**CVAD Student Project Award Fund**

This award fund has been created from college fees and generous donors to fund projects (or aspects of them, including the purchase of materials), study abroad, conferences, scholarly or creative presentations, research opportunities, and internships (among other possibilities) that enrich the education and opportunities of CVAD students. Awards will be granted based on the potential strength of the educational or professional effect of the opportunity on the student, the department, the college, and/or the university. Maximum funding is $2,500.00. Students who are awarded a fall grant must spend their monies by May 15 of the academic year in which they were awarded the grant. Students who are awarded a spring grant must spend their monies by July 31 of the academic year in which they were awarded the grant.

**Application Timeline**

1. Discuss the activity which you seek funding to support with your mentoring professor and email your application draft to him/her/them for review prior to your applying.
2. Work with your major or mentoring professor to attend to any revisions he/she/they has recommended be made to your application.
3. If relevant, submit an IRB Application through the Cayuse Human Ethics portal at least 30 days before the Student Project Award deadline (if a student has not previously completed an IRB application through this portal, he/she/they will need to complete the online “UNT Cayuse Access Request” form). All proposals involving human subjects must include the IRB# assigned by the university’s Institutional Review Board Office. If you are not certain if your project requires IRB approval, work with your major or mentoring professor for guidance about this.
4. Revise application and email to your major or mentoring professor for additional faculty evaluation.[[1]](#footnote-1)
   1. For students submitting a Creative Project/Research Project, send your application consisting of a single PDF document with images.
   2. For students submitting a proposal to fund their contribution to a Conference/Presentation/Exhibition/Workshop, submit a 150-word abstract or single PDF document with images as appropriate.
5. Your major or mentoring professor must then send all documentation **in a single file** to your Department Chair by the internal department deadline. Please note, this internal deadline will be earlier than the final award review deadline. The major or mentoring professor must fill out the evaluation on Page 6 of this document and then, the Department Chair must approve of the proposal and sign the form on Page 7 of this document before it will be considered complete.
6. Department chair must submit the completed application materials to [cvadgrants@unt.edu](mailto:cvadgrants@unt.edu).

1/2/23 rev.

**CVAD Student Project Award Fund Application**

**I. Personal Information**

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| --- | --- |
| First Name: |  |
| Last Name: |  |
| EUID No.: |  |
| Phone Number: |  |
| UNT Email: |  |
| Major: |  |
| Degree: |  |
| Anticipated Graduation: |  |

**II. Proposal**

The fields that appear below are all expandable. Please include sufficient content to answer the questions so that the committee will be able to best understand the scope of your project.

1. Title and Abstract: Provide a title and brief description of your project that can be clearly understood by a person not familiar with your discipline.

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1. Impact: You are proposing to do something that is going to be extraordinary. Explain how/why it is exceptional. What is the impact of your project? For example, if it is a conference presentation, what is the significance of the conference? Is it a national organization for your discipline and will you therefore be able to see and be seen by the luminaries in your field? Is there the possibility of some of this work being published, and, if so, how will this contribute to the base(s) of knowledge that inform your discipline? If you are seeking funding to pursue new work, whom will it impact, and in what ways? Will your work provide new perspectives regarding artistic or user experience that has positive implications for specific communities? If it is a study abroad experience, why is this essential for your academic and professional preparation? Explain this here and articulate how what you’re proposing will impact/affect you, your home program/medium/specialization, the college, the university, and the greater scholarly/artistic community, and the broader society at large.

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1. Is this for a class project/assignment? If the funding which the student is seeking is part of a course assignment, please provide the prefix, course number, section, semester and instructor, for example, ARTH 4848.001: Art History Senior Seminar, Fall 2023 with Strobel. If it is funding for a conference presentation, was this topic developed within the context of a course? Which one? This could be, for instance, dissertation hours. If this project is being undertaken to further career goals or help the student construct knowledge and understandings *outside* of the scope of a specific CVAD course, please briefly—in one to two sentences—describe these here.

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1. Timeline: Please provide a timeline of your activities. For instance, if this is a conference, when will your presentation occur? When do you propose to travel to and from the conference? What is the outcome of the conference? If the funding you seek will support an exhibition, when will that exhibition occur? If it is a research or scholarly project, what is your timeline towards its completion? If it is a study abroad, when do you leave and return, and where will you go? Upon the completion of your project, you will be required to provide the College with a copy of your presentation/exhibition slide deck or the paper that you presented.

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1. Location: Where will the activity take place? If it is a conference, what is the name of the conference and where will it be held? Has your paper been accepted yet, and was it peer-reviewed? If you are producing a body of work, is there a venue secured for its exhibition? If a study abroad, describe the trip and the courses you are planning to take during this experience.

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1. Collaborative Partners: If you are collaborating with someone on your project, list them here and specifically identify their role in the project. If you are working with another UNT student, are they also applying for the Project Award? If so, in each of your applications, you must specify and identify the monetary amount that each person is requesting and what each amount will be used for.

