Grant Program: Eagle Visiting Scholar/Artist Grants

Funding Source: UWL

I. **Introduction**

As part of UWL's vision that diversity is central to providing and maintaining a quality learning environment, UWL endeavors to bring scholars/artists to campus through the Eagle Visiting Scholar/Artist grant program. The purpose of this program is to increase the exposure and access of the UWL campus community - including students, faculty, staff, and the surrounding community - to diverse scholarship, creativity, experiences, and perspectives.

Specific goals of the program include, but are not limited to, the following:
- To increase the UWL campus community's exposure and access to diverse scholarship, creativity, experiences and perspectives
- To increase students' access to diverse role models and mentors in a variety of fields
- To increase UWL's ability to solicit diverse applicant pools in future searches for faculty and IAS positions by developing personal networks of contacts

II. **Program Description**

All members of the UWL faculty and academic staff are eligible to submit a proposal to bring a qualified individual(s) to visit campus during the academic year. Visits are restricted to the academic year to allow significant interaction with students, faculty, and staff by the visiting scholar/artist. Travel costs and honoraria may be requested in the grant application. If an academic staff member is interesting in proposing a grant, due to the expressed purpose of the grant, they must partner with an academic department associated with instruction. Proposed projects must involve at least one Academic Department and have the support of the Department Chair.

III. **Award Information**

A. Anticipated Type of Award: 2-5 day visits

B. Project Dates of Award: Fall semester for proposals due in July. Spring semester for proposals due in December.

C. Estimated Number of Awards: Contingent upon funding availability.

D. Anticipated Funding Amount: $1,000 - $4,000

E. Deadline: Proposals must be submitted to the [Canvas grant submission course](#) by the deadlines below for consideration:
   - For fall semester scholars – second Monday in July by noon
   - For spring semester scholars – first Monday in December by noon

IV. **Eligibility Information**

A. PI Eligibility: All Faculty members, Instructional and Non-instructional Academic Staff members. Proposed projects must involve at least one Academic Department and have the support of the Department Chair.

B. Faculty/staff from fully self-supporting programs are not eligible to receive funds from UWL-sponsored grant programs. Faculty/staff from self-supporting programs are encouraged to contact their department chair/unit director to request funds in support of their research, scholarly, pedagogical, and professional development endeavors. However, faculty/staff in these programs may submit an application to UWL-sponsored grant programs for review by the designated committee. The committee will evaluate applications as part of the standard review process with all other applications and identify those recommended for funding. A list of applications from faculty/staff in self-supporting programs that have been recommended for funding will be forwarded to the applicant(s)' department chair/unit director for allocation of funding. Funding is contingent

upon availability of adequate resources within the program.

C. Policy on Return Visits: In order to provide as many diverse perspectives as possible, visiting scholars/artists who have already received support from the Visiting Scholar/Artist grant program should not be brought to campus in intervals closer than four academic years.

D. Limit on Number of Proposals per PI: No limit *per se*, but the number of previously funded Eagle Visiting Scholar/Artist proposals by a PI will factor into the award decisions.

V. **Proposal Preparation and Submission Instructions**

Applications must be submitted via the Canvas grant submission course. Applicants should self-enroll in the Canvas course. All items should be submitted in PDF format for easier viewing by the committee. All proposals are required to contain the following elements.

A. **Cover Page**

Use of the Cover Page template is required. Upload as a PDF file. Delete all instructions in blue font and replace with the requested information. The following information must be addressed:
- *Project Title:* Provide a self-explanatory title.
- *Start and End Dates of Project:* Enter expected dates of visit.
- *Investigator(s):* Designate your role in the project. If there is more than one applicant or project director/principal investigator, add each person, their role, and affiliation (e.g., department, organization).
- *Amount of Proposal:* Enter the total amount requested from this grant.
- *Additional Funding Sources Applied for:* If you have already submitted or intend to submit this project to other internal or external sources, please indicate to whom and when. If this proposal is part of a larger project, and you are requesting additional funding from other sources, please explain this as well, and specify the amount requested. Otherwise, indicate "not applicable."

B. **Proposal Narrative**
The proposal narrative should be a 1-2 page document. Upload as a PDF file. The narrative should address the following:
1. Describe how the proposed visit would meet the goals of the program listed above in Section I.
2. Describe the background of the scholar/artist, with a focus on the experiences and/or accomplishments most relevant to the proposed visit.
3. Describe the specific events/activities planned for their visit, with particular attention to how and when the individual will have significant interaction with UWL students.
4. A statement of support from the Academic Department Chair.
5. A list of previously funded Visiting Scholar/Artist proposals submitted by the PI, including the visit dates, dollar amount, and scholar/artist name.

