



**BOB SCHIEFFER**  
COLLEGE of COMMUNICATION

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**OFFICE OF THE DEAN**

**SPRING 2020 DEAN'S TEACHER/SCHOLAR OPPORTUNITY GRANTS**

**Applications due by 2 p.m. Feb. 14, 2020**

**Recipients notified by Feb. 20, 2020**

**Funds available for expenses incurred between March 1, 2020, and May 26, 2020**

Spring 2020 Dean's Teacher/Scholar Opportunity Grants are provided by a generous donor to the Bob Schieffer College of Communication. They are intended to support the scholarly and teaching work of full-time faculty members in the college.

This special spring 2020 round of granting for the last quarter of fiscal year 2020 will make available three grants of up to \$1,750 each in reimbursement of expenses. These grants are available to any full-time faculty member in the college for expenses to be incurred between March 1 and May 26, 2020. Preference in awarding the grants will be given to faculty members who have not previously received a Dean's Grant (although previous recipients are welcome to apply), who do not have access to sufficient other sources of support for the proposed work, and who could not have anticipated the proposed work when Dean's Grants for FY 20 were made available.

These opportunity grants are intended for reimbursing expenses incurred in conducting, rather than presenting, research and/or work to improve and innovate in teaching. That may include, but will not be not limited to, these sorts of expenses: travel (airfare, hotel, mileage, food, etc.) required to conduct work away from campus; travel and/or registration to conferences or workshops attended for the purpose of learning new research or teaching methods or skills; or purchase of supplies or services required to conduct research or improve teaching.

The grants may not be used for the following: salary support for the faculty awardee; payment of stipends or honoraria to faculty members, consultants or other personnel; or purchase of permanent equipment or supplies (such as video cameras or software) that should ordinarily be provided by an academic department.

Grant applicants must provide the application materials outlined on the next page, submitting them in an electronic format to [j.stayton@tcu.edu](mailto:j.stayton@tcu.edu) by no later than 2 p.m. Feb. 14, 2020. Paper applications may not be submitted. Applications for Dean's Grants will be reviewed by members of the Dean's Council, which will provide feedback to the Dean, who will make the awards.



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Applications must be submitted electronically to [j.stayton@tcu.edu](mailto:j.stayton@tcu.edu). Paper applications may not be submitted. Applications must contain the following information:

- Faculty member's name, department, rank and date of appointment.
- Title of proposed project.
- Abstract of the project (minimum 100 words; maximum 150 words) written for an audience outside the discipline.
- Narrative of the project (maximum of two double-spaced pages of 12-point text with 1-inch margins) that explains the context and goals for the work to be conducted with these funds, and addresses how the work furthers the applicant's role as a teacher-scholar at TCU.
- Itemized budget and justification (list up to \$1,750 of expenses to be reimbursed, the sources upon which these estimates are based, the reason they are necessary to the work, and mention of other funds, especially departmental funds, that could also be used to support the work or that have been previously exhausted by the applicant).
- List of any other Dean's Grants (Research, Teaching Enhancement or "What's Next?") received.

Applicants must also indicate their agreement with each of the following parameters, should they be awarded a Spring 2020 Dean's Teacher/Scholar Opportunity Grant:

- The faculty member will seek IRB approval, as appropriate for the work.
- The faculty member will seek pre-approval from the assistant to the dean (Jean Stayton) for expenses before they are incurred, to insure they are reimbursable expenses.
- The faculty member will submit all expenses for reimbursement by 2 p.m. May 26, 2020, so they may be processed before the close of the fiscal year on May 31.
- The faculty member will acknowledge that if more than \$1,750 in reimbursable expenses are incurred, he or she will be responsible for those expenses.
- The faculty member will submit to [j.stayton@tcu.edu](mailto:j.stayton@tcu.edu) a one-page narrative summary of the work accomplished by 2 p.m. June 26, 2020.
- The faculty member will participate in a gathering of college members at which each Dean's Grant awardee will briefly describe his or her work.

Applicants should also attach an electronic copy of their c.v. in standard TCU format.