

STUDENT CREATIVE ARTS COMPETITION

Information, Guidelines, and Grant Proposal Components

(Revised Fall 2012)

INTRODUCTION

Ball State University offers a variety of internal programs that support student projects. The University Creative Arts Committee would like to encourage students to consider applying for an ASPIRE Creative Arts Grant. Funds can be provided to assist in project costs such as travel or supplies.

ELIGIBILITY

Applicants must be enrolled at Ball State University, Burris Laboratory School or the Indiana Academy as one of the following:

- Graduate Student
- Undergraduate Student
- Burris High School Student grades 11 or 12 (follow instructions/deadlines for Undergraduate Students)
- Indiana Academy High School Student grades 11 or 12 (follow instructions/deadlines for Undergraduate Students)

CREATIVE ARTS PROGRAM DESCRIPTION

The goal of the creative arts program is to provide support to those projects that propose the creation and/or presentation of works of creative art. Eligible projects are those in areas supported by the National Endowment for the Arts: Arts Education, Dance, Design, Folk & Traditional Arts, Literature, Media Arts (Film/Radio/Television), Museums, Music, Music Theatre, Opera, Presenting, Theatre, and Visual Arts.

Successful applications are most likely to be found in the following examples:

Music

Composition
Conducting
Instrumental or vocal performance, live or via recording

Theater

Original scripts and screenplays Original set, costume, or makeup design Stage or film/video performance

Dance

Original choreography
Stage or film/video performance

Visual Arts

Original studio art (painting, printmaking, sculpture, ceramics, photography, etc.)
Original designs in architecture, planning, and graphic arts
Exhibitions, including installations, site or conceptual art, and other media

Creative Writing

Fiction, creative nonfiction, poetry, plays, and screenplays

Projects that focus on the theory, criticism or history of the arts are more likely to be funded through the University Research Program. Applicants who are unsure if their project fits into the Creative Arts Competitions are encouraged to consult the ASPIRE Program Manager or the Director of SPO regarding the appropriateness of the proposed project.

TYPES OF FUNDING AVAILABLE FOR THE CREATIVE ARTS COMPETITION

There are two competition pools for this program, the Graduate and the Undergraduate. Proposals are capped at \$500 for Graduate students and \$300 for Undergraduate, Burris, and Indiana Academy Students. Funds can be used for Supplies, Equipment, Expenses and Travel (S.E.E.T.) costs associated with the project. Costs need to be itemized and justified and must follow accepted university accounting policies and procedures.

ROLE OF THE MENTOR

All ASPIRE student projects require the support of a faculty mentor or advisor.

- Ball State students must ask a BSU faculty member to serve as a mentor and to provide assistance in preparing the project application.
- Burris and Academy students must ask a school faculty member to serve as a project advisor. A BSU faculty member may also serve in conjunction with the school faculty member.

The mentor is someone who will be involved in the project as a teacher and guide. He or she can provide assistance with defining the scope of the project, determining the best research or creative methods to achieve the desired goals of the project, and suggest or help obtain resources to complete the project. In fact, many faculty mentors welcome students into their research laboratories and programs, and are willing to provide personal day-to-day guidance in the progress of research or creative activity.

TO THE STUDENT

- Discuss the project with your mentor.
 - o If your project is an extension of your mentor's work, be sure to make a clear distinction on the unique contribution that your project proposes.
- Ask your mentor to review your proposal before you submit it.
- Ask your mentor what institutional resources are available to help complete your project.
- Request your <u>required</u> letter of support from your mentor during the initial project meetings with your mentor.
- Share your proposal with your mentor within the IRBNet system.

TO THE MENTOR

- It is imperative that you serve as an <u>active</u> participant in the development of the student's project.
- Review the proposal and provide feedback prior to submission.
- Review the guidelines for the required letter of support for the student (see page 5).
- Sign off on your student's proposal in IRBNET as an "Advisor"
- Complete the University Clearance Sheet Process when routed by SPO.

GENERAL REQUIREMENTS FOR PROPOSALS

Proposals must be submitted via IRBNet. Step-by-step instructions for registering and uploading proposals for IRBNet can be found in the appendices as well as at the following url: http://cms.bsu.edu/About/AdministrativeOffices/SPO/ASPiRE/IRBNetASPIREHelp.aspx

SUBMISSION MATERIALS INCLUDE THE FOLLOWING:

☐ APPLICATION COVER SHEET (1 page)

Each grant program has its own Application Cover Sheet available in IRBNet. See the Appendix for steps to access the form.

