**Penn State Strategic Planning: Seed Grant Opportunities, Cycle 4, Winter 2019**

**Steering Committee for Advancing the Arts and Humanities**

**Guidelines for Preparation of**

**Brief Concept Papers**

If you would like input from the Steering Committee prior to submitting a proposal in the Arts and Humanities category for the January 31st, 2019 deadline, you are invited to compose a Brief Concept Paper and email it to the Steering Committee’s co-chairs, Mark Ballora (meb26@psu.edu) and Carey Eckhardt (e82@psu.edu), by December 7th, 2018. Because the Steering Committee will probably not be able to accommodate requests for consultations close to the deadline, we strongly encourage you to use this opportunity to get preparatory feedback before you create a detailed proposal. However, please be assured that submitting a Brief Concept Paper is not a requirement: proposals may be submitted for the late January deadline without submitting the Concept Paper earlier.

Everyone planning a proposal is urged to read the Funding section of the University’s strategic planning site, <http://strategicplan.psu.edu/rfp/> , which includes the evaluation form that will be used to rate proposals.

The Concept Paper should be prepared according to the outline below. Please keep your responses to items 3 and 4 below within the suggested lengths.

1. Name of author of proposal, department or campus, and email:
2. Title of proposal:
3. The concept: In a paragraph of about 100-150 words, summarize what you propose to do and how it will advance the arts, the humanities, or both. Proposals should relate strongly, not just tangentially, to the arts or humanities or both.
4. Implementation: In a paragraph of about 100-150 words, indicate who your Penn State partners in this project will be. Note that the evaluation form (see above) refers to involving partners from more than one college, campus, or unit, and to involving multiple collaborators. Who would they be, and have they committed to working with you if the proposal is successful? Do you have the necessary commitments of other resources, if the proposal is funded? For example, if faculty released time is needed, have the faculty member and appropriate administrator agreed to the release, if the proposal is funded? If you are proposing an event that requires space or facilities, do you have confirmation that the venue will be available? If you want to design a course, has the appropriate academic unit committed to offering it? (etc.).