

**TEMPLE UNIVERSITY**  
**Tyler School of Art**  
**Dean's Grants for Students**

**I. Purpose and Criteria**

The Dean has established grants for scholarly and creative activity for undergraduate or graduate students of the Tyler School of Art. Grants will be made in amounts from \$500 to \$1000. [The application form appears on page 3 of this document.]

Students may apply for these grants to defray scholarly or creative costs associated with (but not limited to):

- Travel to create/install an exhibition or performance or scholarly paper, or to collect data for research
- Registration for conferences
- Equipment and materials; data analysis or research consultants
- Technical personnel (for example, to help with technology for an installation or to document an exhibition)

Criteria for applicants:

- The applicant must be a current student at Tyler.
- The student must complete the proposed project before they graduate.
- The grant is not to be applied toward tuition, housing costs, or other expenses normally incurred in the pursuit of a degree.
- The grant may not be used to complete a course requirement (e.g. a final paper thesis exhibition, senior project or thesis project).
- The grant is intended to provide an opportunity for a special project that would not be possible without these funds.
- Grants may not be used to pay stipends to other full-time Temple employees, full-time Teaching Assistants, Academic Interns, or non-College collaborators.

The term *project* should be thought of flexibly, including (but not limited to):

- initiating new scholarly or creative work
- initiating a well-defined component of a larger scholarly/creative work
- defining a portion of a project already underway that requires support for completion
- extending or expanding previously completed work

Projects may be individual or collaborative in nature. Working collaboratively requires letters of commitment from collaborators at time of proposal submission.

Applications for these grants will be reviewed based on the following criteria:

- The project should make a significant contribution to the student's creative/scholarly growth and to the student's field of endeavor. The significance of the project should be explained in a brief project statement. The statement should place the project in the larger context of the student's professional aspirations.
- A detailed budget. The project statement should clearly indicate how the Dean's Grant will be used. Specific information about additional sources of funding for the project will be helpful, as well.
- The project should be capable of completion within one year of receipt of the grant. Completion of the project must occur before the student graduates. If the project is a component of a larger research or creative initiative, the component should be completed within a year of receipt of the grant. Funds not used within 12 months of the award-letter date will no longer be available for the project.
- If the project is collaborative in nature, the project statement should indicate clearly the respective roles of the collaborators. If the project is collaborative, the application should be jointly authored and signed.
- The project should have a faculty advisor (studio teacher, research advisor, composition teacher, etc.). Provide the name of the faculty advisor and his or her signature. Students may wish to include a letter from the project advisor in support of the proposal.

## II. Review Process

Applications will be reviewed by a four-person faculty panel, appointed annually by the Dean: The panel will make recommendations to the Dean; the final decision on all applications rests with the Dean. Application deadlines are: **December 1.**

## III. Report

Within 2 weeks of the project's completion, students awarded a Dean's Grant must submit a 1-page report to the chair of the review panel.

If the project cannot be completed as planned, students should submit a report describing what has been accomplished and why completion has been delayed or precluded.

## IV. Brief Guidelines for Writing a Proposal

- When writing a proposal, it is best if the first sentence (or two) explains what the student hopes to accomplish, how the requested funds will be spent, and when the project will be complete. For example: "I am requesting funds in the amount of \$500 to travel to Cleveland to work with the Cleveland Community Arts program to create a group project at the Cleveland Institute of Art".
- After a clear statement of what the project entails, and how the funding will be spent, the proposal can fill in details explaining why the funds are necessary. For example: "Although the community arts program is paying me a stipend (\$200) for my work coordinating and installing the piece as well as a lecture, this amount will not cover the expenses for travel and a night's stay at Cleveland. I have attached a print-out of typical fares to Cleveland, and average costs for a 1-night stay at a modest hotel."
- Once the nature of the project and the need for funding is clear, continue with a statement regarding the relationship of this project to your career/educational goals. For example: "As a BFA major, I need to take every opportunity to exhibit my work in a professional setting. Creating this project is an experience that will give me an edge as I move toward applications both for grad school and (eventually) for a faculty position in a school where I would be able to teach Community Arts."
- A strong proposal often includes supporting materials: a letter from your faculty advisor (for the project), proof of the cost of equipment or travel, etc.
- When listing the budget, be clear about how the funding will be spent. For example:

Air fare:	\$370
Hotel (1 night):	\$80
Meals:	\$50
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Total:	\$500

The application is on page 3 of this document. Please use a computer to fill out the application. If space provided is not adequate, feel free to extend the document by attaching a Word or text document with more information. The completed application and supporting materials should be emailed to your faculty project advisor for review and approval. The faculty member will then sign the proposal and will email it to Carmina Cianciulli at [carmina@temple.edu](mailto:carmina@temple.edu).

## V. Important notes

All university sponsored travel requires a travel exception signed by the appropriate parties at Tyler and at Temple. The authorization and approval process for travel exceptions can take up to 30 days. Please keep this in mind as you submit proposals.

All requests for reimbursement must be submitted by May 30, 2012. No requests can be accepted after that as we need to submit well in advance of the close of our fiscal year.

Finally, the awarding of dean's grants is a competitive process. Based on the volume of applications, there are students who may receive partial funding or no funding. Work with your faculty on creating the best possible proposal.

## Dean's Grants for Students: Application Form

Name(s) of student applicant(s):

Name(s) of any non-Tyler collaborator(s):

Name(s) of Tyler faculty advisor(s) for the project:

Amount of funding requested:

Estimated completion date for project:

**Project Summary** (Please summarize the project for which you are requesting a Dean's Grant). If you need more space, continue on a Word or text document and attach it to the email you send to your Project Advisor.

**Budget** (Please detail how the requested funds will be used – note the grant range is \$500-\$1000)

### Signature(s) of Applicant(s)

By typing your name in this section, you are signifying that the information in the application is complete and current, and that the project can go forward as stated if the grant is approved. Please email this form and the supporting materials to your Project Advisor (Tyler Faculty Member) for their certification. Final applications will only be accepted from the Project Advisor.

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Applicant's Signature

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Date

### Project Advisor's Signature (Tyler Faculty Member)

By typing your name in this section, you are signifying that you have read the project statement, and support the project and grant request.

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Project Advisor Signature

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Date

Project Advisor should email the completed application and supporting materials to Assistant Dean Carmina Cianciulli at *carmina@temple.edu*.