

University of Colorado at Boulder

Graduate Committee on the Arts & Humanities

Policies & Procedures

The Graduate Committee on the Arts & Humanities (GCAH) supports the research and creative efforts of humanities and arts faculty at the University of Colorado at Boulder. The Committee uses the National Endowment for the Humanities' definition of the humanities: "The term *humanities* includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism, and theory of the arts; those aspects of social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions and history and to the relevance of the humanities to the current conditions of national life."

In addition, GCAH supports work in the creative or performing arts including creative writing, painting, sculpting, composing or performing music, acting, directing, and dance, as well as critical, historical, and theoretical studies of the arts.

Upon recommendation of the GCAH, the Dean of the Graduate School offers the following awards:

- research or creative work grants
- travel grants
- visiting scholars and artists (short term) grants
- special projects grants
- small grants
- dissertation award (graduate students)

All awards made by the GCAH are contingent upon the availability of funds, and any award or competition in these *Policies and Procedures* may be canceled at any time without notice. The Graduate School reserves the right to re-advertise any competition to enlarge the pool of applicants; in no way does re-advertisement reflect upon other applications or nominations.

At the end of the grant period, faculty grant recipients are required to submit to the Graduate School a brief, written report of two (2) pages maximum with explicit citations regarding the results/publications/exhibits or other results produced during this period. For conferences, grant recipients are required to submit to the Graduate School a brief, two-page maximum, written report including the conference program. These should be sent to Paula Anderson in the Center for the Humanities and the Arts, Campus Box 280 within one month of the completion of the grant period. For example, if your grant period ends with your travel to the Sahara for the month of July, please submit the grant report to the Graduate School by the end of August of the same calendar year.

POLICY CHANGES

- Please note that Chair's/Dean's letters **must** accompany the submission in a sealed envelope. Applications that do not include this letter will be returned to the applicant. Please give your Dean/Chair sufficient advance notice for completing the support letter.
- The Graduate School's committees for supporting faculty research will extend eligibility to rostered instructors for the following grants: research and creative work grants, travel grants, visiting scholar/performer/artist grants, special project grants. Small grants in each of the above categories (up to \$600) are also available.

The Graduate School adopts this policy on the recommendation of the faculty currently serving on CRCW and GCAH. The policy formalizes eligibility for both committees in recognition of the increasing profile of rostered instructors in matters of graduate education and research. Applicants will continue to be evaluated on merit.

GRANTS

Eligibility. Any member of the Boulder campus faculty (retired or not) holding at least a one-half time, tenured, tenure track or rostered instructors appointment is eligible to apply for a grant. Visiting faculty is not eligible to apply for grants.

Rostered instructors are defined as an instructor who: has a current, valid letter of offer and acceptance; has turned in a non-TT Roster form to faculty Affairs; is a regular, permanent employee with an appointment that extends beyond one year; is supported by continuing general fund budget or recharge; and whose annual merit and reappointment evaluations follow the same procedures as TT positions.

Applicants may receive one large grant (travel or research) each year **or** two small grants for different projects. An applicant may receive both a special project grant and a travel or research grant for different projects. Visiting scholar grants are awarded independent of other grants.

Application Procedure. Applications for grants are submitted on forms available from the Graduate School website, www.colorado.edu/GraduateSchool, and then go to "Information for Faculty and Staff." Forms are available in both the Word and PDF format.

Basis of Awards. Grants are awarded on the basis of the merit of the proposed projects as a contribution to the arts and/or humanities, the research or creative record of the applicant, and the application. Visiting scholar grants are also reviewed on the basis of the research or creative record of the visitor and the expected contribution to the campus.

Award Procedures. GCAH meets approximately once each month during the academic year (September through May) to consider proposals. Applicants should allow six weeks

from the submission to the completed action. Grants are awarded for six months or one year. A written report of the project is required at the end of the grant period.

