

# ARTS RESEARCH PROJECT GRANT APPLICATION

## *Information and Application Form*

### *I. General Information*

The arts have a role to play in framing, interpreting, and solving the pressing challenges of our day. The Arts Research Project Grants provide support for original, independent creative and scholarly research by undergraduate and graduate students majoring in the departments in the School of the Arts, under the general guidance of an arts faculty member. Several overarching goals provide a framework for these grants:

- To provide students with support and opportunities to work on creative and scholarly projects outside of a scheduled class with feedback from a SOTA faculty sponsor
- To encourage students to explore topics of relevance to KU and our broader society.
- To foster students' interdisciplinary exploration and collaboration.
- To facilitate students' professional development in the arts.
- To promote diversity, equity, and inclusion.

These grants are not intended to provide faculty members with assistants, but students may well be associated with faculty research projects as independent investigators. Grants are awarded on the merit of the applicant's proposal, the applicant's academic record, and recommendations from faculty members who are familiar with the applicant and the proposed project. For the purpose of this competition, 'research' should not be construed too narrowly but can incorporate a variety of creative and scholarly methods. Grants are for the support of independent projects that constitute work that is original and substantive given the standards and objectives of the field. The grants are not intended, for example, to support trips to workshops or the like; something original has to be discovered or created.

### **Grant Amounts**

Grants up to \$1,200 are provided from SOTA Differential Funding to conduct traditional scholarly research or complete creative projects in dance, film and media studies, theatre, and visual arts.

- Students must use these funds to directly support their research and its dissemination.
- Special consideration will be given to projects that relate to diversity, equity, and inclusion.
- SOTA faculty who sponsor a student project will be provided with \$300 to assist their research or teaching activities.

To be eligible you must be either an undergraduate or graduate student majoring in one of the departments in the School of the Arts. You must be enrolled full-time at the time you apply for a grant and must intend to be enrolled full-time during the semester you conduct your project. If you think an exception should be made, or if you have questions about your eligibility, email at [sota@ku.edu](mailto:sota@ku.edu).

***Each grant proposal must be sponsored by a faculty member who has read and approved the proposal and who agrees to oversee the conduct and completion of the project.*** Recipients will be selected by the SOTA Student Advisory Board, composed of students representing all departments in the school. Decisions of the committee are final. Applicants will be informed of the committee's decisions before the end of the fall semester.

Note: Grants may be considered taxable income to parents or to students who have “independent” financial aid status. Special tax rules, which vary by country, may apply to international students. Furthermore, students may be required to pay all outstanding KU fees or tuition prior to receiving a grant to support their projects.

## II. The Application

An application consists of:

1. A completed application cover page (see form below).
2. A typewritten proposal *not to exceed four single-spaced pages* (following the guidelines in section IV, below). Use a 12-point font. You are welcome to include works cited, pictures, video, etc in additional pages to showcase your project or plans for your project.
3. A completed budget page (see below).
4. One supporting letter from a member of the faculty (not graduate student instructors) who will serve as your faculty sponsor.
5. This letter must be accompanied by a signed letter of reference form (attached). The letter must be submitted via email to [sota@ku.edu](mailto:sota@ku.edu).

In special cases, the application may also involve other items:

1. *If you are submitting a proposal involving creative work, you may submit images or video of your previous work. This is not required, but it may help reviewers better understand the proposal.*
2. *If you have previously received a grant from the School of the Arts, you must provide a statement showing why you believe you should be awarded another grant. Summarize what was accomplished under the previous grant and explain how the current project differs from the earlier one.*

You must deliver these items via email to [sota@ku.edu](mailto:sota@ku.edu) by 5:00 p.m. on December 18, 2020.

## III. Evaluation Criteria

Proposals will be evaluated by the following criteria, all of which should be addressed in the proposal:

1. The likelihood of completion within the available time and budget;
2. The student's qualifications, based on ability and experience, to complete the proposed research project successfully;
3. The project's educational value for the student (professional development);
4. The sponsor's willingness and availability to oversee the research and its completion.
5. The role of the project in promoting diversity, equity, and inclusion.

## IV. The Proposal

Make clear what will be investigated or created and why. Your proposal is the basis for evaluation of your project. An outstanding academic record and glowing recommendations cannot overcome the deficiencies of a poor proposal. Your proposal should be clearly written, substantive and detailed, **and also understandable by an intelligent non-specialist**. (For example, your proposal will be read by students in the arts, but the reviewers will not necessarily be in the particular department or sub-discipline of the project.) Avoid technical jargon, acronyms, etc. **The Committee strongly advises that you seek the advice of your faculty sponsor as you prepare the proposal. Have them read your drafts and the final version submitted.** *Your proposal should be at least two, but no longer than four pages, and it should be organized to include the following material:*

**A. Project description:** Identify the aim of your project and explain how you intend to accomplish that aim *giving special attention to what you will actually do* during the grant period. A typical project description will contain the following items:

1. A 1-2 sentence summary of purpose of the project;
2. Introduction/background/context (i.e, what is currently known? Why is it important to know more? How might the arts be uniquely placed to respond to the problem?);

3. The question you are asking, the aim of your project;
4. Significance to the arts. Make clear what will be studied or created and why. This is important, both to those who are in your field and to those who are outside it;
5. Methods. How will you do the research or project? This is an essential section. No matter how wonderful your aim, or how significant the possible results, the proposal will not be judged as strong unless it is clear that you know what you will be doing. A timeline can be included. Also, if the project is part of a larger research program or a long-term interest, make clear what part of the larger whole is to be supported by the grant and completed during the term of the grant.
6. If your project involves the use of human subjects, indicate how you will meet the requirements of the KU Human Subjects Committee (HSCL). Consult your sponsor for assistance with this. Some information is available at [http://www.rcr.ku.edu/~rcr/hycl/about\\_hycl.shtml](http://www.rcr.ku.edu/~rcr/hycl/about_hycl.shtml).
7. Include references to the material you are citing.

**B. Significance to the applicant:** Explain how the project will contribute to your development in the arts (preparation for graduate study or career?) and also what you propose to do with your results or final product. What public component will you include so that others can learn about your project (performance, exhibition, presentation, publication, poster series, workshop, or other? Where? How?)

**C. Applicant's qualifications:** Describe the background and preparation that qualify you for this project. You may wish to mention past research, independent study, courses taken in the area of the proposed research, bibliographic or other background research already done, related projects already completed, language or laboratory skills, etc. In short, show the Selection Committee how prepared you are to undertake the project. These guidelines are intended to help you prepare a good proposal. They are not meant to confuse or constrain. Where they are not applicable to your project, consult with your faculty sponsor and use your best judgment.

**V. Advice on Writing the Research Proposal**  
**This can be found at [www.arts.ku.edu/grantwriting](http://www.arts.ku.edu/grantwriting)**

## **VI. Research Reports**

Students who receive grants are required to file a brief one-page report on the outcomes of their research by the end of the grant period.