ASPIRE: CREATE
Creative Projects Development Program
(Revised Summer 2019)

Eligibility / CREATE Activities

To be eligible for a CREATE grant, the Project Director (PD) must be tenured or tenure-track faculty or professional personnel. Please note, those who are interested in pursuing external funding for an artistic activity are eligible to apply to the higher award amount; please contact the ASPIRE Program Manager for additional information.

Applicants from the creative arts can receive support for projects that propose the creation and/or presentation of works. Eligible projects are those in areas supported by the National Endowment for the Arts: Arts Education, Fiction, Non-Fiction, Poetry, Dance, Design, Folk & Traditional Arts, Media Arts (Film/Radio/Television), Museums, Music, Music Theatre, Opera, Presenting, Theatre, and Visual Arts.

Within your Project Description, describe the nature and design of the activity, the project plan, the feasibility of the project within the time frame, the benefits to the discipline and the institution, and the anticipated impact on artistry or professionalism.

The aforementioned CREATE program activities have been crafted to meet a wide range of creative development needs. In order to best achieve the university’s diverse external funding goals, while still supporting faculty in their artistic pursuits, applicant can apply for one of two award amounts, depending on their external funding plans:

<table>
<thead>
<tr>
<th>External Proposal Sponsor Dollars Requested</th>
<th>CREATE Amount</th>
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<tbody>
<tr>
<td>$15,000 +</td>
<td>≤$7,500</td>
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<tr>
<td>≤$14,999 (or no external funding planned)</td>
<td>≤$5,000</td>
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Deadline/Availability

CREATE deadline dates occur twice annually, see the SPA Aspire webpage for specific dates. Both deadlines include
requests for Summer salary and course releases for the following Academic Year. Complete proposals must be submitted via Submittable no later than 11:59 pm on the deadline date listed on the Aspire website. PLEASE NOTE: Late applications, those missing information, or not adhering to the guidelines, will be returned without review, no exceptions.

Previous CREATE or Advance recipients must satisfy the external funding submission requirements (if applicable) before applying for a subsequent CREATE award. Applicants are eligible for further CREATE funding two years following the submission of their identified external opportunity or project end date of their previous CREATE award. Note that recipients of Junior Faculty Creative Arts ASPiRE awards must also have submitted the external proposal identified in their award prior to applying for CREATE funds.

Application Requirements

- All applications should be written in clear, non-technical language, readily understood by a layperson.
- Proposals are due no later than 11:59 pm on the submission deadline date listed on the website. Proposals must be submitted via Submittable. Late applications and applications missing information or not adhering to the guidelines will be returned without review.
- A complete submission to the CREATE Program includes the following (five) components:

I. CREATE COVER SHEET - the application Cover Sheet is within the Submittable application.

II. PROPOSAL NARRATIVE (limited to 4 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. The total evaluation of each proposal narrative is worth **20 points (10 additional, if external funding plans are needed)**, as outlined below. Label the required sections as stated below and address each topic completely but concisely: Item c is not mandatory for those not planning external funding

   a) Executive summary - An overview of the proposed project.

   b) Project Description - Provide a clear statement of the work to be undertaken using CREATE funds. Within your Project Description, describe the nature and design of the activity, the project plan, the feasibility of the project within the time frame, the benefits to the discipline and the institution, and the anticipated impact on artistry or professionalism. (10 points)

   c) External funding plans – *(If applicable.*) Identification of external sponsor(s) and specific grant program(s) (including links to program guidelines) targeted for submission. **It is essential to explain how internal funding from this project will lead to improved chances of obtaining external funding.** If you need assistance, please contact your Proposal Manager. (10 points, if it is a required proposal component.)

   d) Timeline - Applicants should outline a project timeline, such as project milestones, performances, exhibits, or presentations. (5 points)
e) Dissemination - Clear and specific plans for dissemination, publication, commercialization, or presentation. Appropriate to the field, applicant and/or project. (5 points)

III. BUDGET FORM - The budget form is a separate section of the Coversheet within Submittable. The goal of the budget section of the proposal is to identify the type and amount of funds required to carry out the project and is worth 5 points in the evaluation of your proposal. Total proposal requests cannot exceed the applicable CREATE category amount, and can include any of the following categories:

• **Summer Stipend**: Provides a stipend of up to $6,000 (if applying for external funds over $15,000). Applicants not applying for external funds have the option of requesting a summer stipend of up to $3,000. For a project with multiple recipients, the stipend award amount for each awardee is calculated by dividing $6,000 (or $3,000 if not applying for external funds) by the number of Co-PIs.

