2016-2017 CENCIA Project Proposal Guidelines
CENCIA

The Center for Collaborative and International Arts is a research center in the College of Arts and Sciences at Georgia State University. It brings together creative writers, visual artists, composers, musicians, filmmakers, and scholars engaged in arts-related research with scholars in disciplines across the academy. CENCIA's primary mission of enriching campus and community life through engagement in the arts is changing the nature of research on campus by placing emphasis on connecting arts research to the public we serve. Our overriding research concerns remain:

*How does this arts research affect the community?*
*How does it affect our city and other cities?*
*How does it affect the world?*
CENCIA projects should:

- Focus on the Arts
- Be collaborative
- Have an international component
- Support the GSU Strategic Plan
CENCIA Applicants should discuss their proposals with their department chair and business manager prior to submission. Both the chair and the business manager should sign the application, indicating their review and approval.
Project Proposal

A. Project Description

• Centrality of the arts is key.
• How will students be involved?
• Is the proposed project part of your larger teaching or research agenda?
• Identify major project activities, schedule, participants, and relevant websites the participants may have.
• Consider how the project could also tie into the Global Studies Institute’s biennial theme of “Bridging Cultures and Societies.”
• Be specific!
Project Proposal

B. Level of Interdisciplinary and/or International Collaboration

• Collaborators should have already agreed to participate on all proposed dates.
• Include emails, letters, or other evidence of agreement.
Project Proposal

C. Relevance of the Project to the University Strategic Plan

• How does the project support the strategic plan?
• Which area(s) does the project address?
GSU Strategic Plan

Goal 1: Become a national model for undergraduate education by demonstrating that students from all backgrounds can achieve academic and career success at high rates.

Goal 2: Significantly strengthen and grow the base of distinctive graduate and professional programs that assure development of the next generation of researchers and societal leaders.

Goal 3: Become a leading public research university addressing the most challenging issues of the 21st century.

Goal 4: Be a leader in understanding the complex challenges of cities and developing effective solutions.

Goal 5: Achieve distinction in globalizing the University.
GSU Strategic Plan

Goal 4: Be a leader in understanding the complex challenges of cities and developing effective solutions.

Initiative 2: Highlight the arts and media.
The arts and media are vital to the quality of all major cities. Georgia State houses Atlanta’s largest and most influential schools of music and art and design, as well as thriving programs in film and creative writing. The Center for Collaborative and International Arts cultivates unique programming, and the Rialto Center for the Arts is highly regarded for the quality of its diverse series.
Project Proposal

D. Research and Teaching Outcomes

CENCIA is a research center. Research in the arts is often understood as creativity and discovery.

• Describe how the project contributes to research and teaching.
• Contemplate potential research outcomes:
  • Journal articles
  • Books
  • Additional exhibitions
  • Music recordings
  • Class instruction
  • Course activities
E. Audience

Articulate the intended audience:
• Internal
• External
• Student inclusion
• Community groups
• Other
Project Proposal

F. Date(s) of Project
   CENCIA wants events to be well attended!
   • No double booking of CENCIA projects.
   • No booking of CENCIA projects during significant University events.
   • Provide two proposed and ranked dates.
   • Venue availability should be confirmed.
Project Proposal

G. Venue

The purpose of CENCIA grants is to enrich campus life!
• Strong preference for on-campus venues.
• Any events held off-campus must still be free and open to the public.
• Indicate that the venue is available and reserved for your project on the proposed dates.
• Obtain estimated price quote for venue use and additional costs for items such as A/V equipment rental, rehearsal space/time, security costs, etc.
• Include letters or emails confirming the venue’s availability and costs.
Project Proposal

H. Travel and Logistics

Indicate clearly who will be traveling and from where.

• Estimate cost of airfare based on economy class.
• Estimate hotel at $125 per night.
• Estimate meals at $51 per day – with receipts!
• Estimate parking at $7 per day.
• Include estimates for other miscellaneous charges such as airport shuttles, baggage fees for instruments, etc.
Project Proposal

I. External Funding

CENCIA funds projects in two ways:

• Full funding
• Partial funding. Other sources might include:
  • Home department
  • Student clubs, lecture funds, visiting artist funds, etc.
  • Local arts organizations, downtown development and marketing organizations, etc.
  • Local, state, or federal foundations
  • Local, state, or federal granting entities
Project Proposal

I. External Funding

Important! All applications for external funding must go through proper channels in the College and the University!

- **External grants**: College Pre-Award Grants and Contracts Officers and the Associate Dean of Research. Go to: [http://casservice.gsu.edu/research-support-contact-information/](http://casservice.gsu.edu/research-support-contact-information/).

- **External foundations**: College Development Office. Contact Hope Mullen Carter at [hctarter8@gsu.edu](mailto:hctarter8@gsu.edu).
Project Proposal

J. Budget

CENCIA award dollars are state funds and fall under state guidelines for usage.

- Food may only be purchased if it is to reimburse guests for a meal during their stay working on the project.
- Full-time employees of GSU and/or the BOR are not eligible for honoraria.
- Part-time employees’ participation should be reviewed with department business managers for eligibility for honoraria prior to submission of the proposal.
- Eligibility of graduate/undergraduate student assistants should be reviewed by business managers.
- Do not include receptions in the project proposal budget.

There is no minimum or maximum award amount. CENCIA is, however, a small center with limited funds which are distributed amongst awarded projects as fairly and effectively as possible. CENCIA has previously awarded amounts between $500 and $10,000.
Project Proposal

K. Previous CENCIÁ Awards

Identify name, amount, and year of any previous CENCIÁ awards received.
Project Proposal

L. Attachments
   Attach additional materials with this format:
   • “Attachment [#] for [insert project title]”.
   • Attachments may be submitted in any format.
Proposal Acceptance Requirements

• Attend CENCIA Project Lead Training Meeting
• Meet all deadlines and due dates.
• Stay within budget.
• Prepare invitation letters and contracts for artists according to guidelines.
• Secure images for promotion with consideration of copyright matters.
• Coordinate guest travel using university guidelines and business processes of home department.
• Document project and submit to CENCIA for archival purposes upon project completion.
• Communicate often!
Important Dates

- Draft proposals reviewed through Jan. 13, 2016
- Final proposals due Jan. 19, 2016
Questions?

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