Elise Elliott Grants RFP Spring 2015
Elliott Undergraduate Experience Enrichment Fund

Academic Initiatives Fund
Request for Proposals

This Request for Proposals (RFP) is directed to Arts & Sciences faculty members; staff and faculty member collaborative proposals are also accepted. Students may not apply. Funds may be requested, however, by faculty members for joint faculty-student projects.

Academic Initiatives Fund. This document is the Request for Proposals for the Academic Initiatives Fund, which has approximately $25,000 to allocate. Because there is some overlap among the three Elliott funds, a description of all three is appended to the end of this document.

Types of Projects. Description of the types of projects that will be supported:

Funds may be used for activities that support the broad goals (see p. 3) of the Fund, such as student-faculty travel to promote intercultural exchange, faculty development in the arts, student-faculty research in the arts or creative work in the arts, student-faculty cultural activities or cultural research, and academic and cultural events that promote the goals of the Fund.

Application Deadlines. The proposal deadline is Monday, March 9, 2015. Submit electronic (only) applications to Windy Stein (windy@pacificu.edu).

Spending Window. Funds may be spent anytime between now, and June 30, 2016.

Allowed Funding Range. Normally $200 to $5,000; smaller projects are encouraged.

Notification. The Dean of Arts & Sciences oversees this fund and makes funding decisions in consultation with the College of Arts & Sciences Dean’s Council. The Dean will notify those submitting proposals of the funding decision within two weeks of the submission deadline.
Proposal Format

The proposal should be no more than two pages in length, excluding the budget page and references.

Title of project:

Applicant: Date:

I. Proposal

A. Concept and Rationale

This section should describe the project and should argue the importance of the project. It must identify the area(s) of the Elliott Trust description that apply to this project. Literature references should be included for scholarly projects. Any research activity that involves human subjects must be submitted for IRB review (www.pacificu.edu/irb).

B. Project Conduct and Timeline

This section should include a description of how the project or investigation will be conducted and a timeline. Please note that funds will be available immediately and must be expended by June 30, 2016.

II. Significance of Project Outcomes to Pacific University

This section should include a summary of the importance of the project as it applies to the broad goals of the Elise Elliott fund. Also include any plans for publication or presentation.

III. Budget

This section should consist of a list of costs and justifications for each type of expense. The amount requested from the Academic Initiatives Fund normally may not exceed $5,000. The overall budget may exceed $5,000, but smaller projects are encouraged. If the overall budget exceeds $5,000, then the source of funds to cover that part in excess of $5,000 must be given.

A. Personnel

B. Travel

C. Equipment

D. Supplies

E. Source of Other Funds. List funds secured from other sources here. If you have applied or intend to apply for funding from other areas of the Elliott Fund or from other sources, you must disclose those here.
Mrs. Elise Elliott left a trust of over $5 million with a San Francisco foundation to benefit Pacific University. One half of the income is to be used for undergraduate liberal arts student scholarships. The other half is to be used for:

“…undergraduate liberal arts students attending Pacific University for cultural activities and enrichment, consisting of, but not limited to, such activities as theatre presentations, music and arts programs, book acquisitions, exhibits, guest lecturers, rental housing subsidies, advising of undergraduate liberal arts students. It is (Mrs. Elliott’s) intent that these funds be used to assist the University in providing a full range of services to its undergraduate liberal arts students. The net income received, however, shall not be used for administrative or capital expenditures, or general operating expenses of the University.”

**Arts & Sciences Elise Elliott Funding Committees**

1. **Academic Initiatives Fund**
   Managed by the Dean of Arts and Sciences in consultation with the Dean’s Council.

   Funds may be used for activities that support the broad goals of the Fund, such as student-faculty travel to promote intercultural exchange, faculty development in the arts, student-faculty research in the arts or creative work in the arts, student-faculty cultural activities or cultural research, and academic and cultural events that promote the goals of the Fund.

2. **International Travel Scholarships and Intercultural Research Fund.**
   Managed by a committee comprised of the Director of Study Abroad, the Director of Financial Aid, the Director of International Programs, and the Dean of Arts and Sciences as Chair.

   Funds may be used to support international and domestic intercultural travel, research and internships by students, especially those who could not normally afford to participate in these activities. Funds may also be used to support a range of intercultural travel, study and research activities by groups of students with faculty mentors. The committee will develop and publish criteria for travel, research, internship and group activity awards, and will solicit applications from eligible students and faculty.

3. **Arts Initiatives Fund**
   Managed by a committee comprised of the Chairs of the Arts Departments and chaired by the Arts & Humanities Director.

   Funds may be used to support exhibits, visiting artists, and initiatives not already provided for in the operating budget.