

**The College of Fine Arts
Dean's Undergraduate Creative Research Award Guidelines
2007-2008**

The College of Fine Art's Dean's Undergraduate Creative Research Award provides funds to support research by undergraduate students enrolled full-time in the College of Fine Arts on the Athens campus. The fund is administered by the Assistant Dean of the College of Fine Arts. As defined by this program, "research" includes research projects, scholarly work and creative activity. Students applying for these funds must be supervised by a full-time faculty member.

PLEASE NOTE: Students who have previously received awards from this fund are not eligible to receive additional funding for the same project. However, they may apply for funding if they are undertaking a new research project, scholarly work or creative project. Students may submit one application per year.

Types of Awards

Funding is provided to cover the expenses of items that are necessary in order for the research to be conducted. Proposals may include, but are not limited to, support for production, projects, art or music supplies, film and film processing, printing, recording, or travel to conduct research. Funding is available for travel that is necessary in order to conduct the research as well as for traveling to conferences to present research findings or creative work. The award cannot be used to fund a class project or performance, nor can it be used to pay wages or consultant fees. All equipment (non-consumables) purchased will be retained by the college at the end of the granted period. A total of \$8,000 has been allocated for this initiative. A limited number of awards ranging from \$100 to \$1,000 will be available. All requests for funding must be justified in terms of their contribution to the research and the lack of available funds from other sources. The student will make arrangements with the Dean's Office to access the award **prior** to any purchases. Any reimbursement for costs incurred will require itemized receipts.

Application

The application may be accessed at <http://www.finearts.ohio.edu/gfx/media/files/UndergraduateCRAApplication.dot>. To apply, you must submit 10 typed copies of the completed application packet. **Forms completed by faculty members will not be accepted.** The application form must be signed by the faculty mentor and school director. You must also submit 10 copies of a one page résumé with your application. See http://www.finearts.ohio.edu/gfx/media/pdf/UGCreativeResearchChecklist_000.pdf for a checklist for the submission of the application.

Status Reports

If the project will not be completed prior to the end of Spring Quarter, 2008, the funded student will be required to file a one-page report indicating the current status of the project. This report must be signed by the faculty advisor and school director. When the project is completed, the student must submit a "Project Completion Report" as described under the Project Completion report section. All reports should be submitted to the Assistant Dean's office prior to the end of the 2008 Spring Quarter.

Project Completion Report

Students must complete projects prior to their graduation date. No award funds will be provided after that date. It is understood that some projects may take longer than one year to complete. The award money may carry over to the following year, provided the student is still an undergraduate. When the project is completed, students funded by this program must file a one-two page Project Completion Report describing the outcome of their research, the contribution this research made to their education, and the importance of having received funding from The College of Fine Art's Dean's Undergraduate Creative Research Award. This report must be signed by the faculty advisor and school director. If the project was a paper, a copy should be included. If the proposal was a design, research project, choreography, performance, or site-specific performance/design installation, documentation should be included. All reports should be submitted to the Assistant Dean's office prior to the end of the 2008 Spring quarter.

Faculty Responsibility

Faculty are expected to work closely with the student on the research project to ensure that the student completes the project in a timely manner and to notify the Assistant Dean should there be any difficulty in completing the project and/or filing the required reports. Should a faculty member wish to support more than one student applying for funding, a justification for such multiple applications must be provided by the faculty member and attached to each student's application. The faculty or mentor should submit a brief statement of support for the project. This statement should be given to the student in a sealed envelope and attached to the application. (The Dean's Office will make the additional copies of the letter for the application packet.)

Determination of Awards

The decision governing awards will be made by a selection committee comprised of faculty and students with recommendations forwarded to the Dean of the College of Fine Arts who will make the final decision. Proposals may be fully or partially funded.

Expectations if partial/full funding is awarded

Funded students will meet with the Assistant Dean to discuss the award and the funding process at the beginning of the Winter Quarter. Students will also meet collectively with the Dean to explain their research/creative activity projects. Students will sign an agreement form which outlines the terms of their award. A sample of this form can be found at <http://www.finearts.ohio.edu/gfx/media/pdf/UGCreatFullyFundTerms.pdf>

APPLICATION DEADLINE: OCTOBER 26, 2007.

SUBMIT 10 COPIES TO: ASSISTANT DEAN, COLLEGE OF FINE ARTS, JENNINGS HOUSE

ANNOUNCEMENT OF AWARD: END OF FALL QUARTER