

# PROVOSTIAL FUND FOR THE ARTS AND HUMANITIES

## ACADEMIC YEAR 2015-2016 APPLICATION GUIDELINES

Proposals for the spring semester 2016 (and beyond) are due **October 2, 2015**

Proposals for the fall semester 2016 (and beyond) are due **February 26, 2016**.

We are pleased to announce that the Provost's Office will continue to make Provostial Funds available for initiatives in the Arts and Humanities by giving us \$150,000 for the 2015-2016 academic year. The updated application guidelines are below.

This fund is intended to support creative, innovative initiatives in the arts and humanities, for projects within the Faculty of Arts and Sciences and/or other schools. Proposals might include (but are by no means limited to) performances, master classes, conferences, workshops, seminars and visits by outsiders (although not simply lectures). They may (but need not) involve collaborations across departments and divisions of the FAS and the University as well as with colleagues beyond the University. In the same spirit, they may (but need not) be interdisciplinary or cross-cultural in character. Although a direct tie-in with the curriculum is not an absolute requirement, proposals that have a clear connection to the curriculum -- to existing courses, planned courses, or pedagogical activities more broadly construed -- will be favored.

The committee for the Provostial Fund for the Arts and Humanities consists of faculty and a graduate student from various departments in the Arts and Humanities, and is chaired by Professor Stephanie Sandler of the Department of Slavic Languages and Literatures. **Applications for the following spring semester (and beyond) are due Friday, October 2, 2015. Applications for the following fall semester (and beyond) are due Friday, February 26, 2016.** The Committee will meet within one month of the deadline and awards will be announced as soon as possible thereafter. The maximum amount to be awarded is \$7,500 per proposal, but the Committee strongly encourages proposals that are more modest in nature. Normally, proposals received after the deadline cannot be considered.

The Committee will favor proposals that:

- ✚ foster a sense of intellectual community among faculty colleagues and students;
- ✚ have a curricular connection;
- ✚ indicate undergraduate and/or graduate student participation in the intellectual content of an event;
- ✚ lead to or support existing sustained activities rather than one-time events whose trace on campus life is soon erased;
- ✚ promote innovation and interdisciplinarity;
- ✚ propose the prudent use of funds. Honoraria, while necessary in some circumstances, should be kept as modest as possible.

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Planning for events should not be initiated until funding has been officially received, as the Committee does not consider itself a funding source of last resort. In addition, proposals must be for activities that have not taken place yet and may not be for retroactive support.

Proposals must include:

- ✚ A 1-3 page account of the event with the following information
  - Colleagues involved: if the proposal involves collaboration, please identify the lead faculty member responsible for all communication with the Committee
  - Goals of the project
  - A one-sentence abstract for publication in the Gazette, should the project be funded
- ✚ Anticipated beginning and end date of the project
- ✚ Courses with a direct or indirect connection to the project.
- ✚ A detailed budget for the entire project, indicating how the Provostial funds will be allocated. N.B. The Committee's expectation is that, where other standard sources of funding are available, applicants should also apply to these sources; budgets should list such sources and the amounts requested. They should also provide a detailed breakdown of generic items. Lack of budgetary detail will harm an application's chances.
- ✚ The department chair's signature. If proposals come from faculty in more than one department or division, all chairs' signatures should be supplied.

If granted, recipients will be required to:

- ✚ Submit a detailed report on their activities, including the expenditure of all funds, within 3 months of the project's termination.
- ✚ Return any unused funds to the Committee. If the funds awarded are for an event to be held in the following fiscal year or in the upcoming academic year, unused funds need only be returned after the event is complete and all expenses covered by the award have been paid. If there is a question about timing for the detailed report or return of funds, please have your financial administrator contact our office.

Proposals should be submitted as an electronic attachment to [arts-hum@fas.harvard.edu](mailto:arts-hum@fas.harvard.edu) Attn: Maysoon Hamdiyyah; Subject: Provostial Fund Proposal.