



**BALL STATE
UNIVERSITY**

ASPiRE INTERNAL GRANT PROGRAM – JUNIOR FACULTY CREATIVE ARTS COMPETITION

Information, Guidelines, and Grant Proposal Components

(updated Summer 2018)

INTRODUCTION

Ball State University's Internal Grants Program was created in 1965 to provide funding to faculty and students to support and develop projects in the areas of research and creative endeavors.

As the primary purpose of this program is to provide seed money for projects that will lead to further external funding, all awardees are expected to prepare and submit a proposal to an external sponsor that is related to their ASPiRE grant within two years of receiving the ASPiRE grant.

ELIGIBILITY / DEFINITION OF JUNIOR FACULTY

For the purposes of this program, Junior Faculty are defined as:

Faculty members in their first five years of receiving a tenure-track appointment. Faculty not considered Junior Faculty as defined above are not eligible to be co-applicants on a proposal submitted to the Junior Faculty competition; however, non-Junior Faculty can be used as mentors and advisors during the proposed project.

A Junior Faculty award will be granted only once during the five year period. Junior Faculty serving as a co-applicant should consider this award their *only opportunity* to receive this award. Junior Faculty are eligible for all ASPiRE programs (not concurrently with Start-up, Create and Advance) and are not limited to submitting proposals only to the Junior Faculty competition.

CREATIVE ARTS PROGRAM DESCRIPTION

The goal of the creative arts program is to provide support to those projects that propose the creation and/or presentation of works of creative art. Eligible projects are those in areas supported by the National Endowment for the Arts: Arts Education, Dance, Design, Folk & Traditional Arts, Literature, Media Arts (Film/Radio/Television), Museums, Music, Music Theatre, Opera, Presenting, Theatre, and Visual Arts.

Successful applications are most likely to be found in the following examples:

Music

Composition

Conducting

Instrumental or vocal performance, live or via recording

Theater

Original scripts and screenplays
Original set, costume, or makeup design
Stage or film/video performance

Dance

Original choreography
Stage or film/video performance

Visual Arts

Original studio art (painting, printmaking, sculpture, ceramics, photography, etc.)
Original designs in architecture, planning, and graphic arts
Exhibitions, including installations, site or conceptual art, and other media

Creative Writing

Fiction, creative nonfiction, poetry, plays, and screenplays

Projects directed toward strengthening undergraduate university curricula, courses, or teaching skills, should be submitted to the Creative Teaching Program, which is administered through the [Office of Educational Excellence](#) (OEE).

AWARD PERIOD:

The Project Period is up to twelve months, will begin May 1 and will conclude April 30th the following year. Awarded funds cannot be used outside of the Project Period. Any remaining funds will be returned to the program.

EXTERNAL FUNDING REQUIREMENTS

The intended impact of an ASPIRE grant is to generate external proposals that will sustain and further advance research/creative endeavors initially funded through the program. As such, recipients of ASPIRE Faculty Creative Arts Grants are expected to submit an external grant proposal no later than 12 months after the end of their award period. **Please note:** External grants submitted prior to receipt of the ASPIRE award will not count towards satisfying the external funding requirement. Awardees will also be asked to meet with their respective [Proposal Manager](#) towards the end of their award period.

Applicants are advised to carefully select external funding sources whose funding priorities are similar to their own creative interests. Ball State offers many resources to aid in the search for external funding opportunities (see: <http://cms.bsu.edu/about/administrativeoffices/sponsored-projects-administration/proposaldevelopment/fundingopportunities>). Applicants are encouraged to utilize these resources and to contact Jessie Roark, Outreach and Education Coordinator (jaroark@bsu.edu or 285-5003) in the Sponsored Projects Administration for additional assistance in locating appropriate external grant opportunities.

