**GCAH Research/Creative Work Grant** revised summer 2019

Name of Applicant (printed) Date Received by CHA

**Graduate Committee on the Arts and Humanities**

**Research/Creative Work Grant Application**

**Instructions**

Consult the latest ***Policies and Procedures*** of the Graduate Committee on the Arts and Humanities (GCAH) before completing this application.

**DEADLINES: Aug 2, Sept 6, Oct 4, Nov 1, Dec 6, 2019 and Feb 7, Mar 6, Apr 3, 2020 at 12:00 noon.**

**SUBMIT TO:  Center for Humanities and the Arts, Macky Auditorium, Room 201, 280 UCB.**

**Application Checklist**

 Applicant holds a Boulder campus, tenure track faculty appointment that is half-time or more.

[OR]

\_\_\_\_\_\_Applicant holds a non-tenure track faculty appointment that is equal to or greater than 50% time.

 (For detailed guidelines on rostered instructors, see *GCAH Policies and Procedures*, page 2.)

\_\_\_\_\_\_Applicant’s curriculum vita is enclosed (**three pages maximum length**).

 The project description is no more than three pages, double-spaced, 12pt. type.

\_\_\_\_\_\_Applicant has not exceeded the allowable number of grants for academic year.

 A complete budget is enclosed, and the request does not exceed $3000.

 Chair’s letter of support is attached in a sealed envelope or sent to leah.coffey@colorado. Optional- Not Required

\_\_\_\_\_\_Applicant has submitted required report for previously received grant and if not, report is attached to this application.

**Application Information**

Applicant’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rank/Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Box # \_\_\_\_\_\_\_\_\_\_ Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title and brief summary of the proposed project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Period of Grant: Beginning Date \_\_\_\_\_\_\_\_\_\_\_\_Ending Date \_\_\_\_\_\_\_\_\_\_ Amount Requested $\_\_\_\_\_\_\_\_

**Financial Information**

Speedtype \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List all support received from the GCAH during the past five years

Title of Project Type of Award Amount Dates

List all applications/requests for support of this project (indicate whether or not support has been granted).

Agency/UCB Dept. Type of Support Requested Amt Requested Granted (yes/no)

Describe any available matching funds (e.g., from dean, department, other funding source, etc.).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Project Description**

Describe your research or creative work project (no more than three pages, double-spaced, 12 pt. type). Provide information about (1) the nature of the work, (2) the importance of the work to the field (3) the procedures/methodology to be followed, and (4) the expected achievements by the end of the grant period.

**Chair’s/Dean’s Letter of Support**

Please attach, in a sealed envelope, a letter of support from your department chair. If the applicant is the department chair, the letter should be written by the appropriate dean. The support letter should evaluate the overall work of the applicant and his/her ability to make significant progress on the proposed research or creative work.

**Applicant Sign-Off**

I assert that I have read and complied with the instructions in this application and with the *GCAH Policies and Procedures.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

**BUDGET for GCAH Research/Creative Work Grant**

**Itemized request from GCAH;** please be specific and attach all necessary quotes.

Research, technical, or creative assistance \_\_\_\_\_\_\_\_\_\_\_

Space or equipment rental \_\_\_\_\_\_\_\_\_\_\_

Materials, supplies, copying \_\_\_\_\_\_\_\_\_\_\_

Other (please specify) \_\_\_\_\_\_\_\_\_\_\_

Travel:

 Foreign or domestic airfare \_\_\_\_\_\_\_\_\_\_\_

 (please attach quote from [Christopherson Travel](https://www.cu.edu/psc/travel/christopherson-business-travel))

 Ground transportation \_\_\_\_\_\_\_\_\_\_\_

 Lodging \_\_\_\_\_\_\_\_\_\_\_

 (please attach hotel/lodging quotes)

 Meals & Incidental Expenses:

 (First & Last Travel Day). \_\_\_\_\_\_\_\_\_\_\_

 (<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>)

 Meals & Incidental Expenses: \_\_\_\_\_\_\_\_\_\_\_

 Other (please specify) \_\_\_\_\_\_\_\_\_\_\_

**COMPLETE budget:** $\_\_\_\_\_\_\_\_\_\_

(approximate cost of entire project – attach complete budget on separate sheet of paper, if necessary)

**Amount requested of GCAH $\_\_\_\_\_\_\_\_\_\_**

(may not exceed $3000)