



CENTER FOR INTERDISCIPLINARY RESEARCH IN THE ARTS (CIRA) FACULTY/STAFF GRANT APPLICATION INSTRUCTIONS

OVERVIEW:

CIRA provides grants to support innovative projects in the arts at Northwestern. CIRA has been committed to cutting-edge, interdisciplinary arts research since its inception in 1986. CIRA's first priority is to encourage bordercrossings:

- across the fields of written, visual and performing arts;
- across disciplines and schools;
- between faculty, staff, and students;
- and between Northwestern and outside communities.

CIRA's second priority is to fund innovative individual artistic projects. Since 1996, CIRA's focus has been to promote and fund art works that are interdisciplinary and/or collaborative in their creation, production, or dissemination. As of 2009, CIRA has expanded its commitment to include individual innovative artistic projects. Traditionally the arts have been an area in which new ideas are tested, norms are challenged, and possibilities are entertained. CIRA supports such innovative work.

Award amount: The maximum award for a single faculty/staff project is \$16,000.

Award period: Grants are awarded for one year. At the end of the project period, any remaining funds in the project account revert to CIRA.

ELIGIBILITY:

All Northwestern University faculty and staff are eligible to apply. Faculty and staff whose art projects meet the following criteria are encouraged to apply:

- CIRA's **first priority** is to fund projects that challenge traditional notions of art in an innovative way and fit into one of three categories: transdisciplinary, collaborative, or interdisciplinary.
 - **Transdisciplinary** projects are those proposed by a single creator, and must be multidisciplinary in concept.
 - **Collaborative** projects are those proposed by creators who come from the same discipline. These projects must show how they involve new practices beyond what is traditional in their fields.
 - **Interdisciplinary** projects are those proposed by collaborators from different disciplines. These projects are expected to combine disciplines in new ways. (Applicants from fields that are by definition interdisciplinary, such as theater and film, must show how their project goes beyond the traditional interdisciplinary nature of their field.)
- CIRA's **second priority** is to fund innovative artistic projects by individuals.
- Within the criteria outlined above, projects may be in any of the arts or in a combination of arts; they may be oriented either toward the creation of new art or the presentation of art in new ways.
- Participants may include scholars, and some aspects of the project may be scholarly, but projects dedicated to scholarship alone will not be funded. We particularly encourage projects that find new ways to bring scholarship and creative arts together, or that think about the practice(s) of scholarship and art-making in conjunction.
- Projects that bring together different parts of the Northwestern community are encouraged. Examples include: exchanges among artists and scholars in different disciplines or schools; events that provide a chance for dialogue among faculty, staff, and students; and projects that invite responses from people outside the specialized fields of the presenters.
- Projects may include artists, scholars, or communities from outside of Northwestern University.

INSTRUCTIONS:

The following materials are required, in the order specified.

- **Cover Page** that lists the following information:
 - Name
 - Affiliation (faculty, staff, other)
 - Project Title/Topic:
 - Total amount requested (maximum is \$16,000)
 - Department/program name:
 - Have you applied for a CIRA grant before?
 - If yes, were you awarded a CIRA grant? What date? What amount?
- A **two-page, double-spaced** statement that includes:
 - project description
 - justification of the interdisciplinary, collaborative, and/or transdisciplinary nature of the project
 - list of all personnel/collaborators
 - explanation of how the project is innovative for the arts
 - schedule for completion of the project
- A **one-page** itemized budget listing precise, non-estimated costs of all essential items for the proposed project (in-kind donations of items essential to the project should also be specified):
 - **Allowable Expenses**
 - Essential travel by the least expensive means for well-defined research/creative purposes.
 - Payment for locations or services. On occasion, funds may be approved to pay for technical or other services essential to a project. (Honoraria for project participants, however, would not constitute an eligible expense.)
 - Scholarly and artistic supplies beyond what would be considered normal and customary in the field. For example, the purchase of a computer would generally not constitute an eligible expense, except in cases where cutting-edge technology and project-specific software are required.
 - Construction, rental or purchase of special equipment not available on campus. The possibility of renting or leasing, rather than purchasing, such items as audiovisual and photographic equipment should be explored.
 - *In no instance will retroactive charges for expenditures incurred or committed prior to review and approval of the application be allowable.*
- **Curriculum vitas or résumés** of the main collaborators
- A **sample in electronic format of past work** accompanied by a list of the work sample you are submitted along with a description and instructions for the committee to view.
 - Examples should be from work that will assist in the evaluation of your proposed project. This could be a series of images of traditional artwork, a musical composition, a website, or a film.
 - For installations or performances, please provide whatever appropriate documentation you might have.
 - Samples that cannot be embedded in a text document, such as sound or video clips, must be made available on the web; the URL(s) associated with non-text samples must be indicated on the application form.

Collect these items into a **single pdf file** and submit to the designated nominator in your department. **Electronic submission of an application by the designated department or program person constitutes confirmation that the application has been vetted and endorsed by the chair of the department or program.** The designated department or program nominator is responsible for submitting the application to The Graduate School via <https://fellowships.gsad.northwestern.edu>. For questions about the above, or about the submission process, contact gradfund@northwestern.edu

DEADLINE and AWARD NOTIFICATION:

Applications are due in early Spring quarter. See the website for the specific deadline. Awards will be announced at the end of Spring quarter.