

Division of Arts and Humanities

Tenure-Track Manuscript Workshop Grants

July 2020

To support the career development of its tenure-track faculty, the Division of Arts and Humanities makes available to eligible tenure-track faculty members small grants of up to \$3,000 to support travel and other expenses associated with bringing experts to Harvard to review and offer guidance on their in-progress manuscripts. This funding is intended to augment the \$1,000 that is provided to each tenure-track faculty member by the Dean of the FAS at the time of the initial faculty appointment (and contained in the faculty member's start-up account).

Eligibility

All tenure-track faculty with primary appointments in the Arts and Humanities Division who are in their 2nd - 6th year of residence are eligible for this funding.

Award Amounts

Up to \$3,000.

Application Information

To apply for grant support, the following items should be emailed to Ellen Furxhi, Assistant Dean for Arts and Humanities at ellen_furxhi@fas.harvard.edu.

1. **FACULTY CONTACT INFORMATION**, including name, title, department, email address, telephone number, and campus address.
2. **PROPOSAL NARRATIVE** (no more than 2 pages), including:

- a. A description of the manuscript, which may include a book length monograph or set of essays.
- b. Approximate date and location of the workshop
- c. A proposed list of participants
- d. Workshop objectives

3. WORKSHOP BUDGET

- a. Permissible expenditures include:
 - i. Traveler expenses (e.g., airfare, ground transportation, lodging)
 - ii. Workshop expenses (e.g., space charges, reproduction services, meals)
- b. Expenses must be consistent with [Harvard's reimbursement rules](#), including class of travel restrictions, and meal/hotel caps.

Deadline

Proposals will be received and reviewed four times a year, with deadlines on: October 1, January 1, April 1, and July 1. Applicants will be notified, and funded if approved, within one month of the submission deadline.

Evaluations

Submissions will be reviewed by the Dean of Arts and Humanities.

Terms

1. Funds must be spent within 18 months of the award date. Remaining funds must be returned to the Division of Arts and Humanities.
2. Recipients must provide a one-page report no later than 3 months after the event has concluded. This report should include attendees, outcomes, what worked well and what could have been done differently (to inform the longer-term program if the pilot proves successful).