FUND FOR EXCELLENCE
COLLEGE OF FINE ARTS | UNIVERSITY OF UTAH

COLLEGE OF FINE ARTS
FUND FOR EXCELLENCE AWARDS
APPLICATION INSTRUCTIONS

Revised 6/2/26

DESCRIPTION

The Dean will provide Fund for Excellence Awards on a first-come-first-served basis for projects that illustrate work of particularly high quality, as measured by the criteria listed below. Although the funds are primarily intended for student projects, in certain circumstances particularly worthy faculty projects that benefit students may also be considered. All proposed projects should illustrate extraordinary learning and/or research activities. The Fund for Excellence is supported entirely by contributions from generous donors to the College of Fine Arts.

CRITERIA

Financial Matters

- In order to receive a Fund for Excellence Award, other College monies must not be available for the project (e.g., FAF Grant, Individual Student Travel)
- Fund for Excellence Awards are not meant to replace what should be covered in the departments/school's base budget
- The relevant department/school must provide some funding for the project

The High Caliber of Fund For Excellence Projects

- A Fund for Excellence Award is an indicator of the high caliber of the CFA, as measured by our disciplines. Evidence of high caliber includes, but is not limited to:
  - National/international dissemination and impact
  - Top-tier location/venue
- A Fund for Excellence Award will be an activity we can report to campus and our disciplines to illustrate the excellence of CFA students

APPLICATION PROCESS

Applications will be accepted at any time, but please keep in mind that:

- A Fund for Excellence application must be made well in advance of the event
- A truly excellent opportunity generally will not be "last minute"
- The Dean will review Fund for Excellence applications approximately once a month

The Chair/Director is responsible for submitting the request, along with a statement of support
A Fund for Excellence application must include a clear, detailed, and complete budget

APPLICATION FORM (see fillable form)

PART I: To be filled out by applicant and then submitted to the Chair/Director

PART II: To be filled out by Chair/Director

SUBMISSION: Entire document to be submitted by the Chair/Director to Associate Dean Lien Shen electronically: lienfan.shen@utah.edu

PART III: Final report to be submitted to the Chair/Director, Associate Dean Shen (lienfan.shen@utah.edu), and Trent Wells (trent.wells@utah.edu) within one month following project completion. The Dean's Office will use the Final Report to reflect out to our various communities the excellence of our departments/school, and/or college. The final report should contain the following:

- Short Description of the Outcome of the Project (150-200 words):
  - Concisely describe how the project highlights the excellence and/or advances the profile of the student, the department/school, and/or the college.
- Photo and/or video documentation (or equivalent).
- Supporting report from departmental/school business officer verifying disbursement of funds.

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APPLICATION FORM

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Please do not print – electronic submission only

Part I: Applicant Section

Date Application Submitted to Chair/Director: _____

Name of Applicant(s): _____

E-mail Address of Applicant(s) _____

Project Title: _____

Date(s) of Project: _____

For students only - Degree/Major Sought & Expected Date of Graduation _____

For faculty only – Faculty Rank: _____

Narrative: No more than 500 words addressing the following questions:

- What is the desired outcome of the activity?
- How will the activity further the excellence of the students involved?
- How does this experience match the established criteria for high caliber work?
- How will the CFA benefit from supporting this activity?
- How will this activity showcase the excellence of the department/school, college, and/or university?

Budget: Please provide a detailed budget, indicating:

- Line item costs (e.g., travel expenses, specific research expenses, etc.)
- Any funds already secured
- Total funds requested

Expense Type *(e.g., Airfare, Lodging, Conference Fee, Ground Transportation, etc.)* ***Note that per diem will not be funded*	*Description*	*Amount*
	Total Expenses	$
	Funds already secured (please include amount and source):	$ Source:
	Total Amount Requested from Funds for Excellence: (Total Expenses above minus funds already secured)	$

Notice About International Travel – 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, and *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.

APPLICANT:
PLEASE SAVE THIS DOCUMENT AND EMAIL IT TO YOUR CHAIR/DIRECTOR

Part II: Chair/Director Recommended Level of Support

- Please address how the project fulfills the criterion of high caliber.
- Please explain how the project illustrates the excellence of the applicant, department/school, and/or college.
  **Note that the strongest proposals will advance the profile of all three.

Chair/Director's Statement of Support (150-200 words):

Please include the dollar amount you are willing to offer towards the proposal.

Department/School Allocation: $ _____

CHAIR/DIRECTOR:
PLEASE SAVE THIS DOCUMENT WITH YOUR COMMENTS AND DOLLAR AMOUNT AND EMAIL IT TO LIENFAN.SHEN@UTAH.EDU FOR PROCESSING

THIS SECTION FOR DEANS OFFICE USE:	
Funding Awarded	
Notification Sent	