President’s Fund for the Creative and Performing Arts
DEPARTMENT OF MUSIC GUIDELINES

www.music.ualberta.ca

ELIGIBILITY, DEADLINES AND FUND ADMINISTRATION

Eligibility
All continuing faculty members, contract instructors\(^1\) and postdoctoral fellows may apply for funds. Contract instructors must have a Faculty of Arts’ contract for the current academic term (September – April) to apply for funds. Area Coordinators may apply on behalf of up to 4 graduate students: a maximum of 2 from each of the Academic and Performance areas (see below, under “grants to present... “).

The following projects are not eligible for funding: those relating to the completion of a faculty member's degree; those relating to work done primarily for commercial objectives; those funded by a contracting agency (a government or business); and those relating to a successful application from another agency for the same project must be declared and the funding will be adjusted accordingly.

Deadlines
Applications (hard copy or email) must be received in the Chair’s Office by:

- **December 15, 2017 at 4:30 pm** – for the winter competition.
- **May 15, 2018 at 4:30 pm** – for the summer competition;

If the application deadline date falls on a weekend or holiday, applications are due the first working day following, at 4:30pm.

Adjudication
Applications are adjudicated by an elected committee of the Department of Music, which comprises two representatives from each of the academic and performance areas appointed for a two-year period, with the Department Chair as Chair. Elections will take place once a year for a two year term.

ACTIVITIES FUNDED

Requests for funding may be made in advance for various activities to a maximum of $6000 awarded to any one person per fiscal year. Requests for funds are normally to be met by the deadline date; however exceptional circumstance may be considered by the Committee and retroactively approved. Applicants are encouraged to seek other sources of funding first. Following are examples of typical requests.

\(^1\) Contract instructors must have a Faculty of Arts’ contract for the current academic term (September – April) to apply for funds. The contract may be valid for either or both semesters; special sessions contracts (Spring and Summer) will not be considered. The research activity must fall within the academic term for which the contract is valid. Contract instructors holding full year contracts are not restricted by the academic term.
a) Grants for Travel, Equipment and Materials:
The department follows the guidelines that govern parallel “Support for the Advancement of Scholarship” (SAS) categories.

Continuing academic staff and postdoctoral fellows are allocated $750 for staff travel per year from this fund. *Intention to use this $750 allocation for travel must be confirmed by December 1, otherwise the funds will be re-allocated.* If this $750 amount is unused at the time of application, the application submitted for travel to the President’s Fund will be adjusted accordingly to first include the $750 unless an explanation is included.

b) Grants to supplement existing grants:
Funding to enable the applicant to complete a relatively self-contained research or creative project partially funded from other sources. Providing details why existing grant allotment was insufficient, including fund sources and funds received.

c) Grants for unsuccessful applications to other sources of funding:
Funding to enable the applicant to undertake a relatively self-contained research or creative project denied funding from other sources (give details). Including any rationale provided for previous decisions.

d) Grants to bring substantial research or creative projects to completion:
The applicant should explain the nature of the continuing project and the progress made to date. The applicant should also specify the tasks required to bring the research to completion/publication and show how the requested support will be sufficient to accomplish these tasks.

e) Grants to satisfy critical needs in continuing funded research or creative activity:
Funding provides targeted assistance that is demonstrably essential to the success of a major research or creative project. Applicants should state the measures that have already been taken to secure this support externally.

f) Grants to present (paper or poster session) at scholarly conferences or engage in performance activities:
Applications will be assessed primarily on the importance to the continuing research program of participation at this conference or performance activity, and should contain clear supporting documentation, i.e., paper proposals, letters of acceptance, etc.

Area Coordinators may apply on behalf of graduate students who have had abstracts accepted and wish to attend: up to $500/student to a maximum of 4 graduate students per year, with a maximum of 2 from each of the Academic and Performance areas (Area Coordinators must rank submissions).

Funding is to assist with direct projects involving an enhancement of essential educational upgrades. Project must be associated with specific research goals.

g) Grants for travel to adjudicate performances/creative activity:
Faculty members in the Fine Arts are sometimes invited to adjudicate performances or creative activity. Applicants should explain the nature of the invitation, its importance in the fine arts community, and how this activity will enhance their own performance/creative activity.
h) **Grants for visiting artists/speakers (December Competition only):**

Continuing academic staff whose Performance and/or Academic Areas have exhausted their existing departmental sources of funding may apply to bring visiting artists/speakers to campus. Applicants should explain the nature of the invitation, its importance to the research/fine arts community, and how this activity will enhance their own research/performance/creative activity. *A current bio or CV for the visiting artist must accompany the application.*

The following Canada Revenue Agency tax must be taken into consideration prior to committing to the honorarium fee:

- Non-Resident – US Citizen or Resident of US (10% tax<=$5000/15% tax>$5000)
- Non-Resident – Foreign Citizen or Resident of a Foreign Country (15% tax)
- Non-Resident – CCRA Exemption (tax waiver letter must be submitted)

*For all above noted activities, applicants should:*
- indicate measures taken to secure external support for the project
- ensure appropriate ethics clearance has been received (any projects involving human or animal subjects will require ethics approval before any grant awarded will be released)
- explain how the project or activity is important to the applicant’s continuing research program
- demonstrate the importance of receiving support in relation to the timing of the project or activity

**BUDGET DEVELOPMENT**

The applicant must specify and justify all costs associated with the proposed project. These should be broken down under the following headings:

a) **Equipment and Materials**

Explain clearly why you cannot use equipment already in place at the University and why the equipment is essential for this research project. Provide a vendor’s estimate for the equipment requested.