PRE-SUBMISSION REVIEW

ASPIRE funding can be the first encounter with grantsmanship for many junior faculty members; as such, we require a pre-submission review with the Sponsored Projects Administration. The purpose of this is twofold: first, a one-time pre-submission review will ensure that your proposal adheres to the guidelines and will allow you to garner feedback from your [Proposal Manager](#) in order to improve your proposal

before it is presented for committee review; second, this process will acquaint you with our office and our proposal development services for subsequent external grants.

Please send an email containing your comprehensive draft proposal **including all documents** as described on pages 3-5 of this document to your [Proposal Manager](#) no later than the pre-submission deadline listed on the website. This will provide the time needed for a thorough review and allow you to make the suggested changes to improve the proposal prior to submission to the ASPIRE program deadline.

In addition, if the proposal is a revised version of a previously unfunded application, please also provide a copy of the previous proposal and the reviewers' critiques to your Proposal Manager.

To identify your proposal manager, please see:

<https://www.bsu.edu/about/administrativeoffices/sponsored-projects-administration/managerlist>

Draft proposals are due to your PM no later than 11:59 pm of the *pre-submission deadline* date listed on the website. Late or incomplete applications for the *pre-submission deadline* disqualify the faculty member from applying during the current round.

GENERAL REQUIREMENTS FOR PROPOSALS

Proposals are due no later than 11:59 pm on the submission deadline date listed on the website.

Proposals must be submitted via [Submittable](#). PLEASE NOTE: ***Late applications, those missing information, or not adhering to the guidelines, will be returned without review, no exceptions.***

A complete submission includes [Submittable](#) application, proposal narrative (completed according to program guidelines), budget form and budget narrative, plus the required appendices.

PROPOSAL COMPONENTS

Because the University Creative Arts Committee is comprised of members from a variety of disciplines, all proposals should be written in clear, non-technical language readily understood by an educated layperson.

- **PROPOSAL NARRATIVE (limited to 5 double-spaced pages)** Double-space the text using no smaller than a size 11 font with one inch margins, New Times Roman or Arial, suggested type font. Label the required sections as stated below and address each topic completely but concisely.
 1. Executive summary - Provide a **brief summary of the project, not exceeding 300 words**. The summary should be a self-contained description of the activities that will result if the proposal is funded. As such, the summary should include a description of the project; its goals, objectives, and significance; and impact on the artist's growth and career development. The summary should be written in language understandable to non-experts; jargon and overly specialized technical language should be avoided.
 2. Description of the project - This concise narrative should make very clear to the reviewer: the nature, scope, and design of the artistic activity that will be supported by the funding; the history of the idea for the project; the plans for dissemination, publication, or presentation; and definitions of any terms needed to facilitate a lay reader's understanding of the project. It may

include a concise overview of relevant literature, but only if directly necessary to the reviewer's understanding of the project.

3. Goals, objectives, and significance - A discussion of the scope of the project, focusing on the overall goals and specific objectives of the project. This should include a discussion on the anticipated impact in the field, anticipated scholarly outputs that will result from funding, as well as the impact on one's own creative agenda. The significance of an artistic project might lie, for instance, in its contribution to the ongoing productivity, body of work, or artistic development of the applicant; or its contribution to the history, tradition, achievement or state of the art to which the project pertains.
4. External funding plans - Identification of external sponsor(s) and specific grant program(s) (including links to program guidelines) targeted for future submission. It is essential to explain how internal funding from this project will lead to improved chances of obtaining external funding. Furthermore, applicants are *highly encouraged* to contact the Program Officer affiliated with the external grant program and initiate a conversation to determine if the targeted program is a suitable match for the faculty member's proposed creative agenda. Please note: applicants who include such correspondences from their program officers will receive higher consideration than those without such documentation.
5. Timeline - This is a concise work plan for the project, providing a reasonable schedule of activity for completing the project during the grant period. (Note that the scope of the proposed project should not be larger than can reasonably be expected to be completed during the grant period.) Within the project timeline applicants should also address the proposal development timeline for external proposal submission(s) that will be pursued as a result of this internal funding.
6. Means of dissemination or expected outcome – Plans for disseminating the results or body of work or for promoting the artistic rendering or performance. Please also list any potential intellectual Property and/or commercialization opportunities that can result from the project.