C. **Budget and Budget Justification**

An itemized budget request must accompany each proposal. Two budget documents are required and must be uploaded as PDF files:
- UWL Internal Grant Budget Form
  - Note this is a form used for most UWL grant programs, and not all cost types listed are allowed for this program. See the guidelines below for further information about allowed costs.
- Budget Justification

While the committee reserves the right to adjust budgets, it is important that proposers carefully assess their needs and ask for funds accordingly. Applicants must correlate budget items with references to such items in the proposal narrative.

Budget Expense Categories:
Monetary support for scholars/artists will include transportation, honoraria ($500/day for each day of campus activities), and reception costs ($200). Lodging and meals will be supported based on the approved per diem rate. Please consult the UWL travel site and UWL TravelWise Calculator when preparing your budget. Only the following budget categories may be used for this grant program:

- Travel:
    - Domestic (E1): travel within the United States, lodging, and meals
    - International (E2): roundtrip airfare
- Other Costs:
    - Services External (F3): Honoraria
    - Other (F5): Reception costs

Budget Justification: (not to exceed two pages) Estimates for transportation costs should be briefly explained and based on information available at the time of proposal submission. Upload as a PDF file. All project-related spending must be concluded by the following June 30. Note Business Services' deadlines typically require expenditures to be completed several weeks in advance of June 30. Funds will not be carried forward into the next fiscal year unless prior approval is sought through the Provost's Office, and such extensions are extremely rare and must be for extenuating circumstances.

D. **Letter of Support**

Upload a letter of support from the Academic Department Chair as a PDF.

E. **Proposal Approval Process**

The applicant is responsible for obtaining approval from their department chair prior to submission. Academic staff members are required to collaborate with an academic department. Approval workflows are associated with Academic Affairs. However, an academic staff member from outside the Division of Academic Affairs should inform their division's Vice Chancellor of the submittal.

A letter of support from the applicant's department chair is required as part of the application. Please note that a department chair has the right to rescind an application that has not received their approval prior to submission.

F. **Submission Requirements**

1. Self-enroll in the [Eagle Visiting Scholar/Artist Grant submission course in Canvas](#).
2. Email a copy of all application components to your department chair, allowing sufficient time prior to the deadline for your chair to review. Verify their approval and obtain a letter of support.
3. By the deadline, upload and submit all proposal materials in PDF format via the Visiting Scholar/Artist Grant submission course in Canvas. Each application component must be submitted as a separate assignment in Canvas:
    a. Cover Page
    b. Proposal Narrative
    c. Budget
    d. Budget Justification
    e. Letter of Support

VI. **Proposal Processing and Review Procedures**

A. **Merit Review Criteria**

Proposals will be evaluated based on the extent to which they serve the goals stated in Section I:
- To increase the UWL campus community's exposure and access to diverse scholarship, creativity, experiences and perspectives
- To increase students' access to diverse role models and mentors in a variety of fields
- To increase UWL's ability to solicit diverse applicant pools in future searches for faculty and IAS positions by developing personal networks of contacts

B. **Review and Selection Process**

The Deans' Council (Academic Deans, Provost, Associate Vice Chancellor for Academic Affairs, and Director of Murphy Library) will review the proposals and award funding.

VII. **Award Administration Information**

    A. **Notification of Award**

        The applicant will be notified of the results by the Office of Research & Sponsored Programs (ORSP) following review by the Deans' Council. Review usually occurs 1-3 weeks after the proposal deadline.

    B. **Award Conditions**

        For grants that are awarded, notification will also be given to the appropriate Dean's/Division Head's office, Department Chair, and the Budget Office. At this stage, the grant recipients may have to provide an amended budget and/or budget justification if the award amount is different than the original request.

        The PI is responsible for coordinating all aspects of the visit, including completing all required forms, supporting documentation, and university approvals. The Dean's/Division Head's office can provide more information on managing the awarded funds. The Provost's Office will make a transfer of funds to the college to cover the costs outlined in the approved budget.

        If an award is made to an individual whose appointment is not renewed for the subsequent year, or they resign, all funds granted shall be returned to the university.

        Generally speaking, all project-related spending must be concluded by the following June 30. Please refer to the Business Services fiscal year end spending deadlines, which vary by expenditure type and typically require expenditures to be completed several weeks prior to June 30. Funds will not be carried forward into the next fiscal year unless prior approval is sought through the Provost's Office. Approval is not guaranteed, rare, and only granted for extenuating circumstances.

    C. **Reporting Requirements:** Not applicable.

VIII. **Contact for More Information**

    Questions regarding the Eagle Visiting Scholar/Artist Grant program can be directed to the Provost's Office at 608.785.8042 or provost@uwlax.edu.