# Hixson-Lied College of Fine and Performing Arts
# Student Study (Domestic and International) Grant
# Guidelines
# 2013-2014

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

The Hixson-Lied College of Fine and Performing Arts is pleased to offer partial funding support on a competitive basis for students to study in either the continental United States or in foreign countries. Funding is intended to help defray costs such as travel and lodging that are associated with such study.

**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 in the College. Proposed study must be completed prior to graduation. Students must be able to demonstrate a strong commitment to their studies, along with the relevance of this study to their academic and professional development. Students who are pursuing 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 short-term study (several weeks) as well as long-term study (a semester, a summer, or a full year), but may not be used for tuition or course fees of any kind.
- Awards range from $500 - $2,000 based on the overall anticipated cost to the student, the length of the program, and available funds.
- Awards are made twice each year.
- Students must be sponsored by a faculty member in their department/school.
- The proposed program of study must be a formal study program (i.e., study must be done at an established institution or program) related to the applicant's degree program at UNL.

**Assessment Criteria**

- Clarity of Application and Budget Sheet.
- 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 the study program, students must submit a report electronically in *Word* format to their respective Chair/Director. The report (minimum one page) must describe the student’s experiences throughout his/her study period, and in particular, the importance of this experience in 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 their 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 advisor or faculty recommender.

2. A faculty member in the student's home academic unit who can speak to the quality of the student's work submits an electronic letter of support to the Department Chair/School Director that specifically addresses the relevance and benefits 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 Boards (Undergraduate or Graduate) evaluate 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/School Director before 5:00 p.m. on the following dates:**

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

# Hixson-Lied College of Fine and Performing Arts
# Student Study (Domestic and International) Grant Application
# 2013-2014

☐ **DOMESTIC STUDY** ☐ **INTERNATIONAL STUDY**

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: _____

Name of study program: _____

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

_____

Dates: _____

Explain how you were selected for this study program. (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. What exactly will be you be studying? Include descriptions of the program and sponsoring institution or organization.

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

3. How will this study 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?

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

## Budget

**NOTE: Please be aware that there are expenses, such as tuition and meals, that this fund does not cover. However, we ask that you include all such expenses in your budget below so that we can get a more complete picture of what the cost of this study program will be to you.**

**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) | |
| | |
| Lodging | |
| | |
| Ground transportation (e.g., taxi/bus to/from airport/hotel) | |
| | |
| Meals | |
| | |
| Tuition or registration fee | |
| | |
| Itemize other expenses below. Explain how each item is necessary for your proposed study. | |
| | |
| | |
| | |
| | |
| 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