

DEPARTMENT OF THEATRE AND MEDIA ARTS

**MARY LOU FULTON CHAIR
IN THEATRE AND MEDIA ARTS**

**FUNDING FOR CONNECTION AND COLLABORATION GRANTS
for TMA Faculty**

Faculty members applying for the **Connection and Collaboration Grants** should understand and comply with the following guidelines. Faculty are invited to submit grants at any time during the year, to be reviewed by the Departmental Executive Committee. Faculty projects should demonstrate an increase in scholarship or creativity or development of a key aspect of curriculum in a program or departmental initiative; if you have questions, please contact Sharon Lee Swenson (422-6648, sharon_swenson@byu.edu).

APPLICATION PROCEDURE

- 1. PROVIDE DETAILED BUDGET** information on the application form under the correct categories. Please check the specific area from which you want your funds to come from the following list:

- Education
- Dramaturgy
- Guest Artist (Single Artist or Entity)
- Professional Creative Development
- Website Development
- Community-Based Research (Outreach)
- Scholarship

In addition, please identify other sources and amounts of funding you have applied for or have already obtained. (In most cases, faculty are expected to invest some of their own money in the project.) Please note that these funds can be used for travel, per diem, materials and supplies, but generally, they should not be used to pay a salary to the applicant him/herself. Awards cannot be used for spouse or other family expenses.

- 2. DETAIL YOUR PROPOSED PROJECT.** The basic criteria for this type of funding is whether or not the proposed activity makes a significant contribution to the body of knowledge or development of curriculum, the reservoir of artistic resources, or the progress towards a faculty member's retention or advancement. Specifically, faculty projects need to increase their scholarship or creativity. In general, funds should not be used to pay student workers who are not learning a new skill. In terms of the criteria above, **PROVIDE A 1-2 PAGE DOCUMENT** answering the following questions:

Part One: Description & Justification

- Describe the project.
- How does this project influence or integrate with current curriculum needs?
- How does the project promote the mission of the University?
- How will you or the guest artist work with the students and/or the faculty?
- Why is the project important?
- How does it relate to the mission of the department?

Part Two: Faculty or Area Justification

- How will the project strengthen your scholarly or creative contribution to student learning?
- What kind of peer review will the project invite?

- 3. ATTACH YOUR CURRENT VITA OR, WHEN APPROPRIATE, THE VISITING ARTIST'S VITA.**
- 4. DISCUSS THE APPLICATION AND PROPOSAL** with the appropriate area coordinator and provide a letter of support from the coordinator. All proposals must be discussed in detail prior to submission. Be aware of BYU rights to a percentage of royalties if funded by BYU. If you have questions, contact Giovanni Tata at 422-5297.
- 5. SUBMIT THIS FORM** along with your attached documents to your area head, who will sign and forward it to the Department Chair's Office.

REMINDER: Please submit the following in order to receive the last \$25 of your funding:

- A thank-you note addressed to Mary Lou and Ira Fulton, thanking them for the funding.
- A one-to-two page report of the project, including an itemized budget and a description and evaluation of the project, detailing the number of people directly and indirectly involved and impacted.
- Digital photos of the project.

NOTE: Reports must be submitted before new applications will be considered. Funding CAN BE CARRIED OVER for ONLY 1 YEAR beyond the year awarded. However, completion during the funded year is the norm.

Faculty Signature

Date

Area Head Signature

Date