



Requirements for Research Grant in the Arts

The Research Grant in the Arts (RGA) provides seed funds for creative or scholarly projects designed to have an impact beyond Wake Forest University.

RGAs support faculty across all ranks at the University in areas across the arts including Theatre, Dance, Art, Art History, Music, Film, Documentary Film, and Creative Writing.

Faculty in these disciplines are encouraged to apply if they have a new creative work or arts scholarship for which they need but do not have funding.

In all cases, the goal is to provide necessary funding to complete the project, increase project impact and outreach, and potentially position a project for additional external funding.

Funds up to \$6,000 can be requested for supplies, travel, or administrative or technical personnel. Applicants must demonstrate that travel, if budgeted, is essential to the project, and a departmental matching contribution or cost sharing to cover some of the travel costs is encouraged. Requests for travel funds will only be considered if the applicant demonstrates that departmental and [College and University-wide sources](#) for travel funds have been depleted. Defrayal of professional society dues is not allowed.

All PRG-As are subject to [Terms and Conditions](#). The project period is one year, with the possibility of a one-year, no-cost extension. Any balance unexpended at the grant's expiration will be returned, unless an extension (without additional funds) is requested in writing 30 days prior to the grant's end date.

Projects submitted by the December 18, 2026 deadline will be reviewed by a panel of external reviewers from peer institutions, and the outcome conveyed by March 1, 2027. New awards will start once the outcome is conveyed. For a more detailed rubric of how your proposal will be evaluated, [click here](#).

Final Report: Within 90 days of award completion, a report indicating future plans for the project, including plans for applying for external funding, and plans for measuring its intended impact must be submitted to the Wake The Arts Center.

When the project is complete, Wake The Arts Center expects a report detailing impact and a work sample.

If attribution is relevant, you are required to indicate that funding was provided by Wake The Arts Center.

Eligibility: Faculty across all ranks at the University in areas across the arts may apply. Preference will be given to those who have not previously received an award. The same project may not receive more than 2 awards.

Proposal Preparation: The application form must be completed and signed by the applicant and the appropriate department chair or equivalent. See format requirements below. A font size of 11 pt or larger should be used with a 1-inch page margin on all sides.

Format: (up to 6 pages)

1. Cover Letter: Name, department, position/rank, project title, amount requested, signature of applicant (and co-applicants, if applicable) and department chair.

2. Abstract: A 1-paragraph summary of the proposed project.

3. Objectives: State what the creative or scholarly research will accomplish, the community it will reach, and its intended impact.

4. Background: Explain who you are as an artist or arts scholar and if applicable, how this project is expanding or evolving your creative or scholarly arts practice. Why are you the right person for this project? What does success look like for you as an artist or arts scholar? What are the creative, professional, or holistic barriers and challenges you are facing?

5. Artistic or Scholarly Approach: Describe the vision for your project. What are the formal elements of the project, including any details specific to the medium or mode of expression you are working in?

6. Assessment: Discuss the methods proposed to accomplish project objectives in sufficient detail to allow assessment of their feasibility and applicability. How will this project present a new idea or new approach? If your project is successful, what will it have accomplished? What type of analysis or evaluation will you apply to this project? Briefly identify any potential challenges or barriers in completing this project. Provide plans for future efforts, including submission to external funders.

7. Timetable: A timetable for completing and/or publishing and/or presenting your project. If applicable, outline the short-term, mid-term, and long-term impact of your project.

8. Other Sources of Funding (if applicable): Please list all sources of funding that you have already applied for or are planning to apply to, including but not limited to internal (departmental, school, or Provost) funds, external funds, and other discretionary accounts.

All applications must include:

1. Budget: (\$6,000 maximum). Include a brief budget justification. If the requested funds are inadequate to complete the project, indicate the source and amount of additional funds needed.

1. Equipment. Justify why the equipment is necessary for the proposed study.
2. Supplies (list major categories)
3. Personnel
 - Funds for faculty salary and secretarial support will not be considered.
 - Funds for undergraduate student support are rarely granted, since they can usually be obtained through the WFU Undergraduate Research Fellowships.
 - Funds for technical support staff have been granted occasionally since no other campus source supports these costs. If requesting such funds, include appropriate fringe benefits.

- Funds for graduate students will be considered only if the funds will be used exclusively for the creative work (and not for existing/ongoing research or creative projects). Summer support will also be considered with justification. In addition, applications should include documentation of the nature of the work of the student and the planned hours. During the project, the applicant should track the actual number of hours the graduate student spent on the project, especially if the student worked on more than one project during the funding period.
- 4. External vendors and service providers (video editor, musician, backstage technical support, etc.)
 - Clarify if this project involves payments made to (or on behalf of) an international artist or an international vendor/company. Please be sure to include visa and taxation considerations for international artist payments. Additional paperwork is required to process these payments.
- 5. Travel. There are many alternate avenues for faculty conference travel. Please only include faculty travel after justifying why other internal funds cannot be used or if the travel will be for creative work.
- 6. Other (computer charges, audiovisual costs, etc.)

2. CV: up to 2 pages.

3. Description and Outcome of Previous Internal awards: Briefly describe internal awards received within the past 5 years and their outcomes.

4. Plan for External Submission: If you have identified and are planning to submit to an external grant, please provide a link to the request for applications and detail if you will need additional support from the University?

5. Resubmissions: If this application is a revision of a previously submitted proposal, the original proposal will need to be included along with an explanation to the changes made with the revised proposal.

6. To be completed by Department Chair:

☐	This project should be funded
☐	This project should be partially funded
☐	This project should not be funded

Chairs are asked to vet proposals to ensure that applicants have provided all information requested above, and that it is comprehensible to an educated audience of non-specialists. Chairs should indicate whether they endorse the particular project proposal in terms of its teacher-scholar relevance, viability, and necessity. In the case of conference travel or funding requested to support performance or exhibition of creative work, the chair is asked to provide an evaluation of the quality and selectivity of the conference, workshop, or exhibition venue.

Please provide your rationale here:

Name of Department Chair or Equivalent

Date

Signature of Department Chair or Equivalent

6. Review Process: Your proposal will be reviewed by an external review panel made up of faculty in arts disciplines at peer and aspirational institutions.

Appendices are discouraged, and reviewers are not required to read them.

Incomplete or late applications will not be reviewed.

Please send the complete application form in one PDF file as an attachment to Christina Soriano (sorianct@wfu.edu) and Chris Zaluski (zaluscm@wfu.edu) by 5 p.m. on the deadline date.