

DESCRIPTION:

In support of the important creative activity and scholarship of faculty in the fine arts and humanities, and in alignment with the college strategic plan, the College of Arts & Sciences will allocate funds previously provided by the President and Provost to support the *Fine Arts & Humanities Scholarship Initiative*. Faculty in the Fine Arts and Humanities disciplines within the UND College of Arts & Sciences are eligible. While not required, collaborative efforts between faculty in Fine Arts and Humanities disciplines and those working in the Social Sciences and/or Math and Science divisions of the College are encouraged. The goals of the initiative are to enrich fine arts and humanities scholarship, enhance visibility of the arts and humanities locally and in the region, provide discovery and training opportunities for arts and humanities students, and, when appropriate, result in grant proposals submitted to external funding agencies/organizations. Individual awards are limited to \$20,000. The grant period is calendar year 2019. The deadline to apply is **October 5, 2018** (see detailed timeline on Page 4).

ELIGIBILITY:

1. Faculty members from the following College of Arts & Sciences departments can apply for funding from this program: Anthropology (if humanities focused), American Indian Studies, Art & Design, English, History, Languages, Music, Philosophy and Religion, and Theatre Arts. Proposals from faculty working in other Arts & Sciences departments proposing a project with a clear Fine Arts or Humanities focus will be considered, as will collaborative proposals between Fine Arts and Humanities faculty and faculty in the Social Sciences and/or Math and Science divisions.
2. Any full-time faculty (including those on special appointment) in any College of Arts & Sciences department or program may apply as long as research or creative activity is required under their UND contract and they will complete the proposed work while employed at UND.
3. UND policies and procedures must be followed for expenditure of funds including purchases, reimbursements, payroll appointments and hiring processes. Please note that according to UND policy, anything purchased with UND funds is the property of UND (e.g., supplies, books, equipment, etc.).
4. More than one proposal can come out of a single department or program. In those cases, the department chair or program director must rank the proposals and explain his/her rankings in writing. Rankings are due by the deadline for proposal submission (see detailed timeline on Page 4). Chairs or directors cannot rank proposals in which they are an investigator. If needed, a tenured faculty member with no stake in any proposal may be appointed by the chair or director to rank departmental or program proposals.
5. An individual faculty member can be included as an investigator in more than one submitted proposal.
6. While consideration will be given to faculty who have previously received an award; priority may be given to faculty who have not.

7. Faculty who have previously received an award but have not submitted a final report are ineligible to receive a new award.
8. Proposals that fail to follow the guidelines outlined in this document will be denied.

APPLICATION PREPARATION:

1. Cover sheet: Project title, investigator name(s) and affiliation(s), faculty rank(s), and original copies of faculty and department chair or program director signature(s).
2. Abstract: A brief (250 words or less) non-technical description of the research/creative activity to be performed and the expected outcomes.
3. Project Narrative (3 pages maximum)
 - a. Describe the proposed research/creative activity and include some background on the topic, specific objectives, and proposed methods.
 - b. Explain how the proposed activity will contribute to your discipline and/or other disciplines.
 - c. Describe the proposed activity's potential for publications, conference papers, recordings, performances and/or other scholarly outcomes.
 - d. Clearly describe the plan for broadly disseminating the results of the research, including a plan for sharing the results with the general public. Preparation of this section should be coordinated with Tanya Butler, Engagement Coordinator for the College of Arts & Sciences (tanya.butler@UND.edu).
 - e. If applicable, explain how the proposed activity has potential for outside funding.
 - f. If applicable, explain whether the project will be supported by other resources, including the source and amount.
4. Budget and Budget Justification (2 pages maximum):

The budget must be broken down into individual line items with each item justified. Individual awards are limited to \$20,000. **For additional instructions, please refer to the document “Budget Guidelines for Research Initiatives”** found under Research Initiatives on the College of Arts & Sciences web page.

The following are unallowable budget items: travel to attend conferences, enhancing campus physical infrastructure, and funding studies already completed.

The following are allowable budget items: release time from teaching (see additional conditions below), summer salary, travel to conduct scholarly activity other than attending conferences, purchase of supplies/research materials and/or research equipment, support for GRA and/or undergraduate assistants, employing technical assistance, software purchase, paying for promotional materials and services, bringing speakers and/or consultants to campus, funding public outreach events, paying for content access fees, covering subscription fees for research networks, and leasing off-campus space for research/creative activity.

