Hixson-Lied College of Fine and Performing Arts
Graduate Student Scholarly and Creative Activity Grant
Guidelines
2015-2016

Application Deadlines:
October 1, 2015 (for granting period – November 1, 2015 – October 31, 2016)
March 4, 2016 (for granting period – May 1, 2016 – April 30, 2017)

This program provides partial support for scholarly and creative projects by graduate students who wish to produce work that would be otherwise difficult to accomplish due to cost. It is designed to support research, exploration, and development of an idea or set of ideas of sufficient scope in which one or more graduate students are thoroughly engaged and actively pursuing. Further, it is designed to encourage students to explore appropriate opportunities to work collaboratively as well as individually. The proposed projects must be of a depth and thoroughness that reach above and beyond the normal expectations of a graduate program of study either in concept or feasibility.

Eligibility

- Applicants must be graduate students enrolled full-time in one of the programs offered by the College, and must be capable of completing proposed projects or scholarly work within the limits of the proposed budget and the stipulated one-year time frame.
- Students seeking collaborative support may collaborate with their peers in other disciplines or sub-disciplines, or with a Lincoln-area business or facility. Grants for collaborative projects will be awarded to applicants who best demonstrate the spirit of collaborative art to support the proposed project.

Guidelines

- A limited number of grants are awarded annually, with funding of up to $4000 per award, depending on the type of project, the overall budget, and available funds.
- Students are limited to one Hixson-Lied Graduate Student Scholarly and Creative Activity Grant at any given time.
- Projects must be completed within the granting period for which the application is made.
- Proposals must reflect significant advance planning to ensure that the project is viable and can be completed within the timeframe.
- Projects may be a portion of, or an extension of, degree requirements for each applicant. If the project is used for a degree requirement, approval by the applicant’s supervisory committee chair is required.
- Projects must be completed and presented to the public prior to the end of the grant period or before graduation, whichever occurs first. However, if the project is a portion of, or an extension of, degree requirements, presentation can be given at an appropriate time after the funding term has concluded, but before graduation.
- Projects may take place on the UNL campus or within the Lincoln community. Events taking place off-campus will be governed by UNL conduct guidelines.
- Projects should be supervised by a UNL faculty member but must be planned and executed by the applicant.
- Budget:
  - The proposed project must have a minimum budget of $500.
  - Applicants are expected to fund a portion of the project expenses.
  - Applicants are also encouraged to find matching funds and/or in-kind support from campus or, in

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the case of collaborations that involve the community, community resources.
  o Expenses must be clearly documented in the budget form.
  o Award funds must be used for the expenses set forth in the project budget.

Assessment Criteria

- Quality of proposed project and articulation of the applicant’s concept.
- Clarity of the proposal and budget information.
- Narrative must include a clear statement as to the relevance of the project to the applicant’s program, a detailed explanation concerning project viability, and evidence that significant planning for the project has already been done.
- Formal plan for presentation of the completed project.
- Representative list of applicant’s previous work.
- Letters of recommendation and support.

Final Report

- Upon completion of the project, grant recipients must submit electronically a final report in Word format to their respective Chair/Director, along with appropriate documentation that the project has been completed according to the plan that was originally approved.
- The report (minimum one page) must describe the student’s work and highlight both the ways in which the project broadened his/her vision as an artist/educator, and the ways in which the student will make/has made his/her work available to others.
- Students who are graduating must submit reports prior to graduation. Recipients must make a presentation to students and faculty in their respective academic units, and may also be asked to make a presentation to the College Graduate Student Advisory Board.
- If a grant recipient fails to submit a report within the specified time, no consideration will be given to any future Hixson-Lied applications by that individual until the overdue report has been received in the Dean’s Office.

Application Procedure

- A complete application consists of:
  - completed application form and budget through the NUGrant Internal Competitions module (nugrant.unl.edu).
  - a narrative statement, uploaded to the NUGrant application form, in a separate Word document that answers the following questions (please number each question/answer in your statement and include your name in a header on each page):
    1. Describe the purpose, participants, and proposed execution of the project as well as a clear statement as to the relevance of this project to your program of study and overall artistic/scholarly goals and aspirations. Please include a detailed explanation addressing the project’s viability as well as evidence that significant planning for the project has already been done.
    2. What is the timeline for completion of the project? What is the proposed completion date?
    3. Provide a formal plan for presentation of the completed project with a description of the venue.
    4. Provide a representative (selected) list of your previous work and a brief biography.
    5. If applicable, provide brief biographies of additional participants/collaborators. If the collaboration is with community members, applications need to include information about the individuals or organization with which the applicant will collaborate.
  - a recommendation from a faculty member (in each participating department/school for collaborative projects) that addresses the quality and viability of the project, and supports the applicant’s statement as to the relevance of the project to his/her program. This recommendation letter may be uploaded to the NUGrant application by the student (using the “Faculty letter of support” upload button), OR the
• approval from your Supervisory Committee Chair (if applicable). This approval letter may be uploaded to the NUGrant application by the student (using the “Faculty letter of support” upload button), OR the faculty member may submit it directly to the Chair/Director.

• commitment from outside collaborators (if applicable).

• Applicants are strongly encouraged to discuss/review their applications and budgets with their faculty advisor or faculty recommender before submission.

• The application must be completed on NUGrant and any supporting material received by the applicant’s Chair/Director no later than 5:00 p.m. on the application deadline date.

• Chair/Directors must include a statement of support in Word format that confirms the proposal meets minimum program guidelines and that also speaks to the issue of quality and viability. Chair/Directors will approve completed applications on NUGrant and forward their statement of support to the Associate Dean by an announced deadline.

• The Graduate Student Advisory Board will review the proposals and make recommendations to the Dean as to which projects should be funded.

• The Dean will determine final funding allocations, and all applicants will be notified.