Guidelines for Drama Department applications to
The President’s Fund for the Creative and Performing Arts

Purpose of the President’s Fund:
To support research and creative activity in the Department of Drama, through Faculty Research/Creative Activity Assistance, related Student Research Assistantships, and Visiting Artists and Scholars.

Total Funding available through the President’s Fund:
It is understood that Drama will be allocated $40,000 per year for this purpose. The University requires that this money is spent annually. This grant was created in recognition of the paucity of grant funding available to fine arts faculty members involved in creative activity and research. The VP Research Office reviews this allocation annually.

Eligibility to apply to the President’s Fund:
Full-time, tenure track Faculty members will have priority for funding.

Ongoing Contract Instructors* may apply, but will not have the same priority as continuing Faculty members.
*for the purpose of this document, “Ongoing Contract Instructors” is defined as those who are currently engaged by the Department, have worked with the Department over 3 years, and normally teach 2 hce or more in a given year.

Students are not eligible to apply, but can be supported through faculty projects.

Application procedures:
All applications are made to the Chair. Final decisions on all grants will be made by the Chair.

An Advisory Grant Committee will normally review applications and make allocation recommendations to the Chair. This committee will normally consist of three full time elected faculty members. Members will normally serve for 2 years and terms will be staggered. The Committee will meet three times/year, within a week of application deadlines. Members will remove themselves from discussions in cases where there is a conflict of interest.

1. Faculty Creative Activity/Research Assistance
Applicants should prepare a brief written description of the project or venture to be undertaken and an indication of the nature and level of financial support requested. A simple budget is required. Support may be requested for the following:
   a. Teaching release to pursue research/creative activity.
   b. Project funding for a research or creative activity initiative. Could include engaging artists, materials costs, venue rentals, travel for the project, etc.
   c. Costs for disseminating research or creative activity materials: eg. CDs, DVDs, manuscripts, etc.
Support for any individual project will not normally exceed $6000/year.

A maximum of one project per person will normally be awarded in any given year. More than one project may be applied for, however priority will be given to those who have not yet received a grant over the year. 

This funding is intended to support projects for which there is not other relevant funding, or not enough from appropriate sources. Faculty members are encouraged to also apply to other University or external grant programs wherever possible. They should demonstrate why this funding is necessary. Normally, other viable sources will have been applied to. Faculty can demonstrate adherence to this guideline in a variety of ways, for example:

- Indicate other applications made or pending
- Indicate how other sources will augment the budget
- Address TLEF, SAS, Killam Grant programs, external Arts Grants (AFA, Canada Council) etc.

2. Faculty Ad Hoc Travel
Travel funding to pursue research or creative activity opportunities or to present at conferences, symposia, etc. Support must be requested before anticipated travel occurs, i.e. no retroactive funding. Normally the President’s Fund will support up to $4000 towards faculty travel/year which cannot be funded in other ways, with a maximum request of $550 per faculty member in a given year. These travel requests can be sent to the chair at any time, and will be approved by the chair until the funds are depleted; in the case where funds are depleted, the request may be sent on to the Advisory Grant Committee for consideration.

3. Student Research Assistantships
Minimum hourly rates are those set by the university. In cases where major, independently driven research assistance is expected, the university Graduate Research Assistantship (GRA) rates can be used.

Faculty making application should describe the nature of the research assistance requested, when in the year it is required and the number of hours requested. In the application, faculty members may choose to indicate a particular student who they would prefer to have assigned to the project. Graduate and Undergraduate students may be awarded Research Assistantships. Research Assistantships are intended to support the research/creative activity of the professor making the application.

The total amount of money available for any single Student Assistantship will not normally exceed the equivalent of a 6-hour GRA.

4. Funding Visiting Artists and Scholars
Applicants should prepare a brief written proposal, indicating who the proposed guest would be, background of the guest, a description of the activity to be undertaken during the visit, when the visit would occur, which Department members would have access to
the visitor, and a budget for the proposed visit. Visitors will be brought in to: offer Master Classes; deliver guest lectures and scholarly papers; participate in panels, symposia, etc. Applicants must address other sources of funding, particularly the university’s Distinguished Visitor Fund.

An amount not less than $6000 will be available each year for these Visiting Artists and Scholars, with $3000 of this normally earmarked for honoraria for short term contributions, such as critiques and classroom visits. When untapped, this portion will be made available for other projects.

5. **For Special Opportunities** that arise from time to time, that do not fit other categories, or were not able to be anticipated at the regular grant deadlines, requests may be made to the Chair at any time. Projects will be supported as funding allows. In these cases, consultation with the Advisory Committee will be at the Chair’s discretion.

**Reporting Procedures:**
Following completion of any project supported by the President’s Fund, a brief report on the project will be submitted to the Assistant Chair, who may include these reports in a required annual report to the office of the Vice-President Research. The report should *describe* the research or creative activity undertaken and outline its *impact* on the researcher and on others. A financial summary is not necessary. Reports should be submitted within 30 days of completion of the project and should be a maximum of one page.

Faculty members who are more than one final report in arrears will not be considered for another grant until all their reports are completed and submitted.

**Recognition:**
The grant, the university and the department will be recognized in all print material, such as programs. At minimum this recognition will include acknowledgement of:
- *The University of Alberta President’s Fund for the Creative and Performing Arts*
- *The Department of Drama*

**Application Deadlines:**
There will be three deadlines annually: **May 10, August 10, and January 10.** Notification will be given within two weeks of the close of applications. Faculty may apply ‘off cycle’ where absolutely necessary.

Normally, funds will be spent or returned within one year of receiving notification. Extensions must be sought in writing. Unused funds will revert to the pool.