



AFAC ARAB FUND FOR
ARTS AND CULTURE
الصندوق العربي
للثقافة والفنون



المجلس العربي
للعلوم الاجتماعية
Arab Council
for the Social Sciences
Conseil Arabe
pour les Sciences Sociales

**AFAC-ACSS Research on the Arts Program
Cycle 2 (2019-2021)**

Frequently Asked Questions

Contents

Eligibility	4
If I have not yet obtained my PhD degree at the time of application, can I still apply to the Research on the Arts Program?	4
As a holder of an MA degree, can I apply as part of a research team?	4
What is the maximum and minimum number of researchers working together in a team, collective or institution?	4
Will the AFAC-ACSS Research on the Arts Program only fund projects that implement the research within the Arab region?	4
Does the AFAC-ACSS Research on the Arts Program have geographical restrictions within the Arab region?	5
Your Call for Proposals specifically mentions the arts, social sciences and humanities. What are they specifically?	5
What is the expected duration of research?	5
Am I eligible to apply, if I have already benefited from a grant from AFAC or the ACSS?	5
Am I eligible to apply for a research on the arts grant, if I am from an Arab country but not “Arab” or do not hold the citizenship of an Arab country?	6
If I am applying for an institutional grant, can the institution be non-Arab or registered outside the Arab Region?	7
Am I eligible to apply for the AFAC-ACSS Research on the Arts Program grant, if I am not from an Arab country, but I am a specialist interested and working on the Arab region?	7
If we are only two researchers applying for team or collective or project, can one of us be non-Arab?	7
Am I eligible to apply for the AFAC-ACSS Research on the Arts Program grant, if I am from an Arab country but I am based outside the Arab region?	7
Am I eligible to apply if the research is a “pilot” for a major research that will follow?	7
Will the AFAC-ACSS Research on the Arts Program grant only fund projects based on empirical research?	8
Will the AFAC-ACSS Research on the Arts Program only fund research proposals adopting specific methods?	8
Am I eligible to apply for an institutional grant if I am not the head of this organization?	8
Application Process	8



آفاق AFAC



المجلس العربي
للعلوم الاجتماعية
Arab Council
for the Social Sciences
Conseil Arabe
pour les Sciences Sociales

How do I apply for the AFAC-ACSS Research on the Arts Program grant? 8

Who should start filling out the online application form for a team, collective or institutional project? 9

When is the deadline for AFAC-ACSS Research on the Arts Program application? 9

Do I need to complete the online application all at once? 9

Can I ask for feedback on my application before submission? 10

If my application is not successful, will I receive feedback as to why my proposal was not selected? 10

What information will be required to complete application for individual projects? 10

What information will be required to complete application for team or collective projects? 11

What information will be required to complete application for Institutional Projects? 13

Do I have to submit my budget in the form provided? 15

Do I have to submit the Project Timeline and Outputs Form provided? 15

Do I need to provide written references? 15

What should the recommendation letter include? 15

What should the official institutional letter include for institutional projects? 15

Grant Amount and Allocations.....16

What is the AFAC-ACSS Research on the Arts Program grant amount? 16

What does the AFAC-ACSS Research on the Arts Program grant cover? Conversely, what doesn't it cover? 16

If I am applying as part of an institution, can I allocate part of the grant to salaries or stipends? 17

I am applying for multiple grants. Should I be awarded the RAP grant, can I also accept funding from other sources? 17

Can I dedicate a portion of the grant to stipends or salary replacements for myself? 17

How will I know that my application is complete? 18

Grant Details.....18

When will award announcements be made? 18

What happens after I am selected for a grant? 18

Do I have to attend the December 2019 workshop? 18

Who will be invited from my team, collective and institution to the workshop and conference? 19



When can I begin my research, if I am selected for funding? 19

When must I end all activities funded by my Research on the Arts Program grant, if I am selected for funding? 19

Do AFAC-ACSS grants go directly to the researchers or are they channeled through a university? 19

When applying as a member of a team, does each member of the team receive funds from the AFAC and ACSS? 19

When applying as a member of a collective or institution, does each member of the collective and institution receive funds from the AFAC and ACSS? 19

What will be required of me once I am awarded a Research on the Arts Program grant? 20

What events organized by AFAC and the ACSS am I expected to attend? 20

Will AFAC and ACSS share the information submitted in the proposal with other bodies? 21

Acronyms:

RAP: Research on the Arts Program

Eligibility

If I have not yet obtained my PhD degree at the time of application, can I still apply to the Research on the Arts Program?

