



## School of Art

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### **RESEARCH / CREATIVE WORK FUND GUIDELINES**

#### Terms of Disbursement of Pooled Funds (s.27.1.1)

A statement of available pooled funds will be circulated to members on October 1 and February 1 of each year. Application will be made to the Office of the Director two times during each year, December 1, or a working day immediately thereafter; and March 1, or a working day immediately thereafter.

Criteria for eligibility are as follows:

1. Only UMFA faculty shall access the Pooled Fund.
2. Application shall be made using the recommended form and application procedures with support materials, if required, attached separately.
3. Funds shall be awarded based on the adherence to the established criteria, relevance to the strategic goals of the School of Art, and significance to the member.
4. Criteria for the awarding of funds are as follows:
  - a) To support the development of new project-specific research work.
  - b) To support the development of new project-specific creative work.
  - c) To attend/present for a research-relevant conference.
  - d) To attend a residency to develop research or creative work.
5. The fund may not be used for:
  - a) purchase of computers or software
  - b) to supplement a SSHRC research grant
  - c) research/projects started or completed before the application date

6. The maximum requested amount per member will be announced in each call for submissions. Successful applicants will ensure that:
  - a) expenses are reasonable and directly related to the University's business
  - b) proper receipts are provided to support expense claims
  - c) expense claims are submitted on a timely basis
7. Within one month of completion, a one-page report summarizing the work accomplished shall be provided in to the Office of the Director.
8. The selection committee shall consist of the Director (or designate), two members appointed by the Director (or designate) who are not applying for funding, the Business Manager.
9. Announcements of funded projects will be made no later than May 1 and January 15 of each year.