

TWU Office of Research and Sponsored Programs

2024-2025 Creative Arts and Humanities Grants Program Guidelines

Application Deadline:	April 23, 2024 (spring competition) October 7, 2024 (fall competition)
Start Date of Grant:	September 1, 2024 (spring competition) January 1, 2024 (fall competition)
End Date of Grant:	August 31, 2025 (All spending must be finalized in accordance with Finance and Administration's end of FY deadlines, which are usually in July.)

Program Description

The purpose of the TWU Creative Arts and Humanities Grant is to support TWU faculty projects in areas which ordinarily have very limited opportunity to receive external grant funding, yet have the potential to enhance scholarship and TWU's profile nationally and internationally.

Funds may be used for a wide range of projects. Examples include, *but are not limited to*: performances, art exhibitions, documentaries, creative writing, archival research, pedagogical research, and the development of book manuscripts. In addition, a wide range of research methodologies will be considered, including *but not limited to*: historic, interpretive, analytical, arts-based, descriptive, indigenous, qualitative, and quantitative methods. This funding should result in at least one of the following outcomes:

1. Documentation of an exhibit, performance, or other creative activity of strong merit.
2. A signed book contract or completed manuscript with a reputable press.
3. Acceptance of an article in a peer-reviewed journal.
4. Submission of an external grant proposal.

If you are unsure if your application is suitable for the Creative Arts and Humanities Grants Program, rather than the Research Enhancement Program, please contact your ACA and/or ORSP for clarity.

PI Model

The traditional research project grant consists of a single Principal Investigator (PI) leading a research team on an independent research project. Although this model encourages creativity and productivity, it does not always work well for multidisciplinary efforts and collaboration. A multiple-PI model uses more than one investigator (co-investigators) where each of the listed co-investigators will be expected to share responsibility for directing the project or activity. Therefore, the Creative Arts and Humanities Grant will accommodate both models. If a multiple-PI model is used, a "Contact PI" will be designated at the time of application in order to facilitate communication.

A collaborator is a research team member (external or internal) who adds expertise to the project without serving a large enough role to be considered an investigator.

Program Funding

The TWU Creative Arts and Humanities Grant is supported by the University Research Enhancement Funds. Faculty may request up to \$7,500. Applicants may request that a portion of their salary come from their CAHGP grant. Note that investigators may not draw salary support from more than one internal ORSP grant award per fiscal year.

It is important that requests for faculty salary and resulting release time (academic year or summer) be approved by the unit administrator and dean. If funded, a letter reflecting administrative support for release time must be placed on file with ORSP prior to a budget being set up for the project. This letter should state specifically what the PI's workload would be for a semester or summer term. This letter of support does not need to be submitted with the application.

Contact ORSP for assistance in preparing the grant budget. If the entire budget or a substantial portion of the budget will be spent for faculty salaries, then the proposal should explain how the other costs or expenses of the project will be covered. In no case may a grant request exceed \$7,500. The funds may be used to support graduate research assistants in any semester, if available. The funds may not be used for course development. All faculty who receive these funds are expected to serve as ad hoc reviewers for this grant in the future.

Eligibility

All full-time tenured and tenure-track faculty may apply. Awards will be made with the expectation that the faculty member will continue in service at the University for at least one academic year following the award period. Persons known to be in their terminal year of employment are not eligible for this award. A faculty member may submit only one application per competition, and the same project may not be submitted for both Research Enhancement Program funding and Creative Arts and Humanities Grant funding.

A faculty member may serve as PI on only one award from the Research Enhancement Program funding or the Creative Arts and Humanities Grant funding per fiscal year, but may serve as Co-PI or collaborator on more than one proposal.

Application and Submission Instructions

Detailed instructions for completing the application are located at the end of these program guidelines. The proposal must be submitted to the Office of Research and Sponsored Programs by the deadline. Once received by the Office of Research and Sponsored Programs, the application will be routed using Adobe Sign by ORSP staff. Electronic copies are preferred. Applications that do not meet the spring deadline may be reviewed for the fall competition. Applications that do not meet the deadline for the fall competition will not be accepted.

Review Process

The Arts and Humanities Grant Review Committee will review and recommend applications for funding. This committee is composed of select members of the Research Support Committee with expertise and experience with creative arts and humanities scholarship. Ad hoc reviewers are invited as needed based on the applications received.

