

# College of Arts & Letters

## Requesting Funds for Special Projects

### Policies

Occasionally, individual faculty members or departments have needs for additional funding to help with special projects. Examples include bringing in guest artists, bringing in faculty to do master classes, helping send faculty work to conferences, and so forth. COAL is committed to helping faculty and departments with projects like this because they benefit not just the individual faculty member but the college and department as a whole.

### Eligibility

**Who?** COAL faculty, staff, department heads, individually or collectively.

**What?** This request is designed to extend a department's or program's ability to bring in appropriate resources or send out work beyond the MSU campus. Typically, this will provide help with fees and other expense associated with bringing in guests artists or lecturers, performances, and similar activities, and help with expenses related to disseminating faculty work beyond the MSU campus.

Examples: Helping fund expenses to bring a national dance troupe that will perform on campus and conduct master classes for students; helping fund expenses for a faculty member to package his or her photographs for inclusion in a major international exhibit. These examples are not meant to be exhaustive but to provide ideas for types of things that might receive some funding.

Award amounts will vary, but these special funds will typically be in the \$200 to \$1000 range, and it is assumed that the department will provide significant funding toward the request, with the college providing a boost. These are rotating funds, so there is no deadline. Special project awards are subject to availability of college funds, at the discretion of the dean (or his/her designee).

**How?** Application will be made by completing the form below; the faculty member's and department head's signatures are needed. The payment for the project will be handled by the department; the award funds will be transferred to the department for this purpose.

### Criteria

- All individual applications must be made using the Special Projects Funding Request form.
- Each application must have a sponsoring individual (staff, faculty member, head) from the College of Arts & Letters.
- Commitments of personal contribution and/or contributions from a department in the college will be factors in considering the likelihood of receiving an award and the size of the award.
- Applications should be submitted *prior* to the incurrence of expenses.

# College of Arts & Letters

## Special Projects Funding Request Form

Name of COAL individual requesting funds:

Description of project for which funds are needed:

Budget:

Total cost of project:	\$
Department contribution:	\$
Individual's contribution:	\$
Contribution requested from COAL:	\$

COAL individual's signature:

Department head's signature:

Budget to receive funds:

COAL Budget Officer's signature:

COAL amount approved: \$

COAL Dean's signature: