty Council representative)