

# MANUSCRIPT WORKSHOP GRANTS FOR TENURE-TRACK FACULTY

## ACADEMIC YEAR 2022-23 APPLICATION GUIDELINES

*Proposals this AY accepted quarterly by: October 3, January 3, April 3, and July 3*

To support the career development of its tenure-track faculty, the Division of Arts & 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 or artworks. 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 & Humanities Division who have completed their first year of residence but have not yet undergone review for promotion to tenure 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 Kendra Barber, Assistant Dean for Arts & Humanities at [kendrahbarber@fas.harvard.edu](mailto:kendrahbarber@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 or exhibition plan for a current body of artwork, which may include a book-length monograph, a set of essays, a portfolio, video, or other type of rendering
  - b) Approximate date and location of the workshop
  - c) A proposed list of participants

- d) Workshop objectives

### **3. WORKSHOP BUDGET**

- a) Permissible expenditures include:
  - a. Traveler expenses (e.g., airfare, ground transportation, lodging)
  - b. 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 the first business day of October, January, April, and July. 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 & Humanities.

#### **Terms**

1. Funds must be spent within 18 months of the award date. Remaining funds must be returned to the Division of Arts & 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.