

APPLICATION PROCESS

Guidelines

Application forms and guidelines for all the grants are available in the Office of the Provost or [online](#). All applications must conform to the format stipulated. Deviations from this format will diminish chances for funding and may even cause the application to be disregarded. Applications should be written in such a way that non-specialists can grasp the methodology and significance of the proposed project. Applicants may wish to ask outside experts in their fields to write letters of recommendation on the proposed subject. Selection in all cases is determined by the merit of the proposal (its originality and significance) and the applicant's capacity to execute the program of study. If none of the applications seem suitable, no awards may be given.

If desired, the applicant may meet with the Committee to discuss the merits of the proposal after decisions have been announced.

Procedures

1. Questions regarding any of the grant programs, as well as requests for application forms, should be directed to the Office of the Provost, Kretzmann Hall 107.
2. The Office of the Provost shall receive, process, and forward to the Committee on Creative Work and Research nominations and applications.
3. The members of the Committee may consult with other faculty members and experts in the evaluation of proposals.

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