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1. Budget: Present a detailed budget. What is the total cost of the endeavor? Examples of expenses for you might include, but are not limited to, transportation, hanging/installation expenses, and art materials. What will the funding you are seeking support? Be specific about your costs. For instance, if you are traveling, what is the specific flight and its cost? What will be the cost of your lodging and meals. If you are requesting equipment, why the specific item(s)? From where are you sourcing it/these? Have you checked with your home department and/or CVAD IT and/or our Fab Labs to make sure that the equipment that you need for the project might not already be held by the college and available for your use? The more specific you can be with your budget request, the more compelling your application will be. Please see page 8 for a sample budget.

In addition to any possible collaborations listed in section F above, please include in this section any additional funding you may have already secured or for which you are planning to apply. Examples of additional funding include, but are not limited to, Raupe Travel Grants for undergraduates and Toulouse Graduate School Travel Grants. If it is a study abroad, which scholarships have you already received to support this experience, and for which do you plan to apply? In order to determine official per diem rates for this application, please use those listed on the [U.S. General Services Administration (GSA)](https://www.gsa.gov/travel/plan-book/per-diem-rates) website. *Please note that complete budgets are almost never funded through this award.*

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1. Previous Outcomes: Have you previously received CVAD Student Project Award funding? If so, you are required to describe that funding here. For what were you funded? What were the outcomes of that funding? For instance, if you were funded to contribute to a conference presentation, how was the presentation received? If you were funded to formulate and undertake research, what is the current status of this research?

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Will you still complete the proposed project without funding from the Student Project Award?

☐ Yes ☐ No

**III. Statement of Authenticity**

I certify that the information given herein this application is true and correct in accordance with Section One of the Student Code of Conduct. The Student Code of Conduct can be viewed at the following web page, [UNT Policy 07-012](https://policy.unt.edu/policy/07-012).

I have read the Student Code of Conduct and Agree/Disagree with the policy:

☐ Agree ☐ Disagree

**IV. FERPA Release Statement**

*FERPA Release (Family Educational Rights and Privacy Act of 1974)* By accepting this award, you agree to abide by the policies, rules, and regulations governing UNT. You authorize UNT to verify the information you have provided as needed. You understand that recipient information may be provided to the sponsor(s) or donor(s) funding any awards received, and that notice of this award may be publicized in university materials. You authorize UNT to provide copies of grades and periodic performance updates to the selection committee as needed, including members of organizations or foundations overseeing donor interests (i.e., foundations, trust administrators, etc.). For students already working on externally funded sponsored projects, funding and selection processes are mandated/overseen by the sponsor/PI (program investigator) and your participation with related reporting requirements is expected. Finally, you understand that the submission of false information is grounds for rejection and/or withdrawal of an award offer.

I have read the FERPA Release and Agree/Disagree with the policy:

☐ Agree ☐ Disagree

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| Date |  | Student Name |

**Checklist**

* Application complete (incorporating feedback from and signature of your major/mentoring professor)
* Approval/signature of department chair
* Contact sheet or abstract
* IRB approval for research involving human subjects or animals (if applicable)

These must be submitted to your major or mentoring professor, who will then forward the completed application along with his/her/their evaluation to your department chair as a single file. The department chair will then forward the application to the committee before the application deadline. Please note that there may be internal deadlines – from your major or mentoring professor and the department chair – that will occur substantially earlier than the final application deadline.

**Faculty Evaluation**

**Instructions**

Please fill out the faculty evaluation on behalf of the student who is applying for the CVAD Student Project Award funding.

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| Student Name | |  | Student ID |
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Constructively critical comments regarding the student’s application. Please be explicit in your evaluation, including your assessment of the student’s ability to complete the proposed activities and the mentorship that you have provided or will provide during the course of these activities.

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| Date |  | Faculty Evaluator’s Name |

**Department Chair Evaluation (Required)**

Comments regarding student’s application:

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**Budget Sample**

Please attach a detailed budget with major line items, including income and expenses. If income from sources external to CVAD will be applied to the project, please list the amount(s) already secured. If the grant will be the only source of income, then please still list that item with the requested amount. The total for Income should equal that for Expenses. For example:

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| **INCOME** |
| **Item Amount** |
| Raupe Travel Grant $1,250  CVAD Student Project Award Grant: $1,250 |
| **TOTAL: $2,500** |

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| **EXPENSES** |
| **Item Amount** |
| Airfare: $1,300  Lodging: $1,000  Ground Transportation: $200 |
| **TOTAL: $2,500** |

1. Faculty evaluation is not required for study abroad funding applications. Please instead include documentation of the status of your study abroad application, whether that is for UNT faculty-led study abroad or study at an international institution facilitated by UNT-International. [↑](#footnote-ref-1)