



CREATIVE AND PERFORMING ARTS AWARDS (CAPAA)
Guidelines and Instructions
Summer 2018, Fall 2018, and Spring 2019

The Graduate School invites applications for Creative and Performing Arts Awards (CAPAA) from full-time tenured and tenure-track faculty members at the University of Maryland at College Park to support artistic activities. CAPAA applications are now available for Summer 2018, Fall 2018, and Spring 2019.

An application (to be completed by the applicant) and a Letter of Evaluation (to be completed by the applicant's Department Chair) are required for consideration.

CAPAA DEADLINES

Application Deadline
Monday, October 2, 2017

*(Application instructions are on page 3 and
Application Cover Sheet is on page 4)*

Chair's Letter of Evaluation Deadline
Friday, October 6, 2017

(Letter of Evaluation Instructions are on page 3)

AWARD GUIDELINES

The Graduate School Creative and Performing Arts Award (CAPAA) supports tenure / tenure track faculty working in art, architecture, creative writing, theater, television, radio, dance, music, film, photography, etc... to pursue their creative interests and projects by providing time. Faculty may apply for a Summer or Semester Award. The work proposed must be performed within the time period of the CAPAA. Preference is given to those projects that directly involve graduate students in the creative work or in which graduate students will receive demonstrable benefit from the project (i.e., presented in form of a lecture, workshop, reading group or similar forum).

The CAPAA provides a release from teaching in the semester or in the summer that the award is made. For the Fall and Spring Semesters, the department receives the funding. During the summer, the awardee receives a stipend of \$9,000. If external support for the project is received for the same period, the CAPAA will be forfeited.

The applicant must submit a completed application. A Letter of Evaluation is required from the applicant's tenure home chair. However, a statement of agreement from each department for whom the applicant is teaching a course must be submitted. (Only the home department will receive funds.)

Award recipients are to submit a report on the results/progress of the project within three months of the completion of the award period. A copy of the final product should be submitted to the Graduate School upon publication or presentation. Award recipients are expected to acknowledge the Graduate School CAPAA in publications or other materials (e.g., performance, CD, book) supported by the award: "This project was supported by the University of Maryland Graduate School Creative and Performing Arts Award (CAPAA)."

AWARD ELIGIBILITY

The Semester and Summer CAPAA can be accepted only by faculty members who will remain on the University of Maryland, College Park faculty in the year following the receipt of the award.

The Summer CAPAA is available only to faculty on 9-, 9.5-, or 10-month contracts who are not teaching during the summer and whose projects are not funded from other sources during the summer.

Faculty members may apply for either the Semester CAPAA **or** the Summer CAPAA. Applications for both awards in the same year will not be accepted.

Faculty are eligible to be awarded only one CAPAA (or RASA) in any three-year-period:

- A faculty member who took a **semester award** in AY 2014-2015 is first eligible to receive another **semester award** in AY 2018-19. (Fall 2017 competition cycle)
- A faculty member who took a **semester award** in AY 2014-2015 is first eligible to receive a **summer award** in Summer 2018. (Fall 2017 competition cycle)
- A faculty member who took a **summer award** in Summer 2015 is first eligible to receive a **semester award** in AY 2018-19. (Fall 2017 competition cycle)
- A faculty member who took a **summer award** in Summer 2015 is first eligible to receive another **summer award** in Summer 2019. (Fall 2018 competition cycle)

CAPAA SELECTION COMMITTEE

The CAPAA selection committee comprises individuals from various disciplines across the campus and therefore is not a disciplinary peer review committee in the usual sense.

Please present your proposal in language and format understandable by scholars who are not specialists in your discipline. The application requires a summary and a description for your proposal. For the summary, it is essential to define the project's importance to your discipline in terms clear to non-specialists. Technical details should be provided in the Project Description. Clarity and comprehensibility will be part of the criteria for evaluation.

CAPAA recipients may be called on by the Graduate School to serve on an Award Selection Committee in subsequent years. The Graduate School offers a robust Fellowship and Award program for students and faculty, and the award selection process requires the expertise that only a multi-disciplinary selection committee can provide.

CONTACT INFORMATION

Please direct any questions to Robyn Kotzker, Assistant Director for Fellowships and Awards, The Graduate School (x5-0281; rkotzker@umd.edu).