If a faculty member receives an external grant for a project funded by the GCAH, any portion of the GCAH grant that covers duplicate expenses must be returned to the Committee. Equipment purchased with a GCAH grant belongs to UCB, not the individual, and should be donated to a UCB unit at the end of the grant period.

When a publication, exhibits, or performance results from work supported by the GCAH, the recipient should acknowledge GCAH in publications, programs, etc. (e.g., “This publication results in part from work supported by CU-Boulder’s Graduate Committee on the Arts and Humanities.”)

EXPENSES NOT FUNDED BY GCAH

- grants exceeding the maximum amounts specified for each type of award
- travel or other expenses to attend conferences or professional meetings
- salaries or honoraria for CU faculty
- computer equipment (including laptops) and upgrades, general use software
- publication costs, such as manuscript preparation, indexes, page cost, illustrations, or subventions
- support for graduate students’ projects and/or travel
- the GCAH does not fund events in a series

TYPES OF GRANTS

RESEARCH & CREATIVE WORK GRANTS

Research & Creative Work Grants are awarded to support faculty research and/or creative work. Awards for individual grants do not exceed \$2,000.

Expenses Supported

- research/technical/creative assistance
- materials, equipment and supplies, copying
- informant or translator

TRAVEL GRANTS

Research/creative work travel includes travel to a particular location to collect data, conduct interviews, or to search archives not available at or through CU-Boulder. Travel for artistic creation, performance or exhibition is also an allowable expense. Individual

grants do not exceed \$2,500 for international travel, \$2,000 for travel to Canada or Mexico, or \$1,500 for domestic travel.

Expenses Supported

- foreign or domestic travel (plane fares)
- local travel (car rental, train fare)
- lodging and meals

VISITING SCHOLARS, PERFORMERS, & ARTISTS (short term)

Distinguished visitors in the arts and humanities are invited to the Boulder campus for short visits to contribute to the research and creative interests of the faculty. Grants for short-term visitors may not exceed \$800 for US scholars or international scholars traveling within the US, and \$1,200 for international scholars traveling from other countries.

Faculty may apply for several visitor grants each year; however, GCAH may limit the number awarded, especially for a single event. Preference is given to visitors with distinguished records who bring expertise not available on campus.

Expenses Supported

- honorarium, travel and expenses for visitor
- space or equipment rental
- publicity or reception expenses

SPECIAL PROJECT GRANTS

Special project grants are awarded to support events such as seminars, conferences, recitals and performances that benefit the research and creative interests of UCB faculty. Awards for special projects do not exceed \$3,000.

Expenses Supported

- research/technical assistance (hourly)
- materials, equipment and supplies
- space rental/reception expenses
- honorarium/travel expenses for visitors

SMALL GRANTS

Small grants up to \$600 support small or short-term research/creative needs of faculty. They may also be used for travel, research expenses, special projects, or visiting scholars. Small grants are reviewed by the chair of the GCAH year-round. The chair may make/deny a request, or refer the request to the GCAH.

DISSERTATION AWARDS

This annual dissertation award competition recognizes excellence in dissertation writing and scholarship in the arts and humanities by doctoral students.

Eligibility. The doctoral dissertation of any UCB candidate that contributes to humanities scholarship may be nominated by the department. Artistic production (visual art, musical scores) and creative writing are not eligible. Eligibility is also limited to scholarly work rather than that concerned with pedagogy. Dissertations eligible for the 2005 award are defended from January to November 30, 2003 and from January to November 30, 2004.

Submission Procedure. A department may nominate one or, in exceptional cases, two dissertations. Nomination materials include a statement by the student, a letter from the dissertation advisor, and a departmental recommendation, along with two copies of the dissertation. Submissions must be received in the Center for the Humanities and the Arts (UCB 280) no later than **December 15, 2004, 4:00 p.m.**

Basis of Award. Selection criteria for the dissertation award are excellence in writing and scholarship, and significance.

Awards. Normally, a single award of \$1,000 is presented at the Graduate School's student award ceremony in May. The Committee may recommend that the number or amount of the award vary. The Committee may also recommend that no award be made in any given year.