

October 27, 2005

ALL SCHOOL OF THE ARTS GRADUATE STUDENTS

RE: Graduate Student Research and Travel – 2005-2006 – First Call

The School of the Arts Research Committee is now accepting proposals for research funding from full-time graduate students in each of the School's four departments.

This fund is available for research carried out during the current academic year, 2005-2006 and the Summer of 2006 through August 30, 2006. Students with projects which continue after their graduation may still apply for funding provided the project is clearly relevant to their research as students.

Proposals must follow the procedure below to be considered for funding:

- All proposals must be **typed** on the attached form, which must be completed in full and signed. **No handwritten or e-mailed proposals will be accepted.**
- Proposals should describe the nature of the research project, its current status, and the intended use of the funds requested. Priority will be given to proposals that show promise for innovative discovery as well as a reasonable expectation for satisfactory completion within the academic year.
- An original and four copies of your application must be delivered to the Claire Trevor School of the Arts Research Committee via Teresa Inga in the Dean's office by 5:00 p.m., Monday, November 14, 2005. No deadline extensions will be granted.
- The reimbursement for expenditures must follow the guidelines clearly defined by SOTA's Business Office. No reimbursements will be processed if they do not follow these guidelines. The link is <http://www.arts.uci.edu/uploads/files/September%202005%20Spending%20Guide.doc>. If you have incurred expenses prior to the date of the award letter, those receipts must be submitted immediately. When you incur an expense, your request for reimbursement must be submitted and processed within 90 days of the receipt date. Your Department MSO is the best source of information to make sure that you follow the proper procedures for reimbursement and do so in a timely manner. The Dean's office will not process reimbursements that are submitted late. Do not submit any original receipts with your application.
- There will be no transfers or adjustments to these awards. If events are cancelled, then the funds will be carried forward to the next call.
- Awardees will be required to submit a formal report on their research progress no later than August 30, 2006. This date applies only to your report and not to the reimbursement. If previous year's report was not filed by the due date (9/30/2005), requests for this year will automatically be rejected.
- It is suggested that students consult with a faculty mentor/advisor while preparing the proposal. It is also recommended that the proposal include a brief sealed letter from the faculty advisor, evaluating the proposal.
- The committee advises applicants to limit their proposals to the \$400 range.

SCHOOL OF THE ARTS RESEARCH COMMITTEE

Chris Dobrian, Chair

Lonnie Alcaraz

John Crawford

Bruce Yonemoto

cc: M. Bennett
S. Field
K. Ricketts
B. Thibodeau

SCHOOL OF THE ARTS

Academic Senate Research/Creative Activity Funding Proposal

All proposals must be typed and completed in full. No handwritten proposals will be accepted.

1. Name: _____

2a. Department: _____

2b. Academic Quarters completed as of December 5, 2005 _____

2c. Current GPA _____

3. Title of Project: _____

4. Your priority of project, if more than one submission: _____

5. Timeframe of fund expenditure: _____

6. Total budget requested (from attached budget page): \$ _____

7. Description of Project.
(Type below, or on attached page. Please identify the anticipated outcome of the project - e.g. artwork, article, book, performance, conference paper, other - and the expected timeframe and locale, where applicable, of this outcome.)

Signed: _____ Dated: _____

