**Fall CFR Creative Activity Application**

Please be sure to read everything in the application carefully. If you have any questions, please contact the Office of Research and Sponsored Programs at 581-2125 or [eiugrants@eiu.edu](mailto:eiugrants@eiu.edu). Guidelines and instructions for this award can be found at [this link](https://www.eiu.edu/grants/INTERNAL_CFR_Fall_CFR.php).

**Applications must be received by noon, Wednesday, September 3, 2025.** Late proposals will not be reviewed.

Project Details:

Project Title:

Applicant #1 Name:

Applicant #1 Department:

Applicant has received CFR grants prior to this academic year, and previous grant reports are on file in the Office of Research and Sponsored Programs.

Applicant #2 Name:

Applicant #2 Department:

Applicant has received CFR grants prior to this academic year, and previous grant reports are on file in the Office of Research and Sponsored Programs.

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| Please select creative discipline: | |
| Dance: Ballet, Ethnic, Jazz, Modern | Design Arts: Graphic, Fashion, Interior |
| Education | Folk Arts |
| Literature: Fiction, Non-Fiction, Playwriting, Poetry | Media Arts: Film, Audio, Video |
| Music: Band, Chamber, Choral, New, Ethnic, Jazz, Popular, Solo/recital, Orchestral, Opera, Music Theater | Photography |
| Visual Arts:  Printmaking, Painting, Sculpture, Ceramics, Fiber/Textile, Jewelry/Metalsmithing, Drawing |
| Theater: General, Mime, Puppet, Theater for Young Audiences |
| Other (Please Specify): | |
| Please select type of activity: | |
| Creation of a work of art | Concert/performance/reading |
| Exhibition | Pre-Activity planning/research |
| Publication | Recording/filming/taping |
| Other (Please Specify): | |

Budget Summary:

Provide the total amount of expenses for each line item and prioritize them (1 – 5, with 1 being the highest priority). The total on this cover sheet should match the grand total in the itemized budget submitted as part of this application.

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| Your Ranking | Type | Amount Requested |
|  | Contractual Services | $ |
|  | Travel | $ |
|  | Commodities | $ |
|  | Equipment | $ |
|  | Student Help | $ |
|  | **Total** | **$** |

Application Narrative:

**Directions:** Please answer each question using language as free of jargon as possible. Do not answer a question by simply referring to a previous answer. Some questions may seem redundant, but please respond to all items. **NOTE: Your responses to items 1-10 cannot exceed five (5) single-sided pages** (excluding these directions)**.**

1. Summarize your intentions in this creative activity. Include a brief statement of what artistic or other type of ‘discoveries’ are expected from this project.
2. Describe how this creative activity is situated in the context of current and historical trends within the creative discipline. Indicate the value of the completed project as a contribution to the creative discipline. Credit appropriate references using either parenthetical or superscript text insertions that refer to citations in an attached bibliography; citations should be in complete bibliographic format.
3. Describe what is innovative or novel about the proposed creative activity. Also describe how the proposed project will be similar to or different from your creative activity that has been previously funded by EIU. Credit appropriate references using either parenthetical or superscript text insertions that refer to citations in an attached bibliography; citations should be in complete bibliographic format.
4. What steps will you take to implement and complete this project? What is the anticipated schedule for completing the project? Please indicate the approximate dates during which you will carry out the separate parts of the project.
5. How will the results of this creative activity be delivered to the general public or disseminated in your field? Please be specific. List names of publications, exhibitions, or other places where you might submit, display, or distribute the works.
6. Describe how the proposed project will develop or strengthen your professional goals. Examples include, but are not limited to (1) an improvement in your professional, technical, and analytic skills; (2) enrichment of your teaching and/or mentoring of students; or (3) strengthening a future application for external funding.
7. Have you received support from the EIU Council on Faculty Research in the last five (5) years? If yes, indicate the years you were supported. If yes, how has the creative activity been disseminated?
8. If you have received funding for this project in the past, whether internal Eastern sources or external sources, please identify these sources of funding, and explain how additional funding will be used.
9. Will you be trying to obtain external funding for this creative activity? If so, where? Please be specific. For example, rather than listing “NEA” or “NEH,” please list the specific programs for which you plan to apply or have already applied.
10. Do you anticipate being on sabbatical leave anytime within the next year? If so, how long (one semester, all academic year)?

Attachments:

1. **Vita**: Please attach a current vita and indicate ***with an asterisk*** any publications or papers that relate to the proposed project or which provide evidence of your ability to complete the proposed research and that the proposed research is consistent with your professional development. The vita may not exceed five (5) single-sided pages. Joint applicants must **each** include a vita not to exceed (5) single-sided pages.
2. **Supportive Materials**: Please include any supportive materials which can be photocopied for distribution to reviewers (survey questionnaires, diagrams, etc.) that help explain your research. Include no more than three pages of the supportive materials. Explanation of the relationship of these materials should be included in the text describing the project (see above) and must fit within the five-page limit on that material.
3. **Bibliography**: Citations should be in complete bibliographic format.
4. **Proposed Budget:** Separately list expenditures for commodities, contractual services, travel, equipment, and student help. **Itemize** specific expenditures within each category.
5. **Departmental Project Evaluation:** This form is to be completed by your supervisor. It is preferred the Departmental Project Evaluation form be submitted with the proposal. However, if this is not possible, it may be sent directly to the Office of Research and Sponsored Programs (ORSP) **prior to the deadline for receiving proposals**. The form can be accessed at this [link](https://www.eiu.edu/grants/files_cfr/CFR%20Fall%20Departmental%20Project%20Evaluation.docx).

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| Application Submission:  Please e-mail your completed application to [eiugrants@eiu.edu](mailto:eiugrants@eiu.edu). Files must be in Word or PDF format. You may submit this application packet and attachments as separate documents within the e-mail.  Please indicate which of the following documents are included in your application package and verify they meet listed guidelines by checking the appropriate boxes below:  Narrative of the proposal  All questions typed and answered fully  Does not exceed the page limitation of **five** single sided pages  Vita  Asterisk placed on relevant items  Does not exceed the page limitation of **five** single-sided pages  Bibliography  Supportive Materials (if applicable)  Does not exceed the page limitation of **three** single-sided pages  Proposed Budget  Proposed expenditures are itemized and totals match amounts in the budget summary  Departmental Project Evaluation:  Included with this submission  Will be sent to ORSP before application deadline  All other application guidelines have been followed |

**Late proposals and/or proposals exceeding the established page limits will not be reviewed.**