

## **2012-13 Meadows Exploration Awards Statement of Policy**

The Meadows Exploration Awards have been established to provide funding for grants to support undergraduate student creative activity, scholarship and research. The Awards are designed to support both individual and collaborative student research and creative activity in diverse ways including, but not limited to, providing funding for travel, materials, equipment and support services.

This funding is intended to encourage and provide support for Meadows students to explore and expand their creative and research skills beyond the classroom and in ways that go beyond what would be considered ordinary or basic practices within disciplines or across disciplines. Applications that are given the strongest consideration for funding are those that involve the exploration of new ideas, new concepts, new materials and new approaches.

While there is great value in undertaking any activity that is structured primarily to expand a student's academic experience and knowledge (learning for learning's sake), Meadows Exploration Award funding is not awarded to support activities undertaken solely for that purpose. Activities such as participation in educational programs, seminars, or workshops or other purely learning or experiential activities cannot and will not be funded. The funding is intended to support focused research and creative activity that leads to publications, exhibitions, performances and/or other products of the work undertaken. Grants will typically range from \$500 to \$1,000, but they will not be strictly limited to those parameters.

### **Documentation and Outcomes**

Proper documentation of expenditures and of the eventual results of the research/creative activity is required. A full budgetary summary, with documentation according to university policy, is expected immediately upon the completion of the grant. A narrative summary of the creative work/research, its importance, and any plans for further dissemination is expected within 30 days of the completion of the grant.

### **Criteria**

Students submitting proposals must have formally declared majors in the Meadows School of the Arts. Each proposal must have a faculty sponsor and must be approved by the Division/Institute Chair/Director before being forwarded to the Office of the Dean.

### **Applications**

**Electronic copies of this Policy Statement and of the required forms are sent to all Meadows undergraduate students, faculty and staff and to Division/Institute Offices. These forms may also be obtained via email by contacting Lisobel Bernal in the Meadows Student Academic Services office at lbernal@smu.edu.**

### **Application Process**

A complete application includes a "Proposal Form," a narrative proposal statement (including a detailed budget), a "Summary Outline" and a "Faculty Sponsor Form." Each applicant must first

submit his/her completed application and all supporting materials (including a completed and signed Faculty Sponsor Form) to the Chair/Director of the Division/Institute in which the applicant is a declared major according to the deadlines listed below.

**PLEASE NOTE: Applicants whose projects involve international travel must register their proposed travel and their participation in an international research/creative project with the SMU International Center/SMU Abroad. The purpose of this registration is, in part, to enable the university to get in touch with the student in case of emergency. Exploration Award funds will not be awarded without confirmation of registration from SMU Abroad.**

The Chair/Director reviews the completed set of application materials and makes the decision whether or not to approve the application for submission to and consideration by the Awards Committee. Applications that are incomplete or poorly prepared or that do not meet the funding criteria as described earlier in this policy should not and will not be approved and forwarded for Awards Committee consideration by the Division/Institute Chair/Director. The Chair/Director forwards all approved applications to the Associate Dean for Academic Affairs according to the deadlines listed below.

### **2012-13 APPLICATION DEADLINES**

There are three application deadlines, but again, it is understood that opportunities may present themselves at the last minute. In such cases, students should consult with the Associate Dean for Academic Affairs.

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| <b>September 21:</b> | Applications and all supporting materials must be received by the Division/Institute Chair/Director. |
| <b>September 28:</b> | Applications forwarded to the Associate Dean for Academic Affairs.                                   |
| <b>October 12:</b>   | Grants announced.  |
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| <b>February 1:</b>   | Applications and all supporting materials must be received by the Division/Institute Chair/Director. |
| <b>February 8:</b>   | Applications forwarded to the Associate Dean for Academic Affairs.                                   |
| <b>February 22:</b>  | Grants announced.  |
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| <b>March 28:</b>     | Applications and all supporting materials must be received by the Division/Institute Chair/Director. |
| <b>April 5:</b>      | Applications forwarded to the Associate Dean for Academic Affairs.                                   |
| <b>April 19:</b>     | Grants announced.  |

Grant requests that are approved by the Division/Institute Chair/Director are forwarded to the Meadows Exploration Awards Committee, which is chaired by the Associate Dean for Academic Affairs. The committee is appointed by the Dean and consists of three faculty members representing the Communication, Performing and Visual Arts. Committee members serve one-year terms.

The Committee recommends funding to the Dean. Since Meadows Foundation funding must be tracked separately, funds will remain in the Dean's Office, and allocations will be monitored by the Associate Dean for Academic Affairs.