

**CIRCA FACULTY RESEARCH FELLOWSHIP (CFRF)  
CALL FOR PROPOSALS FOR FALL 2018 or SPRING 2019 SEMESTERS**

**Application Deadline: April 20, 2018**

The Center for Innovation, Research and Creativity in the Arts (CIRCA) invites applications from full-time, tenured and tenure-track faculty members in the Arts (Dance, Music, Theatre, Visual Arts) for Faculty Research Fellowships for the Fall 2018 and Spring 2019 semesters. Funding is intended to support and promote significant Arts research at UMBC. CIRCA Faculty Research Fellows will receive release from teaching in the selected semester (up to two course releases) in order to work on a substantial project or the training necessary to embark on such a project. Faculty wishing to develop expertise in a new practice or technique are also encouraged to apply.

Fellows will be required to introduce their new research initiatives in a public CIRCA *Presents* program by April 30, 2019. Fellows will also be expected to actively participate whenever possible in the life of the arts at the university, including CIRCA presentations, exhibitions, concerts, recitals and lectures. A short report on fellowship activity will be due to the CIRCA Director by the first day of classes of the subsequent semester. Following their fellowship semester, Fellows will also be expected to serve for a two-year term on the CIRCA review panel.

Proposals will be reviewed by the CIRCA review panel, with decisions finalized and communicated by the CIRCA director by May 18, 2018. The director will work with the Department Chair and Dean of CAHSS to address service workloads during the fellowship semester.

**Evaluation Criteria:**

Proposals will be reviewed by a review panel convened by the Director of CIRCA. Applications will be judged on the degree to which they meet the stated purpose of this fellowship program. Criteria include:

- Evidence that faculty members are qualified to carry out the work of the project during the fellowship term, are active and productive researchers in the field, and have the necessary skills and background to move toward dissemination of the work and/or secure external support;
- Release from teaching will allow a faculty person to complete a work already in progress, or;
- Forge significant new directions in the faculty person's research program;
- All proposals must have the recommendation of the faculty member's Department Chair and a ranking from the Chair if there is more than one proposal from the department.

**Application:**

Applicants should complete and submit: the CIRCA Faculty Research Fellowship application form (including the applicant and chair signatures); CIRCA Faculty Research Fellowship proposal (following the format guidelines); and CV in UMBC format. The faculty member's department chair should email separately a one-paragraph recommendation and ranking (if more than one proposal is submitted per department). All proposals must have the recommendation of the faculty member's

department chair. Finished applications should be emailed (complete with all attachments) to Carol Harmon, [harmon@umbc.edu](mailto:harmon@umbc.edu), by close of business on April 20, 2018. The chair's evaluation (and ranking if required) should be received no later than April 24, 2018.

**CIRCA FACULTY RESEARCH FELLOWSHIP  
APPLICATION FORM AND DIRECTIONS FOR SUBMITTING PROPOSAL**

**Due Date: April 20, 2018**

NAME: \_\_\_\_\_

DEPARTMENT OR PROGRAM: \_\_\_\_\_

ACADEMIC TITLE: \_\_\_\_\_

E MAIL: \_\_\_\_\_

CAMPUS PHONE: \_\_\_\_\_

**DIRECTIONS FOR SUBMITTING APPLICATION FORM AND PROPOSAL:**

The CIRCA Faculty Research Fellowship proposal must be formatted as follows and include:

- **FORMAT:** Double-spaced, with one-inch margins, using a 12-point font.
- **TITLE PAGE (cover page):** Title of proposal, applicant's name, and department or program.
- **SUMMARY (half page):** This should be written in non-technical language. Please keep in mind that all reviewers may not be experts in your field.
- **TEXT (limited to two pages; texts exceeding limit will not be considered):** Include a clear and concise statement of the specific aims and significance of the proposed creative research or scholarship. The applicant should clearly note how the CIRCA Faculty Research Fellowship will be used to develop or complete the applicant's research. Applicants should address the project's: importance to the field; potential for external funding; scope of dissemination (regional, national, or international venues); innovation and creativity; plan for successful completion.
- **DOCUMENTATION (one page):** Provide relevant Internet links and/or brief profiles describing funders, venues, publishers, exhibitors, etc. that you will draw upon to fund, present, document, disseminate, and/or exhibit your research, or, to embark in significantly new directions.
- **CURRICULUM VITAE OF APPLICANT.** Follow the UMBC format guidelines available at <http://cahss.umbc.edu/curriculum-vitae-format/> and attach to the CIRCA/CAHSS SFRF submission email as a separate Word or PDF document.

All documents must be submitted electronically (PDF attachments) by close of business on April 20, 2018 to Carol Harmon [harmon@umbc.edu](mailto:harmon@umbc.edu):

- CIRCA Research Fellowship application form (including applicant and chair signatures)
- CIRCA Research Fellowship proposal (following the format guidelines)
- CV (following UMBC guidelines)

### CONDITIONS OF THE AWARD

The Applicant affirms that if a CIRCA Faculty Research is awarded, they will:

1. Move significantly toward finalizing research, complete a significant project, or embark upon a markedly new direction in practice.
2. Submit a brief report to the Director of CIRCA by the first day of classes of the subsequent semester.
3. Give a public presentation on the supported fellowship at CIRCA, no later than April 30, 2019.

PREFERRED SEMESTER FOR FELLOWSHIP:  Fall 2018 <input type="checkbox"/> Spring 2019 <input type="checkbox"/>
PREVIOUS CIRCA SUPPORT AND DATES:
PREVIOUS (PAST FIVE YEARS) SRAIS (now START), SFRF (now SURFF), SFRF, or CAHSS RF SUPPORT AND DATES:
OTHER CONCURRENT AY 2018 - 19 SUPPORT? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please specify source (check all that apply):  <input type="checkbox"/> UMBC START <input type="checkbox"/> UMBC SURFF <input type="checkbox"/> UMBC CAHSS RF  <input type="checkbox"/> DRESHER/CAHSS SFRF <input type="checkbox"/> IRC/CAHSS SFRF <input type="checkbox"/> MIPAR/CAHSS SFRF  <input type="checkbox"/> CAHSS Dean's Research Fund  Other:

I have read and accept the conditions under which this Fellowship will be awarded and further support this application. I foresee no department responsibilities that will keep this applicant from completing this Fellowship as described above:

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

CHAIR'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

The Department Chair should submit a one-paragraph recommendation and ranking of proposals (if more than one per department) via e-mail to Carol Harmon ([harmon@umbc.edu](mailto:harmon@umbc.edu)) on behalf of the applicant and the proposal by close of business on April 24, 2018.