**The preferred web browser for submitting internal grant applications is Google Chrome.**

**General Guidelines for HARP Production Applications**

The Humanities and Arts Research Program (HARP) Production program provides funds, when research is complete, to help subsidize the costs of book publication, permissions to use copyrighted materials, audio recording and production, the creation and mounting of exhibits, and other expenses associated with producing the results of a completed creative or research project. A contract from the publisher will be required if funds are being requested to publish a book. Proposals requesting funds to complete textbooks will not be considered.

Within the production program, there are two panels that conduct the reviews; the Humanities Research panel and the Exhibition and Performance panel. The Humanities Research panel will review applications that support the completion of research, such as the publication of a book or production of a film. The Exhibition and Performance panel will review proposals that provide support for an exhibit or performance. See the [**FAQs**](https://msu.smapply.io/protected/resource/eyJoZnJlIjogNjE4MjYyMzUsICJ2cSI6IDExNDUxOX0/) for clarification.

In order to respond to the more immediate needs that these subsidies often entail, the panels will review applications twice a year, once in the fall and once in the spring semester. Funds will be available for an additional year after the fiscal year of the original funding allocation.

**What types of projects are eligible?**

* HARP production projects should:
	1. produce results or a product that is likely to receive external recognition (e.g., through a publisher's interest or through available distribution or exhibition venues) or be used beyond MSU.
	2. ultimately lead to a scholarly or creative product (e.g., book, CD, musical composition, play, artwork) with the potential for significant impact in the discipline or related areas.

**Who is eligible?**

* Tenured and tenure-track faculty
* Faculty with uninterrupted, multi-year, fixed term appointments
* Faculty with one-year appointments who are able to obtain written confirmation from their department chair of pending appointment through the duration of the grant (letters from the chair should be uploaded as part of the project description)
* Academic specialists in the continuing appointment system who have the majority of their effort in the research category
* Part time faculty who 1) have had an appointment for two consecutive years prior to the date of their submission, 2) have a commitment from their department chair indicating that their appointment will continue through the duration of the granting period, and 3) have an appointment of at least 50% with MSU
* Faculty from Arts and Letters, Communication Arts and Sciences, James Madison, Law, Lyman Briggs, Music, Social Science, and the Residential College in the Arts and Humanities are eligible to apply for HARP funding.
* NOTE: Faculty emeriti are not eligible to apply for HARP funding.
* **NOTE: Faculty rank and proximity to promotion and tenure decisions will not be considered in the evaluation of proposals. All applications will be evaluated on the merit of the work being proposed.**

**I have received HARP funding. When am I eligible to reapply?**

* An investigator who has received a HARP Development award, either as a PI or Co-PI, is eligible to apply to the HARP Development program two years after the end date of their funded project.
* An investigator may apply for a Production grant one year after the start date of an HARP Development project.
* An investigator may apply for a HARP Development grant one year after the start date of a HARP Production project.
* An investigator who has received a HARP Production grant is eligible to re-apply two years after the end date of their funded project.
* An applicant may submit one HARP application per academic year. Exceptions will be made only when an applicant submits a HARP Production proposal and is directed to revise and resubmit.

**Proposal Evaluation**

Your proposal will be read by faculty drawn from across campus working in the humanities broadly defined: this includes but is not limited to those working in the visual, performing, and written arts. The panel will evaluate the quality of your proposal and appropriateness of your budget. Through discussion it will reach a consensus recommendation regarding funding your project.

The consensus statement (normally one paragraph to a page in length) will summarize the panel’s evaluation, and the positive and/or negative comments that occurred during discussion. This statement reflects the critical points used to make the panel’s recommendation. Prior to the panel discussion, individual panel members submit written reviews which will be made available to the applicant. These reviews will not be modified following the panel discussion, and thus may not reflect the critical factors used in making the final funding decision.