- **BUDGET FORM**

The goal of the budget section of the proposal is to identify the type and amount of funds required to carry out the project. Total proposal requests **cannot exceed \$15,000**, and can include any of the following categories:

Summer Stipend: Provides a stipend of up to \$6,000 for a period of 10 weeks. Applicants also have the option of selecting a ½ summer stipend, equivalent to \$3,000 for a period of 5 weeks. For a project with multiple recipients, the salary award amount for each awardee is calculated by dividing \$6,000 (or \$3,000 for a single summer session) by the number of award recipients.

Graduate Assistantship: Supports faculty in creative and scholarly efforts for which the appointment of a graduate assistant will advance the outcome of the project. This award normally provides 15% of the student's previous academic year stipend and is awarded summer term only (either first or second summer session). *Submissions should not identify an individual student by name at the time of application. This information will be requested upon the granting of an award.*

Student Requirements:

- The student must be an active partner in the project and must work a minimum of 20 hours per week. The award is not meant for routine technical, secretarial or administrative support.
- The student must be a regular graduate student in good academic standing and registered for graduate credit during the assistantship period.

Supplemental Assigned Time: Provides between \$3,000 - \$4,500 to the applicant's department for one-course buy-out to support creative works/research or a project of interest to a department.

<http://cms.bsu.edu/~media/DepartmentalContent/SPO/pdfs/Policies/CourseBuyoutPolicy.ashx>

These awards will not exceed one award per department, per semester and will not be granted outside of the project period. It is the **PI's responsibility** to secure course release approval from the department chair prior to submitting an ASPIRE application.

Applicants may not request *both* a full summer stipend (\$6,000) and a course release.

Supplies, Equipment, Expenses and Travel (S.E.E.T.): Costs need to be itemized and justified and must follow accepted university accounting policies and procedures.

Category delineation of S.E.E.T. funds are:

- Personnel—*Wages to pay other BSU personnel to assist in the project, including hourly students.*
- Contractual—*Non-BSU personnel wages or consultant fees; external agreements (including software licenses).*
- Supplies, Materials, Minor Equipment—*Any supplies needed to complete the project, including office supplies, postage, software, supplies, books, etc.*
- Travel—*Expenses incurred during travelling or those directly related to travel: airfare, lodging, mileage, per diem, etc.*

BUDGET NARRATIVE

Limited to **1 Double-space page**, serves as a text description of items denoted in the Budget Form.

Do not include a table within the budget narrative. Use the budget narrative to:

- Give a detailed explanation of the amounts listed on the Budget Form.
- Relate budget categories to project objectives.
- Name the source of the contribution for the "Other" column (e.g. Department, College, External Grant, out of pocket costs).
- Discuss how the provision of time for faculty or graduate students will further the successful outcome of the project.

In addition:

- All budget items that are requested must conform to University accounting policies and procedures.
- ASPIRE funds may not be used to pay non-PI/Co-PI faculty salaries or stipends. *This includes the use of internal consultants or other university staff.* Students are paid based upon current University hourly wages, e.g. undergraduates are restricted to \$7.25/hour.
- All equipment, tangible materials, and books purchased on a grant are property of the University.

- The University nepotism policy is applicable to all employees on a grant.

PROPOSAL ATTACHMENTS

Please include the following required and optional materials as attachments to your proposal.