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Criteria for Selection

1. Applicant's qualifications to conduct the research or creative activity: where work is in a new area for the applicant, the reason is clear and considered in the context of the applicant's professional development
2. Potential impact of the proposed activity on the academic field of study
3. Significance of the project for advancement of the applicant's scholarly record
4. Likelihood that the award will provide significant progress on a project that would not be possible without the funding
5. Likelihood that the proposed project would be completed during the award period
6. Likelihood that the proposed project will result in one of the expected outcomes listed under Program Description.

Proposals will be reviewed by the committee according to the guidelines published with the application materials and the criteria shown on the Creative Arts and Humanities Grant Application Evaluation form.

Expected Outcomes and Reporting Requirements

Creative Arts and Humanities Grants are intended to enhance faculty scholarship and TWU's profile nationally and internationally, primarily demonstrated via submission and acceptance to national or international venues such as conferences, exhibits, performances, peer-reviewed journals and book presses, and grant and fellowship competitions. Awardees are required to submit final reports which indicate the outcomes of the supported activities. These reports will be approximately two - three pages long; the format will be specified by ORSP at the time of the request. Final reports will be due within 90 days of the end of the project. Failure to meet the requirements of the program may affect future eligibility to receive internal funding support through ORSP.

Assistance Provided by the Office of Research and Sponsored Programs

- Budget preparation
- Statistical consultation

Please call ORSP at 940-898-3375 for more information and/or assistance.

TWU Creative Arts and Humanities Grants Program Instructions

Applications will include the elements shown below. Proposals must be submitted to ORSP by the deadline. The proposal should be emailed as a .pdf to twuresearch@twu.edu. Each section of the application must adhere to the page limits and other guidelines as detailed below.

APPLICATION CONTENTS

1. Cover page (form)

- **Investigators:** All full-time tenured and tenure-track faculty at Texas Woman's University are eligible to apply and serve as investigators. A person not meeting the eligibility requirements as an investigator may serve as a collaborator (including non-TWU personnel). A collaborator may not receive direct funds from the Creative Arts and Humanities Grant. The awards will be made with the expectation that the faculty members will continue in service at the University for at least one academic year following the award period. Persons known to be in the terminal year of their employment are not eligible to apply. The PI's department, rank, and email address is required before the proposal can be submitted. All other Co-PIs, collaborators, and consultants should be listed on this screen.
- **Other Project Information:** If the project uses human subjects or other compliance-related committee, the appropriate box should be marked. The compliance approvals for these items are not required at the time of submission but will be required at the time of award.

2. Abstract (form)

A **layperson's** abstract (with language accessible to those outside the discipline) of no more than 150 words is required for proposal submission.

3. Budget (form)

Allowable costs include maintenance and operations, equipment, travel to collect data, funds for consultants, graduate research assistant wages, and faculty salary. Maintenance and operations (M&O) expenses are items such as postage, telephone calls, paper, computer software, equipment costing less than \$1,000. These funds may not be used for course development. The budget justification is required for submission and should include details and rationale for the costs included in the budget items.

4. Support (form)

Provide information about any Current and Pending Support for this project as well as a list of REP or Creative Arts and Humanities Grant Program support for the past five years and the outcomes of that support. This information should be included for all investigators on this application.

5. Revision Summary (form)

If this application has previously been submitted to a recent CAHG competition, please summarize the revisions made to your current application based on the feedback provided by the Research Support Committee. If this application is a new submission, please leave this field blank.

6. Environment / Resources

Attach pages that provide information regarding the environment and/or resources. Be specific regarding where the research will be conducted and what facilities are available. This section will be evaluated on the following:

- Has the location and setting of the study been identified? Is this space adequate for the research study? If off-campus, is site feasible and have letters of support been obtained?
- Are the equipment, trained personnel, and other physical resources needed already in place to the investigators and are they adequate for the project proposed?
- Will the project benefit from unique features of the environment or collaborative arrangements?

7. Narrative

Include a project narrative of no more than six (6) pages. The font should be 11-point or larger although figures, charts, tables, figure legends, and footnotes may be smaller in size providing they are readily legible and include a caption. Margins must be at least one-inch, and the application should be single-spaced with page numbers. All pages, including any figures, charts, tables, and other images, must be no more than six (6) pages. The narrative should be written in clear language accessible to an interdisciplinary panel of reviewers and include the following information:

1. The significance and contribution of this project to your particular field and to TWU.
2. The significance of this project to your scholarly development and career progress. Include why funding is required for the project to be completed.
3. Methods, plan of work, and timeline.
4. Intended outcome and plan for dissemination of final product.

