Smucker•Wagstaff Project Scholarship

The purpose of the Smucker•Wagstaff Project Scholarship is to encourage and assist clearly-defined, innovative, and ambitious creative and scholarly work that goes beyond what graduate students might typically be expected, or be able, to conduct otherwise. Stamps is committed to excellence in graduate education, and the scholarship provides financial support that advances students toward their degree and/or relevant professional goals as practicing artists or designers.

The application and review process itself is designed to provide students with proposal-writing experience, with the expectation that they are seeking and receiving guidance from thesis advisors and other faculty and staff. Students receive detailed feedback from the scholarship review committee about the strengths and weaknesses of their submitted proposals, regardless of a successful award.

Eligibility

- A graduate student in the Stamps School of Art & Design
- A graduate student in good academic standing, making satisfactory progress toward his or her degree and with no incomplete grades
- The proposed creative work, research, or activity directly relates to and helps achieve progress toward the degree and/or toward relevant professional goals as a practicing artist or designer
- Students may apply as a team with their own responsibilities and contributions clearly defined
- Limited to one grant per academic year for each graduate student or, not to exceed two grants during the student’s degree program (whenever named on a successful application, this counts as one award)

Award Amount

- Maximum of $3,000 per single-student application
- Maximum amount of $3,000 per student with group applications

Deadline

- 8am, Tuesday, November 15, 2016
- 8am, Wednesday, March 15, 2017

APPLICATION PROCEDURE

Submit ONE SINGLE .pdf document to Meghan Jellema at mjellema@umich.edu that includes the proposal text, proposal budget, and no more than 5 images, if applicable. Please note that applications that are comprised of more than one document, or are not in .pdf form will not be reviewed.

Students should actively seek guidance and feedback from their advisors while preparing the proposal, and are also encouraged to work with Stamps’ Writing Coordinator, Jennifer Metsker.
Proposal Text
Answer the following questions (response fields will not allow more than the indicated word limits).

1. Provide a concise project abstract that describes what you will do and the final form the project or work will take. (100 words maximum.)

2. Describe your proposed project. (700 words maximum)
   a. Describe what you will do. Expand on your project abstract description above, you may use the same text. Describe the context of your work.
   b. In what way is this project innovative, ambitious, and original? What kind of impact—artistic, designerly, civic, intellectual etc.—do you intend for your project?
   c. How might your project act as a catalyst for your creative- or scholarly-growth and as preparation for your thesis work and/or your professional goals as an active artist or designer?
   d. How will the Smucker•Wagstaff Project Scholarship enable you to expand your creative- or scholarly-work beyond any already-available funding?

Proposal Budget
Submit a budget that matches the activities described in the proposal. Include:

1. A table of proposed expenses (within the single .pdf document, not as a separate file)
2. Justification explaining the need for major expenses or unusual items (150 words maximum)
3. Budget items exceeding $500 must be itemized

If the total anticipated costs are greater than the amount requested, then list in the table the other resources supporting those remaining expenses. If funding is being requested from multiple sources, list those sources in the table and indicate whether they are pending or confirmed sources.

Proposal Images
If applicable, include up to 5 images that support the proposed work into the single application .pdf document.

Proposal Description of Individual Responsibilities and Contributions (group proposals only)
For all group proposals, the responsibilities and contributions for each named applicant must be defined. What will each be doing, and what skills, experiences, and expertise do they bring? (150 words maximum)

Appropriate Expenses Include*

- Conducting research and gathering resource material
- Participation in residencies, workshops, and conferences that fit the spirit of the grant
- Guest travel expenses, honoraria, and other materials for planning and running symposia, workshops, and similar educational events
- Hiring temporary studio assistants, transcribers, translators, or other technical or expert consult
- Renting or purchasing specialized equipment or software not available at the university **
- Purchasing materials for the production of creative- or scholarly-work
- Off-campus study of foreign languages or specialized methodologies or techniques needed for research and production if the instruction is not available on the U-M Ann Arbor campus
Limitations and procedures for reimbursement are as shown in the Stamps School of Art & Design Graduate Handbook, Financial Assistance, Discretionary Grants section. Contact the Finance Office to answer questions.

