MELLON GRANT GUIDELINES AND APPLICATION FORM

Applications should be sent to Brenda Torney, Grant Administrator, in the Office of Academic Affairs; they are considered at meetings of the Divisions Directors group. Applications must be made in advance of the activities to be supported. In no circumstance will a retroactive application be considered.

Applications are made on the Mellon Grant Application form, and are accompanied by a brief letter in which a case is made for the merit of the application. Applications include a note from the Chair (or, in cases approved by the Dean, from another senior faculty member) commenting on the case made by the applicant.

Mellon funding is available immediately to any faculty, groups of faculty, or departments wishing to explore or implement curricular changes within or between departments. As in the past, course grants, departmental retreats, funds for bringing experts, auditors, and speakers, and grants to take individual trips may also be requested, should faculty members find them useful to their project.

As much of our planning for the budget occurs in the fall, **we respectfully urge you to submit your requests as early as possible using the form below**.

Priority is given, in descending order, on the basis of the following criteria. Applicants are asked to make a case for their application in relation to these criteria:

- the academic merit of the proposed activity;
- the value of the proposed activity for the scholarly and professional development of the faculty member;
- the value of the proposed activity to the university, in terms of its academic visibility and credibility.

Funds are finite. Where projects of equal merit are being considered, special efforts will be made to support the development of junior faculty (faculty in the first 5 years of their academic career); the history of the support of an applicant's work by the Mellon Grant may be taken into account (such that those who have benefited regularly from the fund may be given lower priority than those who have received less support).

Applications must include a detailed account of reasonable projected expenses. The committee grants sums that it considers reasonable (the cheapest reasonably efficient mode of transportation, modest accommodation, etc.).

Activities to be funded:

The following are examples of projects that would be "fundable" under current Mellon Grant guidelines (although fundable projects are by no means limited to those described below):

- **Supporting review of the major by bringing in an outside consultant to help your department review its needs, reorganize the structure of the major, or improve its general education contribution to the curriculum.** Funds are available to bring in speakers or auditors, to submit a departmental self-study to an outside auditor, to take trips to learn more about "best practices" or to visit flagship departments elsewhere, to take retreats to give faculty more time to reflect on the direction of the major.

- **Developing in concert with the Dean, or Division Director(s), new interdisciplinary programs or courses.** Funds can cover trips to visit interdisciplinary programs elsewhere, to create a faculty seminar at AUP, to attend conferences, and to create one new interdisciplinary course per year for the next three years.

- **Developing in concert with the Dean, or Division Director(s), an assessment program for your department**. This might include the purchase of assessment instruments, the bringing to campus of a specialist, the submission of work by students in the major to outside auditors, etc.

- **Purchasing materials to support pedagogical transformation or curricular change**. Faculty needing to buy software, books, slides, or other equipment in order to support new course ventures may apply for reimbursement. Hardware cannot be purchased in the name of individual faculty, but may be bought jointly by the department and the Mellon grant.

- **Participating in projects related to the General Education Program**

- Preparing courses, organizing events, screening film or video, or inviting speakers to address or enhance the University's global interdependence and sustainability missions.

*A reminder that the "creation" of any new courses is dependent upon departmental approval of the project and departmental agreement to run the course after a study of its financial feasibility. Mellon support is for course preparation (faculty development) not, alas, teacher salaries.

Mellon Grant Application Form
Please refer to the above application guidelines.

Name:

Department:

Project Title:

The application is for support of expenses incurred in (see guidelines, and check one):

   a) Speaker _____

   b) Lecture Series _____

   c) Conference: Attending _____   Sponsoring _____

   d) Curricula Development _____
   e) Research _____

   f) Retreat _____

   g) Other (please specify) _____

Project Dates:

Description of project:

Signature**:**   Date:

Signature of Department Chair: Date:

Comments on the application from Department Chair (may be continued on a separate sheet; with the permission of the Dean, you may ask another senior faculty member to comment on your application):

Budget

The Mellon Fund Committee is keen to support scholarly activities; however, it draws upon a finite sum of money. Your budget should be based on those reasonable expenses which are necessary to complete the scholarly activity. Claims considered unreasonable will be modified or rejected, or you may be asked to re-present your application. If any of the expenses detailed below might appear excessive, please give full justification for their necessity.

Please complete the following budget expectation. All sums should be given in euros.

Travel (detail routes, modes of transport, and costs of each part of the journey, and total travel costs):

Accommodation (detail type of accommodation, number of nights, cost per night, total cost):

Meals (detail number of days, cost per day, total cost):

Books, software, media:

Receptions

Other expenses (registration fees, etc. Give details):

Please make any comments on budget items which may be helpful to the committee here:

Total amount requested: _____ euros

Reimbursement:
Reimbursement will occur immediately following the submission of a properly completed expense form with original receipts and a 1 page narrative report on project outcomes sent electronically as a word document.