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**Program Purpose:** The **College of Fine Arts Graduate Student Research (GSR) Grant** is awarded on a competitive basis with the intent to support significant research (both scholarly and creative projects) across the CFA. This program will provide graduate students with individual grants up to \$2,000 to support research projects. Proposals are evaluated on their significance, soundness, and merits. Proposals will also be considered in light of the student's standing in their home department/school and the project's impact on the student's success in their graduate studies.

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### Criteria

Proposals will be evaluated based on:

- The project's significance in terms of theory, methodology, practicality and as a contribution to the applicant's discipline
- The project's soundness in procedure, design, analysis, operation plan, and budget
- The project's importance to the growth of the applicant
- If the project requests funding for equipment, the equipment must be essential to the research design
- The applicant's access to adequate facilities and the applicant's competence to complete the project

The CFA Faculty Grants Committee will prioritize and recommend levels of funding to the Dean of the College of Fine Arts, who will then make the final decision on grant awards. **Priority will be given to proposals that support the college's strategic plan in terms of interdisciplinarity, sustainability, and work pertaining to justice, equity, diversity, and inclusion.**

Proposals may be awarded up to \$2,000.

CFA Submission Deadlines: Fall Cycle, November 15; Spring Cycle, February 17.

*Applicants are welcome to consult with Associate Dean for Faculty & Academic Affairs, Jared Rawlings ([j.rawlings@utah.edu](mailto:j.rawlings@utah.edu)), as they prepare their applications.*

## Eligibility Criteria

- Graduate students declared in a degree program within the CFA who are in good standing with their home department/school. (Good standing is determined by the academic unit and demonstrated through departmental letters of support.)
- Must maintain continuous enrollment (Fall & Spring) throughout the duration of the project timeline.
- Must close out the budget and submit a final report within three months of the award end date. (See below for instructions on the final report.)
- Past GSR grant recipients must complete previous projects, close the awards process, and submit the final report before consideration for an additional award.
- If the project budget includes travel, applicants may request funding for such items only if they demonstrate that they have already exhausted existing resources to support travel as applicable (The Graduate School's [Graduate Student Travel Assistance Award](#) and the College of Fine Arts' [Individual Student Travel Funds](#)).

## Length of Grants

The grant activity will close one year after the award date. A single, 1-year extension may be considered under exceptional circumstances. Contact Associate Dean Rawlings ([j.rawlings@utah.edu](mailto:j.rawlings@utah.edu)) to make an extension request. Recipients of the GSR grant must submit a final report via email by the deadline indicated in the award letter or award extension letter.

## Proposal Review Process

1. Applications will be submitted through [Infoready](#) and collected by the Dean's Office.
2. The CFA Grants Committee will review proposals as part of the college's regular grants cycle and make recommendations to the Dean.
3. The Dean will make final decisions and notify all applicants.
4. Departments will work with the Dean's Office to transfer funds.

## **CFA Graduate Student Research (GSR) Grant Application Guidelines**

***One electronic copy (PDF)*** of the application must be submitted through [InfoReady](#)  
by **November 15 or February 17**.

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1. Abstract
  2. Proposal Narrative (approximately 2 single-spaced pages)
  3. Detailed budget with justification for each item
  4. IRB approval (if needed)
  5. Resume/Bio/CV
  6. Letter(s) of support from Faculty Member & Chair(s)/Director(s)
  7. Submit your proposal
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### **1. Create an Abstract (1 page max)**

- Abstract should include project goals or research questions, plan of action or research methods, planned outcomes, and plan for dissemination.

### **2. Create a Proposal Narrative (2 pages max)**

- The proposal narrative must be limited to two typed, single-spaced pages with a font size of 12 points. A one-page bibliography may also be submitted. Proposals exceeding this page limit will be returned to the applicant without committee review.
- The proposal narrative must include; a clear description of the project with strong objectives, specific research questions/creative objectives, justification for the project, and a detailed, concise description of methodology and procedure.
- The proposal narrative may also contain references or a review of the relevant literature to demonstrate the applicant is knowledgeable about background material, and that the proposed project will not duplicate research already undertaken by other researchers.
- The proposal narrative should also indicate a mode of dissemination (e.g., performance, exhibit, publication, etc.)