- Required:
 - Letter of support from your department chair (preferably submitted as a pdf document on department letterhead and signed by chair).
 - Short Curriculum Vitae for applicants and co-applicants (limited to three pages per applicant) detailing applicant qualifications, relevant publications, and external funding submitted during the prior three years, including: title of project, awarding agency, submission date, funding status, and amount. CV should be included as an Appendix.
- Optional:
 - Additional letter(s) of support from faculty collaborators or other agencies. (It is recommended that a letter of support be obtained if an external institution is involved in any capacity.)
 - Glossary of Terms (1 page maximum). It is recommended that even though your proposal should be written for the educated lay person, it may be beneficial to the reviewer to refer to a glossary of terms used in the narrative or methodology.
 - References Cited (1 page maximum); use the format that is standard for publishing in your field.
 - Correspondences from external program officers discussing the appropriateness of the proposed proposal.
 - Examples of artwork, photographs, previously published material, etc.

SUBMISSION

A complete proposal submission includes:

- ✓ [Submittable](#) Portal use only
- ✓ Proposal narrative
- ✓ Budget form
- ✓ Budget narrative
- ✓ Required appendices (curriculum vitae, letter of support) and optional appendices. These items should be uploaded as attachments to the submission email and clearly labeled.

The submission deadline is noted for each grant on the SPA website; all materials are due by **11:59 p.m.** that day.

REVIEW PROCESS

All proposals are reviewed by the Creative Arts Committee. Proposals are scored out of a possible 40 points (see below for exact criteria and point weighting). Reviewers assign points and an overall rating (i.e., fund, possibly fund, do not fund) to the proposals prior to the review meeting. At the review meeting, those proposals that fall into the “possibly fund” category are discussed. Those that are clearly “fund” or “do not fund” are accepted by the Committee as designated and are not discussed unless there is a specific issue raised by a member of the committee.

All proposals submitted will undergo the same review process, which includes:

- Pre-Submission review by SPA Proposal Manager for:
 - Adherence to proposal submission guidelines (Proposals that do not adhere to the directions as stipulated by these guidelines will not be eligible to go forward for committee review).
 - Narrative Review
 - Budget Review
- Administrative review by SPA, for:
 - Eligibility, including previous internal and external awards documentation.
- Funding Recommendation – Committee makes suggestions for funding to the Director of SPA, who then makes the final funding decisions based on availability of funds.

REVIEW CRITERIA FOR CREATIVE ARTS COMPETITIONS

Proposals are scored out of a possible 40 points (see below for exact criteria and point weighting).

Proposal Background and Significance of Project (maximum of 10 points)

Goal of proposal clearly stated

Benefits to discipline and/or society

Anticipated impact on artistry or professionalism

Plans for dissemination, publication, commercialization, or presentation

Project Description & Feasibility (maximum of 10 points)

Nature, scope, and design of the artistic activity

History of the idea for the project

Project plan (e.g. development of creative design, performance, or other activity)

Feasibility of project within time frame

External Funding (maximum of 10 points)

Applicants are advised to spend significant detail outlining their external funding plans to warrant receipt of the ten points allocated to this section of their proposal. In particular, applicants are expected to identify funding agencies and specific grant programs targeted for future submission, including links to program guidelines. It is essential to explain how internal funding from this project will lead to improved chances of obtaining external funding. Furthermore, applicants are encouraged to contact the Program Officer affiliated with the external grant program and initiate a conversation to determine if the targeted program is a suitable match for the faculty member's proposed creative project. Please note: applicants who include such correspondences from their program officers will receive higher consideration than those without such documentation.

Budget Justification (maximum of 5 points)

Clear justification of resources and budget

Adherence to budgeting practices listed in guidelines

Adherence to Format (maximum of 5 points)

Text is lucid and written in non-technical language

Proposal narrative adheres to the format described in this guide

Accuracy in grammar and spelling

Forms are properly filled in

FINAL REPORT

A final report detailing the outcomes of the award should be submitted using the [final report form](#), no later than the date indicated on the award letter. Grant recipients failing to submit acceptable final reports will be declared ineligible for further support under programs supervised by the ASPIRE Program. If reports cannot be submitted by the date specified in the program guidelines, the ASPIRE Program Manager will consider written requests for an extension by email to aspire@bsu.edu.