**If a student receives an award that includes purchasing equipment, lab supplies, or software, these items must be purchased by Stamps in accordance with the University’s purchasing policies. As detailed by University’s policy, the equipment, lab supplies or software will be the property of the University and should be returned to the graduate program upon completion of graduate studies, or earlier if the equipment is no longer needed.**

**Inappropriate Expenses Include**

- Personal emergencies
- Research or creative work unrelated to the graduate program, or conducted after completion of degree requirements
- Travel or expenses associated with a course, or a course-related project taken for academic credit
- Funding for presentation at conferences (support is available through Rackham Travel Grants)
- Purchase of computers, computer equipment, cameras, or camera equipment
- Normal living expenses such as rent, car repairs, child-care, and utilities
- University of Michigan tuition or fees
- All other unallowable expenses as listed in the School of Art & Design Graduate Handbook, Financial Assistance, Discretionary Grants section
- Requests for framing and presentation materials are discouraged unless they are unusually integral to the nature of the work.

**SELECTION CRITERIA AND PROCESS**

Criteria for funding will be based upon:

1. **Project Quality.** Innovation, ambition, originality, and reach of the proposed creative- or scholarly-work. Potential for artistic, designerly, intellectual, and/or sociocultural impact.

2. **Fit.** Appropriateness of the project for the student’s graduate school and related professional goals. Appropriateness of proposal to the spirit of the scholarship’s intent.

3. **Promise.** Qualifications and expectations of the student to complete the proposed work.

4. **Proposal Quality.** Clarity and coherence of the proposal, as well as the relevance and reasonableness of the budget request.

Priority will be given for projects that demonstrate innovation and ambition, beyond standard expectations and that include the active production of creative-or scholarly-work, beyond the research and preparation for its production.

Applications for funds to attend conferences and residencies are permitted, but will be given a lower priority (regardless of invitation to present creative- or scholarly-work).

Priority will be given for projects that do not have other funding opportunities from Stamps, such as the International Travel Grant.
The review committee may choose to partially fund projects or exclude specific budget items as deemed appropriate.

The review committee purposes include distributing funds to support ambitious student output and providing opportunities for students to gain experience and expertise in grant writing. The review process will be conducted as a professional review, maintaining standards of external review processes, with only rare instances of committee requests for a rewrite or additional information.

The Graduate Program Committee will review all proposals and send decisions by email. Procedures for payment will be outlined in the award notification.

Disbursement of Funds
These funds are administered as reimbursements by the Stamps Finance Office in compliance with University regulations as documented in the Stamps Graduate Student Handbook and the University’s Standard Practice Guide [http://spg.umich.edu/](http://spg.umich.edu/).

- Funding advances for this grant will only be provided for the travel portion of the proposed budget, upon request. Appropriate travel reports must be filed along with appropriate receipts within 30 days after the end date of travel.
- All other grant funding will be provided as a reimbursement for expenditure receipts that are submitted to the Finance Office within 30 days from the date on the receipt.
- Grant funds are to be used within one calendar year of receipt of award except for graduating students who must incur expenses prior to the Art & Design commencement ceremony at the end of the winter term.

Requests for Budget Changes
Changes to approved (awarded) budgets that do not increase the overall award amount and that do not affect the substance of the proposal are allowable. To request such a change, the student will email the Associate Dean of Academic Programs, Elona Van Gent (evangent@umich.edu) a modification of the original budget page showing both the original as well as the desired change and include a brief justification. If the change is approved, the Associate Dean will notify the student and the finance office by email.

Additional Requirements
Before Distribution: Recipients will write a thank you note to recognize the generosity of the Smucker-Wagstaff family, sending it to Meghan Jellema (mjellema@umich.edu) prior to receiving the project scholarship funds. Meghan will provide specific instructions for preparing the note.

After Distribution: Recipients will write a two-page report summarizing the results of the project to the Graduate Program Committee within 2 months of its completion. Reports from all recipients will be collated and presented to the donors to document how their generous award has contributed to the students’ development.