APPLICATION INSTRUCTIONS

The complete CAPAA application must include: 1) the application cover sheet, 2) project summary, 3) project description, 4) mentorship and presentation statement, 5) the applicant's CV, and 6) a letter of evaluation from the Department Chair.

Application Cover Sheet (*found online, and on page 4 of this document*)

Project Summary (*one page, single spaced*)

This one-page summary of the proposed creative project should be written *for an audience of non-specialists* and should include the scope of the work and how the anticipated product will contribute to the body of knowledge within your discipline.

Project Description (*up to four pages, single spaced*)

Please describe the creative work or performance for which CAPAA support is requested. This description should include the following: information about the methods or creative procedures involved in the project; significance or expected impact of the project; work completed to date; timetable for completion; site where the project will be conducted; and anticipated deliverables (performance, CD, book, paper, etc...). Please also address how the project information on how the project relates to your long-range professional development and its importance to your field of study. If there are costs associated with the project, please provide a budget. The project description should not exceed four (4) single-spaced pages. The bibliography does not count as part of the page length of the proposal.

Mentoring and Presentation Statement (*one paragraph*)

Award recipients are strongly encouraged to be a mentor to a graduate student or students in the funded project and to present methods and results of the funded project, during or immediately following the period of the award, in a forum or fora directed specifically to graduate students (e.g., a lecture, reading, colloquium, workshop, etc). Please explain in one paragraph how you will meet these objectives.

Curriculum Vitae (*four-page limit*)

Samples or Supporting Materials (*optional*)

Any supporting materials that would help explain the project would be appreciated. If you choose to include extra materials, please include them in the PDF application or include an active link in application that will allow online access to the materials. If this is not possible, the extra materials can be sent to Robyn Kotzker (rkotzker@umd.edu / 2123 Lee Building).

Request the Letter of Evaluation from the Department Chair (*Chair instructions below*)

LETTER OF EVALUATION INSTRUCTIONS

Department chairs or program directors are asked to prepare a letter to evaluate the project of an applicant for a semester or summer. The Letter of Evaluation should address these questions:

1. Are there sources of external funding for which this proposal would be appropriate and attractive? Has the applicant sought external support? Would CAPAA funding be likely to lead to additional or subsequent external funding?
2. What is your evaluation of the proposed project and its contribution to the discipline? Please do not rank the RASA applications within your department or program.

Please prepare the Letter of Evaluation as a PDF file and submit it to the application portal at <http://apps.gradschool.umd.edu/GSAwardsSystem/>. First login with your Directory ID and password, then the system will then prompt you to identify the applicant by entering the applicant's Directory ID.

CAPAA APPLICATION COVER SHEET

(AY 2018-19)

To be considered for the CAPAA, both the application (completed by the applicant) and a Letter of Evaluation (completed by the applicant's Department Chair) are required. Please inform your chair of your CAPAA application and request a Letter of Evaluation in advance of the deadline.

The application package must include: **1) this application cover sheet, 2) project summary, 3) project description, 4) mentorship and presentation statement, and 5) the applicant's CV.** Please prepare these 5 components in a single PDF file and submit online at <http://apps.gradschool.umd.edu/GSAwardsSystem/>. Your Department Chair will submit the Letter of Evaluation separately.

Name: _____

College & Department: _____

Current rank / date of appointment: _____

Do you have a Joint/Split Appointment? ___ Yes ___ No

If yes, please describe:

Please select one:

___ **Summer CAPAA (Summer 2018)**
___ **Semester CAPAA (Fall 2018)**
___ **Semester CAPAA (Spring 2019)**

Title of your research project: _____

Compliance: Does your project require IRB approval? ___ Yes ___ No
(If yes, please submit your IRB approval number before the award period begins)

Faculty Awards: Please list previous University of Maryland research/scholarship/creative activity support awards, including RASA, CAPAA, college or department awards, sabbaticals.

External Funding Sources: Please list 1) external sources to which you have applied for funding to support this project, and 2) external funding sources you currently have for any project and provide the title of each project.

Prepare a single PDF file with all application materials and submit to apps.gradschool.umd.edu/GSAwardsSystem/.
Your Department Chair will submit the Letter of Evaluation separately.
Please contact Robyn Kotzker(rkotzker@umd.edu) with questions.