College of Fine Arts
Office of the Dean
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College of Fine Arts Research and Creative Activity Travel Grant Guidelines
For Associate and Full Professors
(updated April 2014)

Criteria for Selection

- Funding is reserved for tenured Associate and Full Professors

- Activities that are international or national, interdisciplinary, collaborative, or that may lead to other internal or external funding opportunities are strongly encouraged, as are proposals that maximize funding by connecting several research related activities (attendance of a conference with a performance or research visit to an archive, educational or cultural institution, and/or networking opportunity).

- Applicants are encouraged to seek additional funding from other sources. Proposals that demonstrate such funding in the budget will be given priority.

- The grants normally do not exceed $1,500.00 per faculty per year. A faculty member may apply for more than one project per year. Preference will be given to 1) those applying for the first time and 2) those who have not received a grant in the previous two semesters.

- Proposals will not be accepted after the travel has occurred

- Funding is not available during sabbaticals, during separation from full-time status, or when faculty member has funding from an external or internal UK grant for the period requested

- Incomplete proposals will not be considered

Format of Proposals

- A one-page narrative describing the activity and how it supports your current and future research/creative endeavor goals; explaining the significance of the activity (e.g. the reputation and importance of a particular conference, research endeavor, faculty development, artistic event, or festival, etc.); if applicable, please explain how the funded activity will further attract additional funding
- A detailed budget for the amount requested; you must identify other sources of funding (e.g. another grant, sponsoring institution, compensation, etc.)

- A brief letter of support from your chair/director

- Documentation of activity on letterhead (e.g. letter of invitation), when appropriate.

- Cover sheet must be included for consideration

- Electronic submissions only to the Dean at michael.tick@uky.edu

**IF TRAVEL CAN’T BE COMPLETED WITHIN THE FISCAL YEAR (By June 30th), you must state so in your proposal.**

**ACKNOWLEDGEMENTS:** Should you receive funding, please note that the “College of Fine Arts, Office of the Dean” must be acknowledged as providing support. Please ensure that this credit is included in the final “product” of your research/creative activity.
COVER SHEET

College of Fine Arts Research and Creative Activity Travel Grant
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Date:
Name:
Academic unit:
Title of Conference/Activity:
Location:
Dates:
Requested Amount: