CLASS Project Completion Grant Application

The purpose of the Project Completion Grant Program is to assist CLASS faculty with the publication of Books (i.e. editing/indexing, publication subvention) or the final stages of a Creative Project, (i.e., solo exhibition, CD recording, artistic performance). The purposes covered from this program are expanded from the past, and include the "last data acquisition trip," or other research purposes needed to complete an ongoing project. Normally funds under this program will be directed toward projects within about two years of completion. Applications are accepted twice a year: by Dec. 1st, 2015 and by March 1st, 2016. The maximum award under this program is $4,000.

To apply please complete the project description as well as budget justification below. The project description is expected to emphasize the academic or creative merit of the project, and thus should include documentation available including contracts, and reviews if available. The budget justification should describe how the listed expenses will assist in completion of your project. Scan and submit your application on-line to Dr. Anadeli Bencomo, Associate Dean for Faculty and Research at abencomo@uh.edu. Or, send a hard copy to 402 AH, Class Dean's Office, Mail Code 3000.

Project Completion Grant Program Application

Click the application button. Then depending on your browser, click the download icon or go to File, click Save As and select the location to download. Open the pdf file in Adobe Acrobat to edit the form and save changes.

CLASS Project Completion Grant Application

Name:	Rank		ID #:
Contact Info email	Phone		Alt phone
Department:	Amount Requested:		
Internal Grants Received in last five years	Internal sources (attach extra sheet if needed)		
Title of Project:			
Attach project description. 2 page max, double spaced, 12 point font. Emphasize academic merit, include supporting documentation including contracts and reviews (if available). Attach a 2 page cv. Fill out the budget form below. All research/performance expenses are allowed except faculty salary. List the expense, and how it will assist in project completion.			
By signing below, I agree to provide an annual report by May 31 of each year until completion of the project:			

Submittal Signatures

_____   _____   _____ _____

    Faculty Member   Date   Department Chair   Date

II. Budget and Budget Justification

	Funds Requested	Other Funds	Total
SALARIES & WAGES (identify function)			
Project Assistants (UH employee or student)			
FRINGE BENEFITS			
MATERIALS AND SUPPLIES			
Materials			
Supplies			
Art Work			
Promotion Materials			
OTHER COSTS			
Indexing/Editing Services, Translation			
Rentals			
Subvention			
Studio Fees			
TRAVEL (may be subject to State of Texas guidelines)			
TOTAL PROJECT COST			

BUDGET JUSTIFICATION (attach additional sheet if necessary):