

Tyler School of the Art

Dean's Grants for Research and Creative Achievement **Guidelines and Application Form**

I. Purpose and Criteria

Dean's Grants for Research and Creative Achievement are to support scholarly and creative projects by Presidential faculty in the Tyler School.

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.

Applications will be reviewed for Dean's Grants based on the following criteria:

- A brief project statement should accompany the application. The statement should describe the project, and place it in the larger context of the faculty member's professional work.
- 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.
- The project should be capable of completion within one year of receipt of the grant. If the project is a component of a larger research or creative initiative, the component should be completed within a year of receipt of the grant.
- If the project is collaborative in nature, the project statement should indicate clearly the respective roles of the collaborators. If all collaborators are Tyler faculty members, the application should be jointly authored and signed. If a collaborator is from outside the School, 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.
- The application's project statement should clearly indicate how the Dean's Grant will be used.
- Dean's Grants can be used to defray most kinds of project costs -- including travel, equipment and materials, research assistance, and technical personnel; funding can also be used to "purchase" release time to pursue the project. Grants cannot be used to pay other full-time Temple employees, full-time Teaching Assistants or Academic Interns, or non-College collaborators.
- If the project also relies on other forms of funding, the project statement should indicate these sources and amounts, and indicate the effect on the project if these other forms of funding do not materialize. A budget must be included in the application and copies of all letters of invitation, awards, contracts and other financial arrangements must accompany the application.
- Whenever a Dean's Grant is requested for release time, the Department Chair should prepare a proposal for coverage of the released responsibilities. The cost of this coverage must be no greater than the amount requested by the applicant. A copy of the department chair's proposal should be included with the application materials.

II. The Application and Review Process

Applications will be reviewed by a four person panel: three Tyler faculty, appointed by the Dean, and the Vice Dean for Academic and Faculty Affairs, who will chair the panel. The panel will make recommendations to the Dean; the final decision on all applications rests with the Dean.

Applications for projects to be completed between January 2010 and December 2010 should be submitted no later than September 22, 2009.

Additional information may be requested during the review process, for purposes of clarification, or if it becomes clear that only partial funding is possible.

III. Report

A report on the completed project must be submitted to the Vice Dean for Academic and Faculty Affairs no later than 13 months after receipt of the grant. If the project cannot be completed as planned, a report should be submitted, describing what has been accomplished and why completion has been delayed or precluded.

IV. Application Information

Name(s) of faculty applicant(s):

Name(s) of non-Tyler collaborator(s):

Amount of Dean's Grant funding requested:

Estimated completion date for project:

V. Project Abstract

Please summarize the project for which you are requesting a Dean's Grant:

VI. 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.

Department Chair's Signature

Date

VII. 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

Please return the completed application and supporting materials to Hester Stinnett, Vice Dean.