

COLLEGE OF FINE ARTS PROFESSIONAL ACTIVITY FUND GUIDELINES

Only full-time Group I and Group IV **faculty** in the College of Fine Arts are eligible to apply for support.

Because external presentation of creative activity and research are essential for professional growth and development, and are considered a contribution to the discipline, the following activities are eligible for funding: the presentation of papers, workshops, exhibitions, shows, recitals, performances, and similar activities where the faculty member is *directly* invited to participate.

Proposals may include requests for travel funds, room/board current within university guidelines, and supplies. (Please refer to OU Travel Reimbursement Policy 41.121)

*Projects that have been designated for honorarium support or commissions, free-lance projects, University Faculty Fellowships, leaves of absence, attending (not presenting) conferences or workshops, or projects fulfilling requirements for advanced degrees are **ineligible** for funding. School Directors are excluded as well for this award.*

All projects must be pre-approved for funding. Please note that no applications will be accepted after the travel dates have already been completed. Due to budget constraints, faculty are eligible to receive this award only once per academic year. School Director support is required.

PROCEDURE:

1. Faculty member makes a written request to school director. Proposals must include invitation documentation and projected budget. A Form is available for this request.
2. School Director provides cover letter including dollar amount of school's support and forwards letter of support and faculty proposal to Dean's office.
3. Upon approval from the Dean's office, the school Director will be notified in writing of decision and, if approved, dollar amount of college support.
4. Following completion of the project, the faculty member is expected to provide, in writing to the Dean's office, a summary of the completed project. **Please note that no further awards will be approved for the recipient until this summary is received.**

**College of Fine Arts
Professional Activity Fund**

Name: _____ Date: _____

Position: _____ School of: _____

Project Title and Description:

Objectives:

Outcome: What are the anticipated results of this project?

Timeline: Anticipated date of completion (start to finish).

List funding for internal and external awards for which you have applied (and received) in the last four years.

Projected Budget:

To be completed by School Director/Administrator:

1) Please comment on the applicant's ability to fulfill his/her proposal. 2) What has resulted from previous School/College assistance to this faculty member in the past four years?

Director

\$ Amount of School Support

Date