Proposal Narrative: Limited to <u>Two</u> Pages; <u>Double-space</u> the text using no smaller than a size 11 font. <u>Label the required sections</u> as stated below and address each topic completely but concisely. Because review committees are comprised of members from a variety of disciplines, all proposals should be written in clear, non-technical language readily understood by an educated layperson. Material should be organized in such a way that a clear outcome of the project is readily discernable.

□ NARRATIVE

This concise narrative should make very clear to the reviewer the nature, scope, significance, and outcome of the artistic activity that will be supported by the award. Keeping within the two page limit, please address the following topics:

- 1. <u>Executive summary</u> An overview of the project, describing the nature of and rationale for the proposed work.
- 2. <u>Description of the project</u> -The background of the project, including the history of the idea for the project and definitions of any terms needed to facilitate a lay reader's understanding of the project. This section may include a concise overview of pertinent literature, citing relevant artists or artistic elements that are being drawn upon to create this project.
- 3. <u>Goals and objectives</u> A discussion of the scope of the project, focusing on the overall goals and specific objectives of the project.
- 4. <u>Significance</u> A clear description of the project's artistic value. The significance of an artistic project might lie, for instance, in its contribution to the academic body of work, or its contribution to the history, tradition, achievement or state of the art to which the project pertains. The perspective from which the artist is originating the project and the intention of the piece should also be clearly stated.

5. <u>Timeline & Dissemination</u> - This is a concise work plan for the project, providing a reasonable schedule of activity for completing the project during the grant period. (Note that the scope of the proposed project should not be larger than can reasonably be expected to be completed during the grant period.) Also include the plans for dissemination, publication, or presentation of the artistic work.

□ BUDGET & BUDGET NARRATIVE

The goal of the budget section of the proposal is to identify the type and amount of funds required to carry out the project. There should be a clear connection between the budget items and their contribution to the proposed project.

Budget Form is available in IRBNet and should give total amounts for each category listed below (please round to the next highest whole dollar amount).

Budget Form Category Definitions

Personnel—not allowable on student grants

<u>Contractual</u>—Non BSU agreements (including software licenses) and non BSU project consultants. <u>Supplies, Materials, Minor Equipment</u>—Any supplies needed to complete the project. Supplies include: artistic supplies, office supplies, postage, software, books, etc.

<u>Travel</u>—Any expenses incurred related to project travel: airfare, lodging, mileage, per diem, etc.

Budget Narrative is a word document generated by the applicant; maximum one page. Use the budget narrative section to:

- Give a complete explanation of the amounts listed on the Budget Form.
- Explain rationale for figures in budget itemization.
- Name the source of the contribution for the "BSU-Other" column (e.g. Department, College, External Grant, personal funds, etc.)

Please keep in mind the following when preparing the Budget and Budget Narrative.

- Student Awards may <u>NOT</u> pay salaries or wages.
- Provide sufficient detail regarding how various budget items were calculated and proposed budget amounts are justified.
- All equipment, tangible materials, and books purchased on a grant are property of the University.
- ASPiRE funds not encumbered or spent by the end of the project period will revert back to the ASPiRE Program.
- Mileage is based on current University rates: http://cms.bsu.edu/About/AdministrativeOffices/Accounting/TraveIInfo/TraveIManual.aspx

■ PROPOSAL ATTACHMENTS

Please include the following required and optional materials as attachments to your proposal. These can be uploaded directly to IRBNet.

• Required:

- Letter of support from your faculty mentor. The letter of support should address the following issues:
 - The viability of the project.
 - How the project fits with the student's academic progress.
 - Student's ability to complete the project.
 - What role, if any, the student's project plays in your own creative endeavors.
- 1 page Curriculum Vitae for applicants and co-applicants

Optional:

- o Additional letter(s) of support from collaborators or other agencies. (It is recommended that a letter of support be obtained if an outside agency is involved in any capacity.)
- o Glossary of Terms (1 page maximum). It is recommended that even though your proposal should be written for the educated lay person, it may be beneficial to the reviewer to refer to a glossary of terms used in the narrative or methodology.
- Literature references (1 page maximum; use the format that is standard for publishing in your field.)
- o Examples of artwork, photographs, videos, music recordings, etc.

SUBMISSION

A complete proposal submission includes:

- ✓ ASPiRE Student Creative Arts Application Cover Sheet
- ✓ Proposal narrative, budget form, budget narrative, required appendices (curriculum vitae and letter of support, and optional appendices. These items should be uploaded onto IRBNet (www.irbnet.org) and clearly labeled (i.e., Application Cover Sheet, Budget Narrative, etc.).
- ✓ Optional Additional Support Materials are also to be uploaded through IRBNet.