The President’s Fund will not normally provide support for the purchase of personal computers, except when the computer is needed for a clearly specified research component within an integrated research program. All other avenues should be exhausted previously (PEA, Evergreen Program, Research Grant). All requests should be submitted to the Faculty Arts Computer Technical Support Team. Equipment and materials purchased with President’s Fund grants become the property of the University.

The fund does not allow additional money for the maintenance or repair of equipment you buy with a President’s Fund grant.

b) **Travel**

Travel assistance will be provided in connection with the specific research or creative project. In accordance with University Travel guidelines, reimbursement for accommodation will be limited to the single occupancy rate for standard accommodation. Faculty on leave are eligible, but applications for travel to and from a sabbatical destination will not be considered. On all travel grants, University travel regulations apply.
Please consider the following points when applying for travel assistance; refer to the U of A Travel guidelines for full details:

- **Trip cancellation insurance costs will be covered.**
- **Accommodations** are capped at $200 CAD/night.
- **Airport Ground Transportation** is capped at $150
- Allows one night before, one night after a conference to a **maximum of 7 days** for any travel.
- Per diem is calculated at $60/day CAD for travel in Canada, $60/day USD equivalent if traveling in the USA, and $85/day CAD for all other destinations.
- Including travel, accommodation, per diem or meals, and conference registration and costs, a maximum of **$2,000 CAD within Canada and the United States**, and **$3,000 CAD for travel to other destinations** may be awarded.
- Applications must provide Canadian dollar equivalents for all foreign expenditures.
- Original **itemized** receipts must be provided.
- Association membership fees are not considered conference registration fees and are not eligible.
- Graduate student travel may be awarded for travel, accommodation, per diem or meals, and conference registration and other travel related costs, to a maximum of $2000 ($500 maximum for each graduate student). Travel claims for Graduate student will be the responsibility of the staff member who has submitted the application.
- Should costs exceed projected cost, applicant will be responsible for over expenditures

If attending a conference, the nature of attendance must be noted in the application with appropriate supplementary documentation when applicable, e.g., letter of invitation or acceptance.

For any foreign currency funds, provide a print-out of the currency exchange at the time of payment, or if the expense is not yet paid, the currency exchange at the time of the application submission.

*Successful applicants are encouraged, where appropriate, to recognize the Department of Music and the University of Alberta for their contribution, particularly on marketing and/or program materials.*

c) **Personnel and Services (including research assistance)**

When a research assistant is requested under 'services', please indicate the assistant's duties, any special expertise required and where relevant, the relationship between the proposed duties and the assistant's course of studies.

President’s Fund grants are not intended as a replacement for Graduate Research Assistantships. Instead, graduate research assistants will normally be paid in accordance with the suggested Hourly Rate Schedule (casual labour rates) as published by FSGR - Graduate Teaching or Research Assistantship Collective Agreements

Research budgets for casual student labour must reflect the following limits:

- **Master’s program** - $18.92/hour; **Doctoral program** - $19.79/hour (2017-18 GSA rates)
- Maximum 12 hours/week
- Appointment must be less than a full 12 months.
- In addition to this, you should include 10% benefits and 4% holiday pay in your budget.
THE PRESIDENT’S FUND GRANT

Research Grant Account
Recipients will be notified in writing. The funds awarded will be administered by the Department of Music to comply with all relevant University and Faculty policies and procedures.

Funding period
Grants, with the exception of travel grants, are awarded for a one-year term and will close on the project end date. Funding must be used by 31 March. Travel Grants are awarded for specific travel and will close 30 days after completion of travel indicated within the President’s Fund application. Applicants seeking permission to extend the granting period must send their request in writing to the Department Chair before this funding period expires.

Expenditures
President’s Fund awards are provided for the specific expenditures identified in an applicant’s proposal and may not be used for other purposes. In exceptional circumstances, a change in expenditure plans may be approved. In this case, a written request explaining the need for the change in plans must be submitted by the grant holder to the Department Chair.

The Project Report
Applicants must submit a brief report on completion of the project to the Department Chair. The report should indicate what work was accomplished as a result of the award, when it was accomplished, and what publications/performances/exhibitions are expected as a result of that work. The report must also confirm the purposes for which the funds were used. Performance programs should also be included as an attachment in the project report.

Note: Future applications will not be considered unless the applicant has submitted this report.

GENERAL POINTS

Competition is keen
Research and creative activity in the Department is of an extremely high order. The President’s Fund Committee must select the best applications from among many deserving proposals. Please take the time to prepare an application that will convince the adjudication committee of the merits of your request.

Avoid Jargon
The application form is designed for brief, concise proposals. Your application should convey the rationale and merits of your proposal while remaining comprehensible to non-specialists.