Hixson-Lied College of Fine and Performing Arts
Student Presentation of Scholarly/Creative Activity Grant
Guidelines
2013-2014

Application Deadlines:
October 4, 2013 (for Spring term presentations)
March 7, 2014 (for Summer or Fall term presentations)

The Hixson-Lied College of Fine and Performing Arts is pleased to offer partial funding support on a competitive basis for students who are selected to compete, perform, make presentations, or present exhibitions in regional, national, or international venues and programs.

Eligibility

- Undergraduate and graduate students are eligible. Students must be enrolled on a full-time basis at the time of application and be making satisfactory progress toward a degree in one of the undergraduate or graduate degree programs offered by the College. Presentations must be completed prior to graduation. Students must be able to demonstrate a strong commitment to their studies, along with the relevance of this activity to their academic and professional development. Students pursuing a multiple majors must have the Hixson-Lied College of Fine and Performing Arts as their home college to qualify for funding.

Guidelines

- Funds may be used to support expenses related to the purchase of materials as well as for travel related to the presentation, exhibit or performance.
- Awards range from $100- $2,000 based on the overall anticipated cost to the student and on available funds.
- Awards are made twice each year.
- Students must be sponsored by a faculty member in their department/school.

Assessment Criteria

- Clarity of application and budget.
- Significance of the activity and relevance to applicant's academic and professional development.
- Selection process (level of competition for acceptance or exclusivity of invitation).
- Previous accomplishments and career goals.

Final Report

- No later than 30 days after completion of activity, grant recipients must submit a report electronically in Word format to their respective Chair/Director. The report (minimum one page) must describe the student's experiences at the conference or presentation event, and in particular, the importance of those experiences to his/her continuing creative/scholarly growth.
- Students who are graduating must submit reports prior to graduation. Recipients must make a presentation on the experience to students and faculty in their respective academic units. Recipients may also be asked to make a presentation to the respective College Student Advisory Board.
- If a grant recipient does not file 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

1. The student submits a completed application electronically to the Department Chair/School Director. Applicants are strongly encouraged to discuss/review their applications and budgets with their faculty advisors or recommenders before submission.

2. The faculty recommender submits an electronic letter of support to the Department Chair/School Director that specifically addresses the relevance of the proposed activity to the applicant's development, and an assessment of the applicant's scholarly and artistic accomplishments to date.

3. The Chair/Directors evaluate and prioritize the applications, through a process developed in each academic unit.

4. The Chair/Directors submit prioritized applications and support letters to the Associate Dean. The appropriate College Student Advisory Board (Undergraduate or Graduate) evaluates the applications under the guidance of the Associate Dean. Based on input from the Boards, the Dean makes the final decision on the awards.

The completed application, including budget information, and a support letter from the student's faculty sponsor must be submitted electronically to the Department Chair/Director on or before the following dates:

- **For funding support in the Spring term: October 4, 2013**
- **For funding support in the Summer or Fall term: March 7, 2014**

Hixson-Lied College of Fine and Performing Arts
Student Presentation of Scholarly/Creative Activity Grant Application
2013-2014

Name: _____

E-mail: _____

Local address: _____ City, ST: _____ ZIP: _____

Local phone: _____

Permanent address: _____ City, ST: _____ ZIP: _____

Permanent phone: _____

Student status:

☐ freshman ☐ sophomore ☐ junior ☐ senior ☐ Masters ☐ Doctorate

Major(s):

☐ studio art ☐ art history ☐ music ☐ music education
☐ theatre ☐ film/new media ☐ dance ☐ other _____

Area of study/emphasis (if applicable): _____

Expected graduation date: _____

Sponsoring faculty member: _____

Type of event:

☐ conference ☐ meeting ☐ other

If other, describe: _____

Sponsoring/hosting organization: _____

Location (include city and state if in U.S., or city and country if international):

_____

Dates: _____

Explain how you were selected to participate in this event. (Preference will be given to students chosen by competitive process or invited/nominated by an organization.)

Please provide clear answers to each of the following:

1. Using non-technical terms, explain exactly what you will be presenting, exhibiting, or performing. Include the topic and nature of the presentation.

2. What is the relevance of this presentation to your academic and professional development?

3. How will this presentation contribute to your scholarly and artistic goals?

4. What are your most significant accomplishments as a student?

5. What are your career goals following the completion of your degree program?

6. Will you have any responsibilities in addition to your proposed presentation? If so, please explain.

You are encouraged to submit other supporting documents, such as conference or venue descriptions and brochures, and, if relevant, additional faculty letters of recommendation.

Budget

EXPENSES: (Please utilize the line below each expense for any necessary explanation)

Round trip airfare (amount not to exceed coach class airfare) or surface travel (bus, train)	
Personal vehicle (gas reimbursement)	
Lodging	
Ground transportation (e.g., taxi/bus to/from airport/hotel)	
Meals	
Registration fee	
Itemize other expenses below. Explain how each item is necessary for your presentation.	
Total Expenses:	0.00

INCOME (Other funding awarded or committed for this activity):

Unit (Department or School)	
Honorarium/Stipend	
External funding (outside H-LCFPA) - List source(s) below:	
Total Income:	0.00

TOTAL AMOUNT REQUESTED	

END OF APPLICATION