If funds for release time from teaching are requested, a signed letter of support from the department chair or program director is required. The letter should indicate how the release from teaching can be effectively dealt with based on the resources requested. The absence of such a support letter will disqualify the proposal. To ensure that there is enough time to adjust departmental teaching assignments, only release time during the Fall 2019 semester will be considered, unless the investigator's department chair specifically requests and justifies an exemption in his/her support letter.

5. Project bibliography:

The bibliography should consist of primary and secondary sources that relate directly to the project. It is usually advisable to include works that pertain to both the project's substance and its theoretical or methodological approaches. Titles cited in the application narrative do not have to be included in the bibliography. Reviewers often use the bibliography to evaluate your preparation in the subject area and your approach to the topic.

6. Abbreviated Curriculum Vitae (2 pages maximum): The CV should include education, employment history, and most relevant citations (e.g., publications, presentations, performances, juried exhibitions).

PROCESS AND CRITERIA FOR AWARD SELECTION:

An *ad hoc* committee representative of all departments within the Fine Arts and Humanities divisions of the College of Arts & Sciences from which proposals are submitted will review and score proposals and make recommendations to the Dean, who will award funding.

Reviewers will be asked to evaluate and rank applications according to the following criteria:

1. The significance of the contribution that the project will make to knowledge in the specific field and to the arts and humanities generally.
2. The quality or promise of quality of the applicant's work;
3. The quality of the conception, organization, and description of the project, and, if applicable, the likelihood that the proposed work will result in external funding;
4. The likelihood that the applicant will complete the project including the appropriateness of the budget, the quality and clarity of the project goals and design, the resources involved, and the qualifications of the applicant;
5. The potential that the project has to enhance the visibility of the scholar, department, college, and university; and
6. Adherence to proposal guidelines.

AWARD REQUIREMENTS:

1. Provision of regular updates for social and/or other media dissemination. Please send updates to, and respond to requests for information from, Tanya Butler at: tanya.butler@UND.edu.

2. UND policies and procedures must be followed for expenditure of funds including purchases, reimbursements, payroll appointments and hiring processes. Please note that according to UND policy, anything purchased with UND funds is the property of UND (e.g., supplies, books, equipment, etc.).
3. If an award results in a tangible product such as a book, article, or a video/audio recording, a copy must be provided to the College of Arts & Sciences and support for the project by UND and the college should be acknowledged.
4. All recipients of *Fine Arts and Humanities Scholarship Initiative* awards are required to submit a final report to the College of Arts & Sciences within 1 month of the project's end date or depletion of awarded funds, if that occurs before the project ends. The report must include a brief summary of results of the project, how funds were expended and whether or not the project resulted in publications, exhibits, productions, external grant proposals/awards, paper presentations, etc.

TRAVEL OUTSIDE OF THE U.S.

If you receive an award that includes foreign travel, note that you must complete the UND Office of Safety form found at https://und.edu/public-safety/_files/docs/travel-outside-us-form-8-2016.pdf at least three weeks before traveling.

TIMELINE AND CONTACTS:

Oct. 5, 2018: Proposals are due to the Arts & Sciences Dean's Office in MS Word or PDF format. Please submit to Carrie Jackson via email at: carrie.jackson@UND.edu. **In the email subject line, please type "Fine Arts and Humanities Fund."** Members of an *ad hoc* committee with representation from departments in the Fine Arts and Humanities divisions from which proposals are received will review and score the proposals and make recommendations to the Dean. The final decision on funding awards are made by the Dean.

Nov. 2, 2018: Awards are announced.

Jan. 1, 2019: Start of the award period. Remember to send updates to, and respond to requests for information from, Tanya Butler at: tanya.butler@UND.edu.

Dec. 31, 2019: All award monies must be spent. For questions about expenditures and project budgets, contact Kristi Bruggeman at: kristi.bruggeman@UND.edu or 777-2740.

Jan. 31, 2020: Final reports are due to the Arts & Sciences Dean's Office. Please submit the reports in MS Word or PDF format to Carrie Jackson at: carrie.jackson@UND.edu.

Please direct questions to Lucian Stone, Faculty Fellow for Research & Creative Activities, College of Arts & Sciences, at 777-3011 or lucian.stone@UND.edu.