The Mellon Grant in the Arts & Humanities
Faculty Summer Research Application Guidelines

The Mellon Grants in the Arts & Humanities will be awarded to those whose completed grant over page, grant project proposal, and other supporting documents have been processed, thoroughly vetted, voted on, and awarded by the Mellon Grant in Arts & Humanities Faculty Summer Research Committee.

Application Dates
Monday April 15, 2019 by 5 p.m. Please email as a PDF document to froundtree@lincoln.edu and mdeas@lincoln.edu.

Eligibility
The following are eligible to apply for Mellon Grant in the Arts & Humanities Faculty Summer Research:

- Full-time tenured or tenure track faculty members with primary or secondary appointments in the departments of Language and Literature, History, Pan-African Studies, Political Science, Philosophy, Religion, Languages and Literature, Mass Communications, and Visual and Performing Arts.
- Full-time faculty members who are not on sabbatical leave

The Mellon Grant in Arts & Humanities Faculty Summer Research committee members may apply for the grant, but are not allowed to vet or vote on their own grant application, grant project proposal, and other supporting documents.

Please note that Mellon Grant in Arts & Humanities Faculty Summer Research may be awarded to faculty more than once but priority will be given to new awardees.
Grant Application

The following must be completed in its entirety and submitted by the stated application deadline: Monday, April 15, 2019.

The deadline for the upcoming full application is Monday, April 15 by 5 p.m. EST. Late applications will not be accepted. All applications must be submitted as a PDF attachment and sent to froundtree@lincoln.edu by the deadline.

Application Requirements and Proposal Format

1. Curriculum Vitae (short version)

2. The proposal should include:
   
   A. Cover Page (Title of project, your name, your title, department, rank, and contact information (office address, email, office phone, and cell phone).
   
   B. Research Statement: a project abstract (including title) of no more than 250 words
   
   C. Project Proposal including (minimum of 3 pages, single-spaced and no more than 6 pages single-spaced) including:
      
      a. Introduction (statement of problem, purpose of research, significance of research)
      
      b. Scope, methods, goals, and written scholarly product (i.e. journal article or book chapter) or exhibit
      
      c. Description of the pedagogical goals and impact including development of stand-alone course in the humanities
      
      d. Description of how the project fulfills the mission and vision of the university
      
      e. Description of how you will select, supervise, and communicate with the student research assistant and what tasks the student research assistant will be responsible for completing.
      
      f. Description of travel, the purpose of the travel, and how the travel will help you fulfill your research goals.
      
   D. Detailed Work Plan (Summer 2019-Spring 2020): timeline and budget (the timeline should be broken down by month and the work plan should include interim and final research, writing or exhibition goals, and stand-alone course development, and what tasks the student research assistant will be responsible for, and distribution/exhibition plan).
   
   E. Summative Assessment: Please detail the product (journal article, book chapter, or exhibit) that you will have produced by the end of the summer (you will be asked to submit this product as part of your midterm report), how and where you will distribute your work for publication or exhibit your work, and how you will assess your summer research and product, and what your next steps will be for creating a stand-alone course based on your research.
F. This grant requires a full-time commitment. Please identify any other grant applications you have submitted or received for summer 2019 including granting organization, amount, and project focus.

G. Indicate any summer plans that would interfere with your participation in the opening symposium to be held during a three-day period between May 6 and June 30.

Completed applications must also adhere to the following technical specifications:

- Font: must be easily legible (Helvetica, Arial, Garamond, Times New Roman, etc.) at a size of 12 pt. or larger
- Margins: at least 0.5” each side
- Spacing: 1.5 lines or greater
- Length: total combined page length should not exceed 6 pages, single-spaced.

**Late applications will not be accepted.**

**Applications will be reviewed based on the following criteria:**

- Original scholarship worthy of publication and or exhibit
- Foreseeable impact of original scholarship or exhibit as a standalone course in the humanities
- Capacity to further clearly articulate pedagogical goals as well as positively impact Lincoln University’s mission and vision-focused objectives
- Foreseeable impact of student learning and engagement, advanced scholarship, and original research
- Foreseeable impact on Lincoln University’s collections assets in the arts and humanities
- Creative merit of the proposal
- Feasibility of the project
- Diversity and inclusion
- Inter-disciplinarily

**Budget**

Each faculty member will receive $7, 500 stipend to complete their research over the course of the summer and a $1,000 travel award. The research assistant selected by the faculty member to work on the faculty member’s project will receive $3,500.

**Award Terms**

- The award period for full-time research and writing begins May 6, 2019 and continues through August 10, 2019.
- Awardees must participate in the opening research symposium, the summer brown bags, and the fall 2019/spring 2020 curriculum and pedagogy workshops.
- Awardees must produce a scholarly written product or exhibit and distribute it for publication or exhibition.
• Awardees must adhere to the award budget.
• Awardees must submit an interim report by August 30, 2019 and a final report by May 15, 2020.

Reporting Requirements
Mellon Grant in the Arts & Humanities Summer Faculty Research awardees are required to submit both an interim (due August 30, 2019) and a final report to the Arts & Humanities Summer Faculty Research Co-PIs, Mr. Fred-Rick Roundtree and Dr. Pia Deas (due May 15, 2020) in a PDF file to froundtree@lincoln.edu.

• A detailed summary of all relevant activities performed during the period of the award
• A review of goals and objectives attained, including qualitative and quantitative data
• A summary of the project’s impact on teaching pedagogy and the humanities at Lincoln University
• A review of project’s personal impact on the awardees’ current scholarship in teaching, learning, and the humanities
• A copy of the journal article, book chapter, or exhibit and evidence of submission for a journal or exhibit
• A final budget report detailing all expenditures and indicating any unspent balances

Final reports and related documentary materials of awarded Mellon Grant in Arts & Humanities Summer Faculty Research will be added to Lincoln University’s Scholarly Repository.

Grant Cycles and Deadlines
NOTE: The call for proposals for each grant cycle will be made at least a minimum of weeks in advance of the deadline.

Spring 2019
• Deadline for applications: Monday, April 15, 2019 by 5 p.m.
• Announcement of award recipients: Tuesday, April 30, 2019
• Deadline for project deliverables and use of project funds: August 30, 2019
  Fall 2019 and Spring 2020

All selected applicants are expected to participate in a minimum of two of the Pedagogy and Curriculum workshops in the fall and spring of 2019 and 2020, Dates TBA.

Source: Adapted from an aspirant Mellon Foundation Institute of Higher Learning, the University of Miami https://www.library.miami.edu/create/application.html