• **Graduate Assistantship**: Supports the appointment of a graduate assistant who will advance the outcome of the project. This award normally provides 15% of the student’s previous academic year stipend and is awarded for one summer term only (either first or second summer session). Submissions do not need to identify an individual student by name at the time of application.

  Student Requirements:
  o 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 or administrative support.
  o The student must be an enrolled graduate student in good academic standing and registered for graduate credit during the assistantship period.

• **Supplemental Assigned Time (SAT)**: One-course buyout: $3,500-$5,000, as listed in the [Course Buyout Policy](#) for internal funds. It is the PI’s responsibility to secure course release approval from the department chair prior to submitting a CREATE application. While not required, departmental cost share in the form of Supplemental Assigned Time (SAT) provided by the faculty member’s department is highly encouraged.

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

• **Supplies, Equipment, Expenses and Travel (S.E.E.T.)**: Supports costs associated with research. Costs must be itemized and justified and must follow accepted university accounting policies and procedures.

Category delineation of S.E.E.T. funds are:
- **Contractual**—Non-BSU personnel wages or consultant fees; external agreements
- **Hourly Student Personnel** – hourly wages for undergraduate or graduate student assistants throughout the project period.
- **Supplies, Materials, Minor Equipment, Hourly Student Wages**—Any supplies needed to complete the project, including office supplies, postage, software, laboratory supplies, books, etc., as well as wages to pay hourly students.
- **Travel**—Expenses incurred that are directly related to project travel: Airfare, lodging, mileage, per diem
- **Participant Stipend**—Stipend to pay research subjects or project participants. PLEASE NOTE: Participant Incentives need to adhere to the Controller's Office policy on awards, prizes, and stipends. Per this policy, Ball State faculty and staff are not eligible to serve as paid participants on ADVANCE-funded projects.
IV. BUDGET NARRATIVE
Limited to 1 Double-space page, serves as a text description of items denoted in the Budget prepared in Submittable. Do not include a table within the budget narrative. The total evaluation of the budget narrative is 5 points, as outlined below. Use the budget narrative to:

- Give a detailed explanation of the amounts listed on the Budget
- Relate budget categories to project objectives
- Name the source of the contribution for the "BSU-Other" columns (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
- Clear justification of resources and budget adherence to budgeting practices listed in these guidelines. (5 points)

V. APPENDICES
- Curriculum Vitae for applicants and co-applicants (limited to three pages per applicant)
- Citation References, if applicable
- If applicant is requesting a course release, a letter of commitment from their department chair is required
- Additional relevant documents (program officer emails/documentation of conversation, survey questions, photographs, etc.)

Award Period:
- The Project Period is up to twelve months following award announcement, unless, for those applicants who have identified external funding, concludes with the submission deadline of the identified external application. Funds cannot be used outside of the Project Period. Any remaining funds will be returned to the program.

Program Stipulations
- All coverage of release time must be pre-approved by the chair and dean.
- 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.
- All equipment, tangible materials, and books purchased on a grant are property of the University.
- Applicants may only request funding for projects within their academic discipline, i.e. they may not request funding for projects outside of their areas of expertise.
- CREATE awardees cannot concurrently hold this award and an Aspire Start-up or Jr Faculty award.

For those applicants who have identified external funding only:
• Requests for CREATE funding will not be considered solely for dedicated time for writing proposals. Proposals requesting only salary dollars need to justify their additional time and effort beyond writing the external proposal.

• All proposals must be submitted in response to an RFP or other solicitation. Unsolicited proposals are acceptable only if the agency has a stated policy of accepting unsolicited proposals.

• The preparation and submission of the subsequent external proposal must adhere to the External Proposal Submission Policy. In addition, all CREATE recipients will be required to follow the proposal development timeline in order to provide sufficient time for SPA Proposal Managers (PM) to review all proposal documents.

• Recipients are required to submit their targeted external grant proposal within 12 months of the end of the CREATE funding project period. When justified, extensions may be granted.

• Only recipients who follow through with submission will be eligible to apply for additional CREATE support.

Review Committee

Initial administrative check for adherence to guidelines, eligibility, including previous internal and external award compliance and documentation. Proposals that include requests for supplemental assigned time and/or stipends will be peer-reviewed by the appropriate University Senate committees. Proposals are scored out of a possible 35 points. Reviewers assign points and an overall rating (i.e., fund or do not fund) to the proposals prior to the review meeting. At the review meeting, those proposals that fail to have a majority consensus on the funding decision will be 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. The committee makes suggestions for funding to the Director of SPA, who then makes the final funding decisions based on availability of funds.