

CIRCA Contingency Fund Award 2018 -2019

This fund is intended to provide crucial research, presentation, and travel support to UMBC faculty in the Visual and Performing Arts who have already sought or exhausted all DRIF, SFRF, departmental, and/or CAHSS Travel Fund support. The maximum award an individual may receive is \$1,000 per year. Full-time tenured/tenure-track faculty and lecturers may apply for a CIRCA Contingency Fund Award. Funds are limited by budget constraints and awards will be made on a rolling basis. The CIRCA Advisory Group will review complete applications as soon as possible, and the Director will respond in a timely manner with a determination on the request.

Faculty wishing to apply to this fund should submit the following via email to the CIRCA Director, Timothy Nohe, nohe@umbc.edu:

- A letter of need noting the precise amount requested, including the shortfall of DRIF, departmental or university support, and a reasonable deadline for reporting back on the use of the fund.
- A brief (less than one-page) narrative describing how the CIRCA Contingency Fund will aid the applicant in advancing their endeavors.

Also, in a separate email, the applicant's department Chair must affirm that all departmental and university funds have been tapped. Applicants and Chairs should enter "CIRCA Contingency Fund request" in the email subject header. The department Chair will advise the Director on the applicant's request.

Applicants are encouraged to apply with adequate lead-time to fully compile, review and respond to requests for funding.