

**ARTS, HUMANITIES AND SOCIAL SCIENCES FUNDING
APPLICATION PROCEDURES AND CRITERIA FOR AWARD SELECTION**

ELIGIBILITY

1. Faculty members in the following departments may apply for funding from this program: Anthropology, Art and Design, Criminal Justice, English, History, Indian Studies, Languages, Music, Philosophy and Religion, Theatre Arts (i.e., those that are not eligible for National Science Foundation funding); and the following programs: Communications, Honors, Humanities and Integrated Studies; and Interdisciplinary Studies.
2. Faculty who have previously received funding from this program are not eligible for another award until they have submitted a request for funding to an external funding agency.
3. Faculty who have previously received funding from this program are not eligible for another award until they have submitted a final report for the previously funded project.
4. The following are **unallowable** budget items: travel to attend conferences, infrastructure, public relations activities, salary of the principal investigator, studies already completed
5. Preference will be given to proposals requesting \$5,000 or less.
6. Although these awards are primarily intended for tenured and tenure-track faculty, temporary faculty may apply as long as creative activity is required in their contract and they are able to complete their proposed activity while employed at the University of North Dakota.
7. According to UND policy, anything purchased with UND funds is the property of UND (e.g., supplies, books, equipment, etc.). See UND Faculty Handbook Section V-8.

APPLICATIONS SHOULD INCLUDE THE FOLLOWING:

- I. **Cover Page** including the following: Principal Investigator's name; department, college; proposal title; amount requested; proposed beginning and ending dates of the project; agency to which extramural proposal will be submitted; list of previous Arts, Humanities and Social Sciences Awards and whether or not a final report and external proposal have been filed for each previous award; signatures of the principal investigator, department chair, and dean of the college.
- II. **Project Narrative**--The narrative text should not exceed three single-spaced pages (approximately 1,785 words).

The narrative should clearly convey the ideas, objectives, and methods of the project. It should also communicate the project's substance, potential contribution to the field, overall significance, the intended audience where appropriate, the likely outcome, and your ability to carry out the project successfully. *A simple statement of need or intent is insufficient.* Because reviewers may not possess specialized knowledge of the proposed field of study, the project description should be free of jargon.

There is no formula for writing a successful application. However, applicants may find it helpful to address the following questions where appropriate in their narratives:

- A. What are the basic ideas, problems, or questions examined by the study? Explain the planned approach or line of thought. If the area is a new area of research, explain the

- reasons for working in it, if the area is not a new area describe the significance of the area. If the project is creative activity in one of the arts, describe what you intend to create and/or perform.
- B. For what part or stage of your project are you seeking support? Provide an overview of the project and describe what part of the study/creative activity you will undertake during the award period. If you will be working with someone else describe your contributions to the project. If working on a book, provide a tentative chapter outline.
 - C. What work will be accomplished during the award period? Supply a brief work plan.
 - D. Will this project be supported by other resources? If so what is the source and amount, and what portion of the project will the other resources cover?
 - E. How will the project complement, challenge, or expand relevant work in the field? Explain what makes the project distinctive.
 - F. What contribution will the project make to the field?
 - G. What is the project's overall significance in terms of its potential social, cultural, and/or educational benefits?
 - H. Where will you conduct the study/create and/or perform the work? What materials will you use? Describe access to archives, collections, performance/studio venues, or institutions with the necessary resources.
 - I. What is the intended audience for the results of the project?
 - J. What are the intended results of the project? Indicate plans for articles, conference papers, books, recordings, exhibit, or other forms of outcomes.

III. 1-Page Budget and Justification: The budget must be broken down into individual items with each item justified. The following are **unallowable** budget items: travel to attend conferences (including to present a paper), infrastructure, public relations activities, salary of the principal investigator, studies already completed.

IV. Project bibliography (if appropriate to the proposed work)

The bibliography should not exceed one single-spaced page (4,000 characters, approximately 570 words).

The bibliography should consist of primary and secondary sources that relate directly to the project. It is usually advisable to include works that pertain to both the project's substance and its theoretical or methodological approaches. Titles cited in the application narrative do not have to be included in the bibliography. Reviewers often use the bibliography to evaluate your preparation in the subject area and your approach to the topic.

V. 1-Page Academic Résumé: The résumé should include education, employment history, and relevant citations (e.g., publications, presentations, performances, juried exhibitions)

CRITERIA FOR AWARD SELECTION

Reviewers are asked to evaluate an application according to the following criteria:

1. The significance of the contribution that the project will make to knowledge in the specific field and to the humanities or social sciences generally, OR in the case of projects in the arts, the potential: (a) to impact the artistic and/or cultural heritage of the nation, region, or field, and/or (b) to broaden and/or deepen public understanding and appreciation of and access to the arts, and/or (c) to have a positive effect on the development of arts learning for children and youth.
2. The quality or promise of quality of the applicant's work;
3. The quality of the conception, definition, organization, and description of the project;
4. The likelihood that the applicant will complete the project including the appropriateness of the budget, the quality and clarity of the project goals and design, the resources involved, and the qualifications of the applicant;
5. The likelihood that the successful completion of the project will bring some return to the University.
6. Evidence that previous awardees have fulfilled all requirements for their previous award(s).

DEADLINE AND NUMBER OF COPIES

The application, with original signatures of the Principal Investigator, Department Chair, and Dean, and nine (9) copies must be submitted to Research Development and Compliance **(Room 105 Twamley)** on or before **4:30 p.m., Tuesday, March 31, 2009.**

PROCESS FOR AWARD SELECTION

Applications will be reviewed and ranked by a committee of arts, humanities, and social sciences faculty, chosen and chaired by the Associate Vice President for Research. Applications from faculty teams/groups are encouraged.

Award Requirements

1. All recipients of Arts, Humanities and Social Sciences grants are required to submit a final report to Research Development and Compliance within 1 month of the project's end date or depletion of awarded funds, if that occurs before the project ends. The report should include a brief summary of results of the study, how funds were expended and whether or not the project resulted in publications, external grant proposals/awards, presentations, etc.
2. All recipients of Arts, Humanities and Social Sciences grants are required to submit a proposal to an external funding agency within one year of the award's end date.
3. If an award results in a tangible product such as a book, article, or a video or audio recording, a copy must be provided to the Division of Research.