### **3. Create a Budget**

- Budget items must fall within [expenses allowable by university policy](#).
- Please use the CFA's [budget template](#).
- Budgets should be well-justified, accurate, and reflect the full scope of the proposed work. If the total project expenses exceed \$2000, indicate this in the budget. Also, indicate if other funding is being sought or has been secured. While the maximum

award for the GSR grant is \$2000, knowing the full scope of expenses and other available funds will help the committee make their evaluations and recommendations to the Dean.

**Equipment** - Enter specific *dollar* amounts for each requested item. While equipment requests are unlikely, if they are necessary, they must be itemized. Because of limited available funds, requests for equipment should be made only after a conscientious search has been conducted to determine whether this equipment is already on campus and available through a loan or share arrangement. If this is the case, please describe steps you have taken to seek other funding. If the budget includes equipment, identify which department or school will own and manage the property upon completion of the grant.

**Travel Fees** – The University has implemented new travel audit fees based on the updated U Travel reimbursement system. Please keep these fees in mind as you build your budget and include them as a line item. The new fees are as follows: Driving - \$15, Domestic Flight - \$25, & International Flight - \$35.

**International Travel Policy** – Per [University Rule R3-030D](#), all international travel participants must: *Register* their University-related travel at least 3 weeks prior to departure date, *Enroll* in University-affiliated international and emergency evacuation insurance, *Abide* by all active travel warnings and restrictions. Failure to do so will result in no reimbursement of travel related expenses and, in some cases, university disciplinary action. Contact your departmental business officer to help with international travel registration.

**4. Determine if you need IRB approval**

- If applicable, the applicant must submit evidence that the project has received approval by the Institutional Review Board (IRB).
- If you are unsure if your project requires IRB approval, please contact [IRB@hsc.utah.edu](mailto:IRB@hsc.utah.edu) to inquire.

**5. Brush up your Resume/Bio/CV**

- Please provide a resume and/or CV and/or bio of each researcher listed on the project. These materials are not required for associated parties who will not be considered major contributors on the project.

**6. Solicit Letters of Support**

- **Faculty Member Letter:** Include one letter of support from a faculty member who is familiar with your work and your project. It is suggested that you solicit this letter at least 1 month prior to the application deadline. Be sure you share your full proposal with this individual so that they can write the best possible letter.
- **Department Chair/School Director (or their designee) Letter:** Include a letter of support from your Department Chair/School Director or their designee. (Some

Chairs/Directors may choose to ask the Director of Graduate Studies to write this letter.) If the letter is written by a designee, the Department Chair/School Director must receive a copy of the letter before it is submitted and must approve the proposal. It is suggested that you solicit this letter at least 2 weeks prior to the application deadline. Be sure you share your full proposal with this individual so that they can write the best possible letter.

**Note:** Do not solicit letters from anyone with a potential conflict of interest.

**Instructions for letter writers:** Letters should evaluate the proposal in terms of significance, soundness, competence, and merits. Letters should also contextualize the project in the individual graduate student's studies.

## 7. Submit Your Proposal

- Application materials must be submitted using InfoReady. Please contact [sarah.reichel@utah.edu](mailto:sarah.reichel@utah.edu) with any InfoReady related questions.
- Your materials will be reviewed by the CFA Grants Committee who will then make a recommendation to the Dean. You will be notified via email as soon as final decisions are made (typically, approximately 3 weeks after the submission deadline).

## POST AWARD STEPS

### 1. Complete Your Project

- The awardee is required to acknowledge the CFA GSR grant in any published results, catalogs, videos or other products using the following Acknowledgement Statement:  
*"This project was supported by the College of Fine Arts at the University of Utah. Its contents are solely the responsibility of the authors/creators, and do not necessarily represent the official views of the College of Fine Arts or the University of Utah."*

### 2. Submit Your Final Report

- The recipient of any GSR grant is required to submit a one-page, single-spaced final report within three months of the project's end-date, as outlined in the original award letter or award extension letter. The CFA will not consider new applications from a graduate student until a final report is received for any previous CFA grants awarded to that graduate student.
- If the award produces a final product, the recipient should send a digital copy (images and/or links to videos as appropriate) of the product along with the final report (email to [sarah.reichel@utah.edu](mailto:sarah.reichel@utah.edu)). If the award results in an event or performance, the recipient should provide documentation of the event or performance. Documentation includes, but is not limited to event advertisements, website or registration links, or event programs.