



HUMANITIES INSTITUTE

Call for Proposals

College of Arts and Sciences — Fairfield University

1. *Definition:* The Humanities Institute of Fairfield University is an endowed program in the College of Arts and Sciences. It seeks to support innovative teaching, curriculum development, programming and research in the humanities and to cultivate an appreciation of the humanities in the University and the community at large. The Institute is under the Directorship of Dr. Nels Pearson, with the support of Associate Directors Dr. Patricia Behre and Dr. Jerelyn Johnson. It is also supported by a Faculty Advisory Council, whose duties and members are listed on the Humanities Institute webpage: www.fairfield/humanities. Application documents may also be downloaded from that webpage, from the CAS webpage, or obtained from the Director.
2. *Deadlines:* **The deadlines for the submission of proposals are October 15** (principally for late fall and spring activities), **February 10** (principally for late spring, summer, and early fall activities), and **August 1** (principally for early fall activities). Awards will be announced on or around November 1, March 1, and August 10, respectively. In exceptional circumstances, the Humanities Institute will consider applications not adhering to these dates and guidelines.
3. *General Purview:* The Institute considers the humanities to include the study of history, philosophy, religion, language, linguistics, literature, archaeology, jurisprudence, and ethics, as well as the history, theory and criticism of the arts. Proposals in the social sciences, mathematics, and the natural sciences that intersect substantively with humanities methodologies and disciplines will also be considered. All applications will be evaluated based on their potential contribution to teaching and research in the Humanities. The Humanities Institute supports projects in these areas through the financial resources of the Humanities Endowment Fund.
4. *General Requirements:* Proposals should address projects that enhance the educational experience of students and/or faculty development through programs or research in the humanities (as defined above). Applications may be submitted by any CAS faculty member, and should be accompanied by a note of support from the faculty member's department chair (when applicable) and/or the director of the sponsoring program, explaining how this project advances the goals of the dept/program. Faculty from other schools or CAS part-time faculty may be listed as associates on proposals.
5. *Strategic Plan and Public Humanities:* Proposals that advance the implementation of the [University Strategic Plan](#) (such as integration of the core curriculum and integration of living and learning) and/or the strategic priorities of the College of Arts & Sciences will be given fullest consideration, as will proposals that demonstrate significant interdisciplinary collaboration. Proposals that substantively engage off-campus communities and audiences are also especially welcomed.
6. *Procedures:* The Director of the Humanities Institute, in conversation with the Associate Directors, with Dean of the College of Arts and Sciences, and with members of the Faculty Advisory Council, recognizes the primary responsibility to award funds in a judicious manner. The Humanities Institute utilizes an annual, limited allotment of funds. Applications are therefore competitive and funds are distributed after a thorough consideration of all proposals. While a good faith effort is made during the selection process to fund worthy

proposals, there should be no expectation that submitted proposals will be (fully) funded. Applicants are therefore encouraged to seek simultaneously other funding sources, both internal and external.

7. *Duration of Grants:* Humanities Institute grants are primarily designed for “seed money” and piloting of new initiatives. Although proposals for multi-year projects are considered, long-term projects and proposals for annual, recurring events will eventually require alternate funding to continue beyond the scope of Institute grants. Projects that extend beyond one academic year may also be required to submit interim reports or reapplications to secure funds for the succeeding year. Although every effort will be made to fund proposals for recurring / annual events, these will receive lower funding priority relative to other grants, especially when total monies requested by applicants exceed our allowable expenditures in a grant cycle.
8. *Faculty Development:* Projects for faculty development are optimally designed to influence broadly the exchange between teachers and their students. Individual scholarly development is also valued, as is the dissemination and diffusion of benefits to the university at large, and to the broader community. The Humanities Institute endowment does not fund research stipends, equipment purchases (including computer hardware), travel to professional meetings and conferences, or tuition costs for degree programs. Other forms of research support (such as travel to collections or archives, development workshops, microfilm access, research assistance, etc.) may be considered.
9. *Tips:* From historical experience and given practical requirements, the following components would typically be part of successful proposals:
 - Detailed practical information (who, what, where, how) about implementation of the project; applicants are expected to organize, arrange, and supervise all aspects (publicity, technical details, facility reservation, support services) of their project
 - Clear documentation of student benefit in the case of curricular and pedagogical projects, and/or student involvement and engagement in the project (e.g., for lectures, films, exhibits, etc.).
 - Proposals for scholarly development must show a clear path to productivity as an outcome;
 - Letters of commitment from partial sponsors or outside funding groups confirming amounts.
 - Letters of commitment/responsibilities of other participants
 - A detailed budget of anticipated expenses that directly references the activities in the proposal. Include commitment letters for guest lecturers with negotiated fees, availability, travel arrangements, venue fees, and other such estimated costs.
 - Clear plan for assessing the effectiveness of the event and/or project.

10. *Submission:* **Submit the original ELECTRONICALLY as a .pdf to ehastings@fairfield.edu. Proposals should be paginated, and must follow the published guidelines.**

*Monies beyond the amount of a given award cannot be authorized following notification of successful awards and agreement on the budget. The Humanities Institute will consider all applications as final submissions. The committee reserves the right to ask for further information as needed. The Committee’s letter of notification will attempt to give useful feedback.

*The Humanities Institute welcomes your ongoing participation and encourages all faculty members to maximize this extraordinary resource.