



Rhode Island School of Design
The Division of Liberal Arts

HUMANITIES FUND GUIDELINES

Mission

The Humanities Fund is a limited fund whose primary purpose is to enhance Liberal Arts instruction and research at RISD:

- Travel to professional academic conferences in which one is scheduled to present a paper, poster, or talk.
- Participation in professional conferences or workshops focused on teaching and learning.
- Special research support, such as travel to field sites or archives, or the purchase of specialized materials or tools not normally available to faculty.
- Special teaching support, including curricular projects beyond the normal scope of a class or materials not normally available to faculty.
- Events that cultivate and sustain a Liberal Arts learning community, such as public speakers or symposia with Division-wide appeal.

Eligibility

Full-time faculty may apply to the fund as needed to support travel to professional conferences, research, teaching, or Division-wide events.

Part-time faculty who are teaching three courses this academic year, or who are currently teaching two courses and have taught in the Division for two years or more, will be eligible to apply for partial funding (\$1000 limit) for: 1) attendance at professional events in which they are scheduled to make a presentation, 2) for the costs of Division-wide public events, or 3) for special materials or tools incorporated into class projects or instruction.

Emeritus faculty are eligible to apply for funding within one year of their retirement date.

Review of Applications

- All requests must be accompanied by an application form, completed in full with the requested information.
- Requests for funding must be for travel, projects, and events that will occur in the current fiscal year.
- All applications are reviewed monthly by the Humanities Committee.
- All complete applications for funding in the areas listed above will receive consideration.
- All awards are tracked in order, per faculty member. Awards may not be saved for later or transferred to other purposes; all funding is expected to be used for the time period and purpose granted. Faculty members should inform the Committee (through Gail Hughes) of any changes that might affect the use of an award.

Special Notes

- Full- and part-time faculty attending a conference should apply to the [Academic Affairs Conference Fund](#) before coming to the Humanities Fund. The Dean will seed the application with \$200 from the Humanities Fund. The Conference Fund offers up to \$1,800 for travel / hotel costs. If you are not eligible or have additional costs (per diem, or costs over \$1,800, you may then apply to the Humanities Fund.
- Full-time faculty should use the [Materials Fund](#) to cover professional memberships and/or conference registration, whenever possible.
- There are additional funds listed on the [Academic Affairs site](#) that should be consulted before making a request to the Humanities Fund; for example, the “Education in New Technologies Fund.”
- Costs for a speaker or visitor in a single class should come out the department budget of the sponsoring faculty member. Each department has its own guidelines for the types of speakers to be funded and how many. The Humanities Fund is reserved for costs related to a high-profile speaker, performance, screening, or event that is public and/or of Divisional scope. Please be aware that large events at RISD often involve incidental costs for house-keeping and Public Safety.
- Per diems are capped at \$60/day.

Deadlines for Submission of Applications to Humanities Fund Committee

- The first day of each month.
- If your need for funding is time-sensitive, please submit your application with plenty of lead-time. The Committee will not confer more than once a month.