8. References

List literature relevant to the project (there is no page limit for this section).

9. Curriculum Vita (CV)

The investigator's CV (limited to five pages) must be included. In addition, a CV for each co-PI and collaborator is also required.

10. Appendix (optional)

Attach here any letters of endorsement from planned research sites, data collection instruments, or other documentation that supports the feasibility of the project. While such items are not required for proposal submission, they are strongly encouraged to demonstrate feasibility of the project.

SUBMISSION INSTRUCTIONS

Email application as a .pdf to twuresearch@twu.edu by the deadline. The application must include the following elements:

- Cover page (form: 1 page)
- Abstract (form: 1 page)
- Budget (form: no page limit)
- Support (form: no page limit)
- Revision Summary (form: 1 page)
- Environment / Resources (no page limit)
- Narrative (6 pages)
- References (no page limit)
- Curriculum Vita (5 pages each)
- Appendix (optional)

Once the completed application is submitted, ORSP staff will route the application for signatures through the PI, co-PIs, chairs, and deans.

Please note that there will be an administrative review in ORSP that will include adherence to submission instructions. Proposals that do not meet all of the requirements will be administratively disqualified.

**TEXAS WOMAN'S UNIVERSITY
2024-2025 CREATIVE ARTS & HUMANITIES GRANTS PROGRAM**

REVIEW COMMITTEE EVALUATION

Principal Investigator/Project Director: _____

Score each criterion with an overall impact score using a 9-point Likert scale with 1 being exceptional and 9 being poor. The impact score for each criterion should reflect the potential of the project to significantly impact the scholarly or artistic field, to positively affect the investigator's scholarly or creative development, and to advance TWU's profile on a national or international scale.

Impact	Score	Descriptor	Additional Guidance on Strengths/Weaknesses
High	1	Exceptional	Exceptionally strong with essentially no weaknesses
	2	Outstanding	Extremely strong with negligible weaknesses
	3	Excellent	Very strong with only some minor weaknesses
Medium	4	Very Good	Strong but with numerous minor weaknesses
	5	Good	Strong but with at least one moderate weakness
	6	Satisfactory	Some strengths but also some moderate weaknesses
Low	7	Fair	Some strengths but with at least one major weakness
	8	Marginal	A few strengths and a few major weaknesses
	9	Poor	Very few strengths and numerous major weaknesses

Criteria	Score (1-9)
<p>Significance</p> <ul style="list-style-type: none"> ▪ Does the project address an important problem or issue in a specific creative arts or humanities field? ▪ Does the application present an innovative idea or approach in the field? ▪ Does the project complement, challenge, or expand upon existing work in order to advance the field? ▪ Does the project have potential value to scholars, students, and the general public? 	_____
<p>Impact</p> <ul style="list-style-type: none"> ▪ If the aims of the project are achieved, will the outcome lead to advancement of the specific field of study or performance? ▪ Will the project lead to significant advancement of the applicant's scholarly or artistic record? ▪ Is it likely that the proposed project will result in one of the expected outcomes listed in the guidelines for the award? 	_____

<ul style="list-style-type: none"> ▪ Will this project increase the visibility of TWU within the community? 	
<p>Investigator(s)</p> <ul style="list-style-type: none"> ▪ Is the applicant qualified to conduct the research or creative activity? ▪ Is the project related to the applicant’s ongoing scholarly activity? ▪ If the project is in a new area for the applicant is the reason clear and considered in the context of the applicant’s professional development? 	_____
<p>Approach</p> <ul style="list-style-type: none"> ▪ Are the specific aims of the project clearly stated? ▪ Is the overall strategy and methodology well-reasoned and appropriate to accomplish the specific aims of the project? ▪ Do the work plan and timeline seem feasible, given the requested support? ▪ Is it likely that the proposed project will be completed during the award period? 	_____
<p>Resources</p> <ul style="list-style-type: none"> ▪ Does the proposed setting contribute significantly to accomplishing the goals of the project? ▪ Does the investigator demonstrate how he/she will take advantage of the existing resources available to them at TWU, including personnel? ▪ Is it likely that the award funding will enhance the feasibility of completing this project? 	_____

OVERALL RATING on a scale of 1-9 using the scale below _____

- Highly recommend for funding (1-3)
- Recommend for funding (4-6)
- Do not recommend funding (7-9)

Evaluator: _____

Attach a separate sheet for comments (please type your comments so they can be emailed to ORSP to be included in the “reviewer comments” sent to applicants following the meeting)