For academic applicants, principal investigators must have obtained their Ph.D. degree before August 1, 2019.

For art practitioners, principal investigators must have a BA degree.

As a holder of an MA degree, can I apply as part of a research team?

Yes, this program is open to individual researchers, teams of researchers, collectives and institutions. MA holders can be part of the research team, collectives and institutions. As for art practitioners they must have 10 years of experience without necessarily having a PhD or Masters degree.

What is the maximum and minimum number of researchers working together in a team, collective or institution?

The maximum number of researchers working together within a research team, a collective or institution is four and the minimum number is two. Only one researcher can be the principal investigator; other members will be considered co-investigators. All mentioned groups should be led by a principal investigator, who should apply on behalf of the group working on the project.

Will the AFAC-ACSS Research on the Arts Program only fund projects that implement the research within the Arab region?

Yes and no. Proposals that focus predominantly on locations in the Arab region are encouraged. Proposals suggesting comparative research between the Arab region and elsewhere are welcome; however the majority of the grant funds should go towards covering the research costs in the Arab region.

Does the AFAC-ACSS Research on the Arts Program have geographical restrictions within the Arab region?

No. The AFAC-ACSS Research on the Arts Program funds research in any part of the Arab region (defined as the countries that are members of the League of Arab States) as well as in multiple sites within the region.

Your Call for Proposals specifically mentions the arts, social sciences and humanities. What are they specifically?

This program is open to researchers from diverse backgrounds in arts, humanities and the social sciences and allied fields. **Arts and humanities disciplines** include: art history, comparative literature, contemporary art, curatorial studies, fine arts, graphic design, architecture, languages and literature, folklore studies, media studies, musicology, performance arts, and visual arts. **The core social science fields** include disciplines such as anthropology, demography, economics, history, political science, psychology and sociology. **Allied fields include** education, gender studies, cultural studies and urban studies.

Interdisciplinary proposals are encouraged.

What is the expected duration of research?

For individual researchers, teams and collectives:

The AFAC-ACSS Research on the Arts Program provides support for a maximum of 18 months of research, which must take place in the period between December 15, 2019 and May 15, 2021. However, projects can have a shorter timeline.

For Institutions:

The AFAC-ACSS Research on the Arts Program provides support for a maximum of 24 months of research, which must take place in the period between December 15, 2019 and December 15, 2021. However, projects can have a shorter timeline.

Am I eligible to apply, if I have already benefited from a grant from AFAC or the ACSS?

AFAC grantees who have a current open grant are not eligible to apply. ACSS grantees (principal and co-investigators) who have benefited previously from the Research Grants Program or other grantees from

the New Paradigms Factory, Postdoctoral Fellowship are only eligible if their grants were closed before March 2017. Other grantees from the Small Grants Program and Working Groups Program can apply if their grants are closed.

Am I eligible to apply for a research on the arts grant, if I am from an Arab country but not “Arab” or do not hold the citizenship of an Arab country?

For Individual Researchers:

Yes. AFAC and the ACSS welcome proposals from researchers in the arts, social sciences, and humanities who are from an Arab country¹ or resident in an Arab country, even if they are citizenless or not regarded as “Arab” (by others or themselves). Applicants are eligible if they are nationals (not necessary citizens) of an Arab country living in the Arab region or the diaspora (for example citizenless Palestinians, Kurds, or other individuals/groups denied citizenship for political reasons).

For Research Teams and Collectives:

Yes. Teams and collectives may include Arabs in the diaspora or non-Arabs as members. However, the Principal Investigator must be a citizen/national of an Arab country and must be based in the Arab Region. At least one other member of the team/collective must also be citizens/nationals of an Arab country and must be based in the Arab region. In other words, the team/collective must have a minimum of two citizens/nationals of an Arab country who are based in the region, one of whom must be the Principal Investigator.

For Institutions:

The institution must be based in the Arab region. At least two members working on the project from the applying institutions must be citizens/nationals of an Arab Country.

¹ Algeria, Bahrain, Comoros, Djibouti, Egypt, Iraq, Jordan, Kuwait, Lebanon, Libya, Mauritania, Morocco, Oman, Palestine, Qatar, Saudi Arabia, Somalia, Sudan, Syria, Tunisia, United Arab Emirates and Yemen.



