

The DIETRICH School of Arts & Sciences

Application Template – Dietrich School Humanities and Social Science Research Fund: Conferences, Symposia, Performances

Please read the memo on the following page carefully before proceeding to submit an application.

You will be required to submit the following:

1. A short description of the project (responses to application questions, not a separate memo. Separately written proposals that are uploaded or emailed will not be reviewed.)
2. A detailed budget that has been reviewed by your departmental or fiscal administrator;
3. A one-page letter of support from the lead faculty member's Chair of Department indicating both the value they see in the proposal and how this will benefit the Dietrich School Faculty.

The deadline for applications for funds in support of projects in **AY20 is September 15, 2019.**

CRITERIA & INSTRUCTIONS

(for these details, see also: <https://www.as.pitt.edu/symposia-conferences-performances>)

Competitive funds are available to support high-profile symposia, conferences, and performances in the Humanities and Social Sciences that will have an impact on faculty research and scholarship broader than what could be achieved by individual research allowances alone. The lead proposer must be a faculty member whose contract includes an expectation of research and publishing, but others can collaborate. We are especially interested in soliciting applications from junior faculty, recently tenured faculty, and faculty who have not received funds from the previous Faculty and Research Scholarship Program.

The maximum amount to be awarded is \$15,000. All requests must confirm co-sponsorship of no less than 10% of the overall budget from one or more departments or programs. The key criterion in evaluating proposals is their broad impact on faculty research and scholarship. Priority will be given to high-profile symposia and conferences on topics of interest within and across Dietrich School departments and to proposals that outline plans to disseminate outcomes through scholarly products such as publications.

Requests for \$5,000 or more must include concrete plans to disseminate the outcomes of the proposed activity (e.g., publication in peer-reviewed journal or edited collection, other scholarly resource, recorded performance, pod-casts, etc.).

A request for \$10,000 or more requires, in addition, that the proposal be sponsored by faculty from at least two departments, that the overall project budget equals at least twice the requested amount, and that matching funding has been committed or applied for by the time the proposal is submitted. In such cases, release of funds is contingent upon the successful raising of matching funds.

As approved by the Dietrich School Planning and Budgeting Committee on April 29, 2015, in order to ensure that funding is available for as many important projects as possible, you are asked to be restrained in budgeting for honoraria to outside speakers. As a guideline, we suggest that outside invited speakers at lectures or colloquia be awarded honoraria of no more than \$400; in many fields, substantially lower or no honoraria are the normal practice. Higher amounts may be reasonable for a keynote speaker at a large conference or for particularly well-known creative artists, writers, or speakers.

Film and Media Studies-related requests should be directed to the Film and Media Studies Program, 624 CL, with an electronic copy to <kathleen.monin@pitt.edu>

Funds cannot be used to support the following:

- visit of a single speaker, except in extraordinary circumstances
- departmental speakers' series (whether one-off or recurring)
- events to mark the retirement of faculty members
- programming within existing international partnership agreements (e.g. travel by DS faculty or graduate students to international partner institutions, or visits by scholars from partner institutions)
- equipment purchases
- GSAs or research assistants paid hourly
- honoraria for University of Pittsburgh employees

Applications require the following

- full budget of expenses and income, reviewed and approved by fiscal administrator
- supporting letter (1 page) from the lead faculty member's Chair of Department, indicating the value they see in the proposal and how the proposed project will benefit Dietrich School faculty. Proposals must be submitted through departments, but they may be prepared by and may benefit any reasonable group of Dietrich School faculty. Departments can submit unit-wide proposals and can aggregate a number of projects. Chairs' letters in support of requests for \$10,000 or more should reference the concurrence of the Chairs of collaborating departments.

APPLICATIONS QUESTIONS:

- What is your full name?
- What is your email address?
- What is the name of your department?
- Have you received DSAS funding in support of conferences or symposia before (e.g. FRSP)?
 - Yes
 - No
 - If yes: Did you submit a report on the most recent project that was funded previously (e.g. FRSP)?
 - Yes
 - No [please submit your report before submitting this request]
- What is the title of the project or event?
- Outline the expected timeline for the project, including dates of proposed events.
- Are there invited speakers / performers / participants? Please state names, affiliations, and proposed roles. Please state which individuals have been approached / agreed to participate.
- Briefly describe the project, including its impact on faculty research and scholarship.
- Individuals from which departments / programs / centers are expected to participate?
(ex. Department of Music; GSWS; Humanities Center). Proposals that reference significant participation from other departments or programs will typically benefit from being coordinated with, and seeking co-sponsorship from, such units.
- How many individuals do you expect to participate?
(ex. 40 faculty; 20 graduate students)
- Describe your plans to disseminate the outcomes of the proposed activity.

PROVIDE A BUDGET:

The maximum amount to be awarded is \$15,000. All requests must confirm co-sponsorship of no less than 10% of the overall budget from one or more departments or programs.

Requests for \$5,000 or more must include concrete plans to disseminate the outcomes of the proposed activity (e.g., publication in peer-reviewed journal or edited collection, other scholarly resource, recorded performance, pod-casts, etc.).

A request for \$10,000 or more requires, in addition, that the proposal be sponsored by faculty from at least two departments, that the overall project budget equals at least twice the requested amount, and that matching funding has been committed or applied for by the time the proposal is submitted. In such cases, release of funds is contingent upon the successful raising of matching funds.

Your budget should include all expenses, not only those for which you are seeking DSAS funds. It should include, but is not limited to, the following:

- Speaker honorarium (<\$400/person)
- Speaker travel (airfare & ground transportation)
- Speaker accommodations
- Catering/meals
- Facilities & A/V
- Marketing/promotion

- **List the funding committed from other sources. Please list the sources and dollar amounts. This must include the 10% or more committed by your department by the time you apply.**
- **If you are seeking funds from additional sources, please list the sources and dollar amounts requested and the dates by when you expect to be notified of the outcomes of your applications.**
- (Include funds that you expect to recoup from registration fees)
- **Please confirm that your fiscal coordinator has reviewed your budget.**
 - Yes
 - No [proposals cannot be considered if the budget has not been reviewed by fiscal coordinator]
- **Please upload your detailed budget (income/expenses)**
(File size limit 16 MB. Do not attach additional pages or files--budget only)

PROVIDE A LETTER FROM THE CHAIR:

The letter should indicate both the value the chair sees in the proposal and how it will benefit Dietrich School faculty. Chair's letters in support of requests for \$10,000 or more should reference consultation with other relevant chairs.

Please upload the Chair's letter.

(File size limit 16 MB. Do not attach additional pages or files--chair's letter only)

End of Survey