

MARCELLA BRENNER GRANTS FOR FACULTY DEVELOPMENT AND RESEARCH

OVERVIEW

Marcella Brenner Grants for Faculty Development and Research fund projects that contribute to the faculty member's professional, creative, or scholarly research and development.

WHAT BRENNER GRANTS FUND

Brenner Grants can be used for, but are not limited to, the following activities:

- Costs associated with the fabrication of one's work, such as materials.
- Costs associated with publications, exhibitions, or other forms of public dissemination of one's research, creative work, or professional practice.
- The full purchase price of software or equipment up to, but not exceeding, \$2,000 after taxes and fees¹.
- Conference attendance to present one's research, scholarship, or creative practice.
- Travel and related costs to support giving public speeches and presentations such as keynotes, lectures, or talks, related to one's research, scholarship, or creative practice.
- Costs associated with copyright and image rights for publication.
- Costs to support research opportunities that advance one's scholarship or creative practice such as workshops, colloquia, or residencies related to one's research, scholarship, or creative practice.
- Pay businesses for their services towards the execution of a project/activity.

WHAT BRENNER GRANTS DO NOT FUND

- The grant **does not** fund activities associated with the improvement of curriculum and teaching at MICA (see Lucas Grant Prospectus).
- The grant **does not** fund rental fees such as studios, offices, and other workspaces.
- This grant **cannot** be applied towards tuition in a degree-granting program.

For further information about the general terms for all MICA internal grants please refer to the [Faculty Grants Starter Guide](#).

¹**Please note the following:** purchases exceeding the \$2,000 threshold **are not** allowed (for any amount). Software and equipment purchases must be disclosed in the budget of your application, should not be combined with any other purchases, and will become the property of the awardee.

ELIGIBILITY

All full-time faculty are eligible to apply for Marcella Brenner Grants. Part-time faculty who have taught nine credits per academic year for the past two consecutive years are also eligible to apply for Marcella Brenner Grants. **Previous awardees are not eligible for funding in consecutive rounds.**

Applicants may not hold funding from another Brenner grant at the time of their application. All spending and reporting requirements from a previous Brenner grant must be complete at the time of the application's submission.

AWARD PERIOD

Spending for grants must be completed within 12 months from the date funds were awarded. Awardees may request a single extension of up to 6 months; approval of such extensions are at the discretion of the Office of Research. The total award period is never to exceed 18 months.

EVALUATION PROCESS

Each grant application is reviewed for eligibility by the Office of Research based on the standards listed above. The Faculty Grants Committee, an interdisciplinary group of full-time faculty, then individually scores each eligible application using the criteria outlined below. The committee then meets to review and finalize the awards based on available funding.

EVALUATION CRITERIA

Grant proposals will be scored and evaluated by the Faculty Grants Committee using the criteria outlined solely in the rubric below. In the event that two or more proposals are scored equally by the committee, priority will be given to an applicant who did not receive an award in the previous awards cycle. Additionally, new grant proposals will be given priority consideration for funding over resubmissions of older proposals.

MARCELLA BRENNER GRANTS FOR FACULTY DEVELOPMENT AND RESEARCH RUBRIC			
Quality of the Application	3	2	1
Clarity of writing	The writing of the proposal clearly and concisely states the argument and provides appropriate context and justification.	The writing of the proposal either does not clearly and concisely state the argument, OR is missing appropriate context and justification, but not both	The writing of the proposal does not clearly and concisely state the argument, and does not provide appropriate context and justification.
Thoroughness of budget	The budget provides itemized costs, details, and an accurate total.	The budget is present but does not itemize costs, provide detail, and/or does not accurately total.	Funds are requested without an itemized budget.

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Quality of the Project	3	2	1
<i>Participation of the applicant</i>	The applicant demonstrates they are a full participant in—and contributor to—the proposed activity/ project.	The applicant demonstrates they are a participant, but has a minor role in the proposed activity/project.	The applicant demonstrates they are attending, but not contributing to, the proposed activity/project.
<i>Feasibility</i>	The applicant demonstrates that the proposed activity/project is feasible given the budget and timeline for the work.	The applicant demonstrates that either the timeline OR the budget for the proposed activity/project is feasible, but not both.	The applicant does not demonstrate enough funding and or time is allocated to complete proposed activity/project .
<i>Contribution to the applicant's professional, artistic, or scholarly research and development.</i>	The proposed project/activity clearly demonstrates its contribution to the applicant's professional, creative, or scholarly research and development. The project/activity clearly extends or augments an existing area of inquiry.	The proposed project/activity demonstrates its contribution to applicant's professional, creative, or scholarly research and development, OR clearly articulates its relationship to an existing body of work/existing area of inquiry, but not both.	The proposed project/activity does not demonstrate a contribution to the faculty member's professional, creative, or scholarly research.
<i>Relevance to the applicant's field or area of research or artistic practice</i>	The writing demonstrates the project/activity's relevance to the applicant's field, area of research, or creative practice by providing clear examples and context for the value and contribution of this work.	The proposed project/activity states its relevance to the applicant's field, area of research, or creative artistic practice but lacks either a clear example OR a description of the context for the value and contribution of this work.	The application does not clearly articulate the relevance of the proposed project/activity to the applicant's field, area of research, or creative practice. There are neither examples nor context provided for the proposed work.
<i>Impact/Visibility</i>	The applicant demonstrates the project/activity has significant local impact (seeking to thrive with the greater Baltimore community) and/or local, national or international visibility via exhibitions, publications, conference presentations, or other public projects.	The applicant demonstrates a plan for the project/activity to either have significant local impact— AND/OR to have local, national or international visibility—but is not yet at a phase where it can be executed or commitments can be secured.	The applicant does not demonstrate a plan or commitments to the visibility or impact of the project.

