**Application Process for Mellon Grants**

**Strengthening Interdisciplinarity at Lawrence**

1. By March 31, 2014, submit a short statement of interest to Eilene Hoft-March. This one-paragraph statement should summarize the project, its value to the Lawrence community, and estimated cost.

It may be helpful to review Mark Burstein’s letter of January 28 announcing this funding opportunity, to refresh yourself on the characteristics of projects likely to be competitive for funding.
2. Statements of interest will be reviewed for responsiveness to the purpose of this grant program. Informal conversations may ensue to help inform that review.

Faculty members who present compelling ideas will be invited to submit a grant application.
3. If invited, submit a grant application to Eilene Hoft-March by July 18, 2014. Please read carefully the January 28 opportunity announcement and the proposal review criteria. Applicants are also encouraged to continue conversations with Eilene throughout the proposal writing process to ensure that applications are as well-developed and competitive as possible.
4. Applications will be reviewed by Eilene, Dave Burrows, and Mark Burstein. Applicants will be notified of funding decisions by July 25, 2014.
5. All funded projects must be completed by December 31, 2016. All recipients will be expected to help Lawrence fulfill its annual narrative and financial reporting obligations to the Andrew W. Mellon Foundation.

**Review Criteria for Mellon Proposals**

**Strengthening Interdisciplinarity at Lawrence**

Interdisciplinarity

1. Does the project involve at least one humanistic area of study (i.e., the humanities, arts, and humanistic social sciences)? Does it cross different departments (ideally three or more)? Different divisions? To what extent does it deeply and meaningfully engage multiple departments or divisions?
2. To what extent is the project likely to strengthen, transform, or create interdisciplinary activities that will enhance student learning?

Outcomes and Impact

1. Are the project outcomes clearly defined? How will they be documented or assessed?
Put another way — what would success look like? How will we know?
2. Will the project create enduring or sustainable impact beyond the term of the project?
Alternatively, can the project serve as a pilot or demonstration that can be submitted for other funding opportunities?

Finances and Feasibility

1. Are the time frame and scope of work realistic? Does the work plan seem likely to achieve its stated goals?
2. Is the budget reasonable, well-justified, and compliant with stated guidelines and limitations?
3. For very large or very small project budgets:
*If the budget is* ***greater than $20,000*** … Does the project offer a high probability of achieving exceptionally powerful and lasting outcomes?
*If the budget is* ***less than $3,000*** … Is there a compelling reason to support the project from Mellon funds rather than an ordinary internal grant (that would have a lower administrative burden)?

**Application Form for Mellon Grant Funding**

**Strengthening Interdisciplinarity at Lawrence University**

*Complete this application form* ***ONLY*** *if you have submitted a Statement of Interest to Eilene Hoft-March
and have been invited to submit a project proposal.*

1. Contact person for project:
2. Please list all project collaborators, including the contact person:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Department** | **Division** | **Relevant Interdisciplinary Area (if any)** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

*Add more rows if needed*

1. Project description and work plan. Include what will be done, why, by whom, and a timeline.
2. Identify the likely outcomes and how you will know if they have been achieved.
3. Budget (specify expenses and justify numbers)

*Note: Grant funds may* ***not*** *be used for catering costs, building and renovation, capital projects, student travel, or financial aid. The budget should reflect the humanistic interdisciplinary focus of this grant program.*