The submission deadline is noted for each grant on the SPO website; all materials are due in IRBNet by **5:00 p.m.** that day.

REVIEW CRITERIA FOR COMPETITIONS

All proposals are reviewed by the Creative Arts Committee. Reviewers assigned points and an overall rating (fund, possibly fund, do not fund) to the proposals prior to the review meeting. At the review meeting, those proposals that fall into the "possibly fund" category are discussed. Those that are clearly fund or do not fund are not discussed unless there is a specific issue raised by a member of the (sub)committee. Proposals are scored out of a possible 30 points - see below for exact criteria and point weighting.

Project Description (maximum of 10 points)

Nature, scope, and design of the artistic activity
History of the idea for the project, such as a literature review citing any relevant artists or artistic elements that are being drawn upon to create this project
Plans for dissemination, publication, or presentation

Goals, Significance, and Merits (maximum of 10 points)

Outcome of proposal is clearly stated Significance is clearly explained:

Recognizing that the granting body is an academic committee, applicant has clearly articulated what academic and/or artistic properties make this project unique, such as its contribution to the applicant's field / body of knowledge, etc.

Feasibility (maximum of 5 points)

Is the timeline reasonable?
Can the applicant complete the project in the time proposed?
Are the requested resources and budget appropriate?

Adherence to Format (maximum of 5 points)

Clarity and Completeness of the application
Text is lucid and written in non-technical language
Proposal narrative adheres to the format described in this guide
Accuracy in grammar and spelling

REVIEW PROCESS

All proposals submitted will undergo the same review process.

- Administrative review by SPO, for:
 - Previous internal award documentation
 - o Adherence to proposal submission guidelines
- Subcommittee Review by against Review Criteria (see below)
- Funding Recommendation Subcommittees make suggestions for funding to the Director of SPO, who then makes the final funding decision based on availability of funds.

Award Decisions

After a funding decision is made, the applicant will receive an email from IRBNet indicating that a decision has been made. Upon receipt of this email, please log into your IRBNet account, open your submission package, and under the "Board Documents" section, you will find a letter explaining the action of the review committee. If the project is not recommended for funding, the decision letter may suggest ways to strengthen or improve the proposal, or suggest other funding sources. If the committee feels the proposal could be strengthened with minor changes, the applicant will be asked to revise and resubmit to a Spring competition.

FUNDING AWARD STIPULATIONS

- Ball State students are limited to one Research or Creative Arts award per degree.
- For projects that involve co-directors, the award is per project, not per student.
- Funding requests may be reduced based on funding limitations; however students are still only eligible for one Research or Creative Arts award per degree, no matter the amount awarded.
- Burris or Academy student's awards are limited to one Research or Creative Arts award prior to graduation.
- All awards must comply with the ASPiRE Post Award Guidelines.

PROJECT PERIOD

The project period for graduate and undergraduate competitions are as follows:

<u>Graduate Students:</u>
Fall Submission:
January 1 – August 31

Spring Resubmission: April 1 – November 30

(Spring resubmissions are limited by committee request, unless an open call is issued.)

<u>Undergraduate Students</u>: Fall Submission: January 1 – May 31

Spring Submission : March 1 – August 31

FINAL REPORT

For graduate students, the final report deadline is September 30 following the project period for fall competitions and December 31 following the project period for spring competitions.

For undergraduate students, the final report deadline is June 30 following the project period for fall competitions and September 30 following the project period for spring competitions.

The Final Report Form can be accessed via IRBNet and uploaded with your proposal or it can be sent by email to aspire@bsu.edu. Grant recipients failing to submit acceptable final reports will be declared ineligible for further support under programs supervised by the ASPiRE Program. If reports cannot be submitted by the date specified in the program guidelines, the ASPiRE Program Manager will consider written requests for an extension by email to aspire@bsu.edu.

APPENDIX A: INSTRUCTIONS ON REGISTERING WITH IRBNet

- 1. Go to http://www.irbnet.org. [Do not request a demo from this site; the demo is not for training purposes.]
- 2. Click on the 'New User Registration' link in the upper right-hand corner of the screen.
- 3. Create your username and password. This system does not interface with Ball State's system, but you may choose to use your BSU username and password if you like. Click 'Continue'.
- 4. Read and accept the Individual User Terms of Use.
- 5. To add your affiliation, type the word BALL into the search box. **Uncheck** 'Boards' and 'Sponsors' leaving only 'Research Institutions' checked. Click 'Display'. Select 'Ball State University, Muncie, IN' from the organization box. Click 'Continue'
- 6. Enter your contact information. Enter the email address at which you would like to receive communications through the IRBNet system (e.g. notification of ASPIRE decisions, communications from your research team or administrator). Click 'Continue'.
- 7. Review your provided information and edit as necessary. When you are satisfied, click 'Register'.