If the panel finds the project interesting, but the proposal is less than adequate in one or more of its aspects (budget, credibility, etc.), the panel may recommend re-writing and re-submission for a subsequent competition.

Final funding decisions will be made by the Office for Research and Innovation (OR&I), and will be based on the potential for enhancing the University's scholarly reputation, the likelihood of external recognition, and the availability of funds.

**Review Criteria:**

* Eligibility: Is the project appropriate for the HARP production program?
* Significance: Has the applicant demonstrated the contribution of the project to the scholarship on the subject matter at hand or persuaded you of the importance and quality of the project?
* Strength of Applicant: Are you convinced that the applicant can complete the project based upon his/her background, experience, and record of previous accomplishments?
* Budget: Does the applicant clearly lay out how the requested funds will be used and is the budget appropriate for the scope of the project?

**Post Award Information**

HARP Production awards are funded for the remainder of the fiscal year in which the award is made plus one additional fiscal year.

Accounts will be established in the principal investigator’s name and maintained within his or her department. All investigators working on a project must meet applicable approvals for use of human and animal subjects. Principal investigators will be notified via email when accounts are established. Start dates are firm. If there is need to postpone the start of research, investigators are asked to submit a request for an extension. Extensions will not change the start date, but will extend the duration of the grant. All extensions are subject to approval.

Detailed reports will be due at the conclusion of year two. With respect to publications, MSU waives its ownership of grant work products that would otherwise derive from the financial support. Other factors, such as student co-authorship or staff effort, may still trigger such ownership. Ownership of intellectual property deriving from other components of the HARP program is retained by MSU under institutional policy. Commercialization of MSU-owned intellectual property resulting from HARP grants is coordinated by MSU Technologies (355-2186). Questions concerning the MSU waiver of ownership and other issues pertaining to intellectual property should be directed to MSU Technologies.

**Report**

Funding for HARP is derived from the MSU Foundation. Since some members of the Foundation Board may or may not be familiar with the purposes or processes of artistic creation, we ask that successful applicants tailor their final report in a way that enables OR&I to use elements of the report to attract support for continued funding of HARP.

Therefore, in your final report, the following questions should serve as guidelines:

* Generally, what is/was the result of your receiving HARP funding?
* Did you mount an installation or show the work? If so, where was it/will it be presented?
* Did you finish a book, have you submitted it to publishers, and with what comment or reply?
* Did you create a DVD or CD and how is it being disseminated?
* Did you finish a film script and are you entering it in a contest?
* Did you complete a film and what are your plans for the film (e.g., festival showings, contests)?
* What responses to your work have you received (especially ones that illustrate how other people consider it important)?
* Do you foresee your completed work leading to more work in the same or an expanded area?
* Do you foresee any outreach and representation of MSU locally, regionally, nationally, or internationally?
* How has your work made you a better artist, professor, or member of the larger community of scholars?
* If you are an untenured professor, have you talked to your chair about the effect the completion of your project could have on your receiving tenure?

**HARP Panel Selection Procedures**

Chairs and Deans of Colleges in the arts and humanities will recommend to OR&I faculty members for two review panels. The recommendations should include information about each faculty member's area of expertise.

Humanities Research Panel (9 members):

* The College of Arts and Letters will nominate eight faculty members.
* The College of Social Science will nominate four faculty members.
* The following colleges will nominate two faculty members each: Residential College in the Arts and Humanities; College of Music; James Madison; Lyman Briggs and Communication Arts

Exhibition and Performance Panel (9 members):

* The College of Arts and Letters will nominate ten faculty members.
* The College of Music will nominate three faculty members.
* The following colleges will nominate two faculty members each: Residential College in the Arts and Humanities and Communication Arts.

New panel members will be selected by the OR&I on an annual basis. Panelists will be asked to serve a two-year term on a rotating schedule that will replace one half of the panel each year. R&I will select new Co-Chairs annually, and Co-chairs will serve as Chair in their second year.