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	3	2	1
<i>Excellence/Originality</i>	The applicant demonstrates the project/activity represents a unique opportunity, an original or notable idea, and/or a revisioning or expansion of research or practice.	The applicant demonstrates how the project is a unique or original idea/practice, OR a revisioning or expansion of your research or artistic practice, but not both	The applicant does not demonstrate how the project is a unique or original idea/practice, or a revisioning or expansion of your research or artistic practice,

BRENNER GRANT APPLICATION

Submit applications via SlideRoom [here](#). SlideRoom requires applicants to login (as an existing user) or sign-up (as a new user) in order to access the application form. SlideRoom will ask you for basic demographic and contact information as well as provide prompts for each of the following items:

- Project Name/Title
- Project Abstract (750 Character Limit)
- Please outline your participation in the proposed activity. (750 Character Limit)
- Explain how the proposed activity contributes to your individual development as an artist, design professional, or scholar in your field. (750 Character Limit)
- Describe the proposed activity's contribution to your field of scholarly research or artistic/design practice. (750 Character Limit)
- Provide a brief work plan describing what you will accomplish through the use of grant funds. Outline your method(s) and clarify the part or stage of the activity that will be supported by the grant. (750 Character Limit)
- Explain the outcomes of the proposed activity/project. Do these outcomes have local impact and/or national/international visibility? (750 Character Limit)
- In what ways does this project represent a unique or original idea or practice? In what ways does it represent a revisioning or expansion of your research or artistic practice? (750 Character Limit)
- Total Funds Requested
- BUDGET (1 page)

Upload as a single PDF attachment in SlideRoom. A template to assist you with the budgeting process can be found [here](#).

- Separate from the Project Description, the budget itemizes detailed expenses, including but not limited to conference or workshop dues and registration fees, travel, lodging, and per-diem.
 - Reference MICA's [Business and Travel Expense Policy](#) to make sure your proposed expenditures are allowable by the college.
 - If the grant request is retroactive, include a list of itemized costs already existing in receipts. If the grant request is for the future, be as specific as possible about expected costs.
 - Include a TOTAL of funds requested.
 - SUPPORTING DOCUMENTS (Optional)
- Upload as a single PDF attachment in SlideRoom.*

- Supplemental information may include images with captions, conference programs, and letters of invitation. All documents must have personal identifying information redacted.

PDF TIPS & GUIDELINES

For assembling Supporting Documents into one PDF, the following link provides information about how to merge multiple documents:

<http://www.wikihow.com/Merge-PDF-Files>

Applicants are expected to redact any identifying information from documents they upload in support of their application. If you are unfamiliar with how to redact a pdf you may want to refer to the following guide:

<https://helpx.adobe.com/acrobat/using/removing-sensitive-content-pdfs.html>

ACCESS TO FUNDS

Effective This Year- All awards will be issued via the normal MICA payroll process within 2 pay periods of the award letter date.

As a faculty member of MICA, all internal grant awards are subject to both federal income and FICA (Social Security and Medicare) tax withholding. It will be reported to you and the IRS on IRS Form W-2, along with other taxable earnings paid to you by the university. The Payroll Office issues W-2 tax forms in January following the applicable calendar year. Please use personal fiscal oversight to use funds as directed for management and completion of your internal project.

Any projects involving human subject research will not be eligible to receive funds without the proper approvals from the college's Institutional Review Board ([IRB](#)). Applicants need not seek IRB approval until after the grant application has been approved.

If the plans for an awarded grant proposal drastically change or differ greatly from the original application, or the project is canceled, the recipient is expected to inform the Office of Research immediately. Project modifications must be submitted to the Office of Research and reviewed in consultation with the chair(s) of the Grants Committee when necessary. The request for modification will be assessed against the original project's scope as outlined in the original application. Requests for modifications that are outside the original scope or timeframe of the original project may require the forfeiture of funds and/or reapplication in a future grant cycle.

REPORT

Within three months of the project's completion, the grantee is expected to upload a report using [this form](#) summarizing the delivery and use of the grants, any publication, or accomplishments achieved with the award. This report should be 250–500 words and include an overview of activities, notable outcomes, and self-evaluation of the project. This report will be used as a record for the Office of Research and Provost's Office and will be shared with the College community via the Faculty Grants website. Additionally, faculty recipients may be called upon to share their project in intra-institutional events.