An email will be sent to the email address you provided in Step 6, with "IRBNet Activation Required" in the subject line. You will need to click on the link provided in this registration email in order to activate your account. Clicking on the link will take you to the IRBNet homepage.

If you need further assistance with this process please contact ASPiRE at 765-285-1600 or aspire@bsu.edu.

APPENDIX B: INSTRUCTIONS ON CREATING A NEW PROPOSAL

- 1. Login to IRBNet (www.irbnet.org). This will take you to the Project Manager page.
- 2. Click on the Create New Project button located on the left-hand side of your screen. Complete the required information fields. Click Continue.
- You will now be on the Designer page. You can access this page at any time by clicking on the Designer button under the heading "Project Administration," located on the left side of your screen.

In Step #1:

- a. Select 'Ball State University ASPIRE Grant Program, Muncie, IN' from the 'Select a Library' drop-down menu.
- b. In the 'Select a Document' drop-down menu, you will find the ASPiRE cover sheets and budget forms.
- c. Select the ASPiRE Student Creative Arts Application Cover Sheet and click the 'Download' button
- d. Save the form to your local machine and complete the form.
- e. Please note: PDF forms may be completed, saved, and edited in Adobe Reader. Please see the following website to make sure that you have the most up to date version: http://www.adobe.com/products/acrobat/readstep2 allversions.html
- f. If you are a Mac user and are still unable to save adobe form fields after downloading Adobe Reader, please contact aspire@bsu.edu to request a word document version of the forms.

In Step #2:

- a. Upload your completed documents by clicking on 'Add New Document'.
- b. Select a Document Type from the drop-down menu that corresponds with the document you are uploading, and then click on the 'Browse' button to search for your document.
- c. Then click on the 'Attach' button.
- 4. Share the proposal with your faculty mentor and (if applicable) other team members. Click the 'Share this Project' button located on the left-hand side of your screen. Click on the blue 'Share' link within the text to grant access to this proposal.
 - a. Select 'Ball State University, Muncie, IN' from the organization box. Click 'Select Organization'. [Note: if the individual is not affiliated with Ball State University, select the organization under which they registered with IRBNet.]
 - b. Search for registered users with whom you'd like to share this proposal (i.e., your faculty mentor, project team members, etc.). Grant each user a level of access:
 - i. Full: user may add/edit/delete proposal documents, share the proposal with other users, and submit the proposal. *Students must grant this level of access*

to their Faculty Mentors.

- ii. Write: user may add/edit/delete proposal documents, but cannot share the proposal with other users or submit the proposal.
- iii. Read: user may only view proposal documents.
- c. Selected users will be notified automatically via email that the proposal has been shared with them. You may enter comments to be included in this email in the 'Your Comments' section. Click 'Save'.
- d. Note: If the individuals you are seeking are not in the list of registered users, please ask them to register with IRBNet. Instructions on registration may be found at: http://cms.bsu.edu/About/AdministrativeOffices/SPO/ASPIRE/IRBNetASPIREHelp.aspx
- 5. Sign the proposal. Applicants must sign the proposal before it is submitted.
 - a. Click on the Sign Package button located on the left-hand side of your screen. Select your role, and click 'Sign'.
 - i. The lead applicant should sign as "Principal Investigator". A designee may NOT sign for the PI. Applications will not be scheduled for review if required signatures are missing.
- 6. Once you have attached all of your necessary documents and signed your proposal, you should be ready to submit your proposal. Click on the Submit this Package button located on the left-hand side of your screen.
 - a. From the Submit Package Screen, type in the word "Ball" in the 'Search for an Organization' box and click 'Search'.
 - b. Select the **Ball State University ASPIRE Grant Program, Muncie, IN** and click continue. Please note that there are <u>several</u> Ball State University Committees to submit your proposal to. If you submit your proposal to the wrong committee, you will be asked to withdraw your proposal and resubmit to the proper committee.
 - c. In the Submission Type drop-down menu, select 'Funding/Grant' and click 'Submit'.

The Submission Manager screen (can be found by clicking on the Submission Manager button located on the left-hand side of your screen) will show you the list of studies to which you have access – those you have created and those which have been shared with you at any level of access. Studies which have not been submitted are labeled "Work in Progress" in the Status column. Studies which have been submitted but not reviewed are labeled "Pending Review." Clicking on the title of any proposal will take you to the Project Overview for the selected proposal.