



Graduate Travel, Research, and Creation Fund: Process Information

The College of Arts Graduate Travel, Research, and Creation Fund is intended to help students registered in COA graduate programs to conduct travel, research, or creative activities directly related to the completion of their degrees.

Pool

The amount of this fund is \$30,000 per academic year, divided between two competitions: one in the Fall and one in the Winter. The way the pool is divided will be determined annually based on an assessment of application numbers, but the starting point will be \$12,000 in the Fall and \$18,000 in the Winter since historically there are significantly more applications to the latter competition.

Committee

The ten-person awards committee will consist of one representative from the following programs (usually a graduate coordinator or designate), plus the Associate Dean (Research & Graduate Studies).

- MA in Art History and Visual Culture
- MAs and PhD in English, Theatre Studies and Literary Studies
- MA in European Studies (inc. Crossways)
- MA in French
- MA and PhD in History
- MA in Latin American and Caribbean Studies
- MA and PhD in Philosophy
- MFA in Creative Writing
- MFA in Studio Art

The Associate Dean will chair the meetings and participate in the discussion of the applications, but will be a non-voting member except in the case of a tie.

Methodology

- 1) Each application will be scored by at least three members of the adjudication committee. Borderline or contested applications will normally be considered by the whole committee.
- 2) The committee will score applications according to the following scale:
 - I. An excellent application, worth funding to between about $\frac{3}{4}$ of the amount requested and the full amount, if resources allow. Normally, no more than 20% of the applicant pool should fall into this category.
 - II. A very good application, worth funding to about $\frac{2}{3}$ of the amount requested if resources allow. Normally, no more than 20% of the applicant pool should fall into this category.
 - III. A good application, worth funding to about $\frac{1}{2}$ of the amount requested if resources allow. Normally, no more than 40% of the applicant pool should fall into this category.
 - IV. A fair application, to be funded at $\frac{1}{4}$ to $\frac{1}{2}$ of the amount requested if resources allow.
 - V. A weak or ineligible application that should not be funded.
- 3) This ranking will use the criteria outlined in the COA Grad Travel and Research Fund Applicant Information document, including the budget criteria. For example, otherwise excellent

applications with inflated or unclear budgets should normally be moved down a step in the ranking.

- 4) Members of the adjudication committee who are designates for graduate coordinators should ensure that the list of applicants and their projects is shared with their graduate coordinator so that this group have an overview of the plans of the graduate students in their program.
- 5) The following elements will be part of communication with COA grad students about this fund:
 - a. We will make publically available statistics about the fund (back to 2014): application numbers, success rate, average award (and max and min), distribution across programs.
 - b. We will exhort applicants to consult with their advisor and other resource people as they prepare their application, and make explicit our intention that this process be an optional but valuable part of their graduate education.
 - c. We will commit to communicating with unsuccessful applicants to help them learn from the experience and improve their performance next time; graduate coordinators or their designates will be responsible for this.
 - d. We will make publically available some examples of high-quality applications, which should be gathered (with the permission of the applicants) by the graduate coordinators.