

College of Arts & Letters **Ad-hoc Funding Request Criteria** **AY 2022-2023**

The College often receives ad-hoc funding requests from tenure and non-tenure stream faculty and academic staff for programming or events that benefit a range of students, staff, and faculty. In order to create an equitable, open, and transparent process to evaluate such request and administer funds, we have created these evaluation criteria.

Funding Eligibility:

- Funding requests may be up to \$1,000.
- The applicant(s) must be in the College of Arts & Letters, and the purpose of the funding must benefit faculty, academic staff, and students in the College.
- The request may be a collaborative partnership with another college(s), but matching funding must come from the other college(s) if this is the case.
- The request must demonstrate matching funding from one or more units in CAL. Collaborative requests are encouraged.
- Funding requests from faculty or academic staff who have not received this funding in the past year will be given priority.
- If another source of funding exists in the College that is more appropriate for the request, applicants will be directed to apply to that fund and not funded through an ad-hoc request. (e.g., [Engaged Pedagogy and Programming Grants](#)).

The deadline for the first round is October 1, 2019 and the second February 1, 2020, if funds are still available. Please submit applications to Carly Kabel (kabelcar@msu.edu).

Applications must include the following:

- 1) An abstract of the proposal
- 2) A 1-2 page narrative that includes a detailed description of
 - what is to be funded,
 - when and where it will take place,
 - who the organizers are,
 - who the participants/target audience are/is, and estimate of how many,
 - goals and outcomes/impact of the event,
 - how these will be assessed (feedback questionnaire, etc.)
- 3) The narrative must also address how the initiative espouses the College's core values and priorities (<http://www.cal.msu.edu/about/values>).
 - Values
 - Equity – inclusivity, diversity, social justice, equitable access, accessibility
 - Openness – transparency, open process, candor, accountability, open source
 - Community – collaboration, collegiality, empathy, respect, connection
 - Priorities
 - Enrich undergraduate and graduate education
 - Recruit and retain world-class faculty
 - Enhance research and creative activity

- 4) An itemized budget that includes the amount that any other units or colleges will contribute.
- 5) A short statement of endorsement from the unit administrator(s) and commitment of funds. (This may be in e-mail form).

Evaluation criteria:

Applications will be evaluated and funded by the Associate Deans according to the following criteria:

- 1) Whether the proposal is eligible according to the definition provided above.
- 2) The degree to which the proposal aligns with the College's core values and priorities.
- 3) Whether funds are still available.

Final Report: Note that a report is due within 6 months of the completion of the initiative. It should include how the goals and outcomes of the initiative were assessed and the results of that assessment. Additional information can include overall attendance, who participates, and a program or similar agenda. This report should go to **Carly Kabel** (kabelcar@msu.edu).

If you are uncertain as to whether it would be appropriate or have other questions, please contact the one of the Associate Deans:

- Cara Cilano, Associate Dean for Undergraduate Studies
- Sonja Fritzsche , Associate Dean for Personnel and Administration
- Bill Hart-Davidson, Associate Dean for Research and Graduate Studies