آفاق AFAC



المجلس العربي
للعلوم الاجتماعية
Arab Council
for the Social Sciences
Conseil Arabe
pour les Sciences Sociales

If I am applying for an institutional grant, can the institution be non-Arab or registered outside the Arab Region?

No, the institution must be based in the Arab region. The registration, however, can be in a non-Arab country provided that the institution has a legal presence in an Arab country. This legal presence can be a registration document or branch registration or notice or any type of registration that is formally recognized in the country in which the institution is based. Branches of foreign international organizations are not eligible to apply.

Am I eligible to apply for the AFAC-ACSS Research on the Arts Program grant, if I am not from an Arab country, but I am a specialist interested and working on the Arab region?

Yes and no. Your application will not be considered eligible if you are applying as an individual researcher. However, you can apply as part of a team or collective project. The team or collective can include you in their project as a co-investigator. Teams and collectives may include Arabs in the diaspora or non-Arabs, but at least two members of the team/collective must be citizens/nationals of an Arab country and must be based in the Arab region.

If we are only two researchers applying for team or collective or project, can one of us be non-Arab?

No. The two members must be citizens/nationals of an Arab country who are based in the Arab region.

Am I eligible to apply for the AFAC-ACSS Research on the Arts Program grant, if I am from an Arab country but I am based outside the Arab region?

Yes and no. Your application will not be considered eligible if you are applying as an individual researcher because Arab researchers applying must be based in the Arab region. However, you can apply part of a team or collective project. The team or collective can include you in their project as a co-investigator. Teams and collectives may include Arabs in the diaspora or non-Arabs, but at least two members of the team/collective must be citizens/nationals of an Arab country and must be based in the Arab region.

Am I eligible to apply if the research is a “pilot” for a major research that will follow?

Yes. The AFAC-ACSS Research on the Arts Program is open for research projects at any stage of their development including the “pilot” phase.



Will the AFAC-ACSS Research on the Arts Program grant only fund projects based on empirical research?

Yes. The AFAC-ACSS Research on the Arts Program is interested in research projects that are grounded in empirical research, and their analysis and write up. This, however, is not restricted to fieldwork but includes archival and textual analysis among other types of data collection.

Will the AFAC-ACSS Research on the Arts Program only fund research proposals adopting specific methods?

No. The AFAC-ACSS Research on the Arts Program is open to proposals suggesting research designs using a variety of qualitative and/or quantitative research methods.

Am I eligible to apply for an institutional grant if I am not the head of this organization?

Yes. Researchers applying for an institutional grant are not required to include the head of the organization or its board members in the project. All employees that work on full-time basis in the same institution are eligible to apply provided that they obtain an official letter from their institution's management confirming that the applying researcher(s) is/are permitted to work on this project under the institution's name and will be granted facilities.

Application Process

How do I apply for the AFAC-ACSS Research on the Arts Program grant?

- 1- Submit an online application form and a narrative proposal (including appendices) on AFAC's website. If you're already a registered user on AFAC's website, you can login with your username and password. Once you login, you will be directed to the applications page. In case you don't have an existing account, you can create one here.
- 2- In addition to submitting the application form on AFAC's website, applicants **must** fill out a profile page on the ACSS Website.

Who should start filling out the online application form for a team, collective or institutional project?

The principal investigator is responsible for starting and submitting the online application form. In case of teams, collectives and institutional projects, the principal investigator should consider the following steps:

1. Start an online application form and a narrative proposal (including appendices) on AFAC's website. If you're already a registered user on AFAC's website, you can login with your username and password. Once you login, you will be directed to the applications page. In case you don't have an existing account, you can create one here.
2. Enter the names and contact details of the co-investigators on the AFAC website.
3. Create your own profile page on the ACSS Website, including name, countries of citizenship, contact email, current position/institution, brief 100 word bio, education, language proficiency, employment history, relevant publications. The profile page must be 100% complete.
4. Ask all co-investigators listed in your application that will work with you on your team, collective or institutional project to create their own profile page on the ACSS Website. The principal investigator should follow up with co-investigators so that they complete their profiles on time. **The application will not be considered complete unless the principal investigator and all co-investigators have filled out their profiles.**
5. Attach the required documents and appendices on the AFAC website.
6. Submit the application before August 10, 2019.

When is the deadline for AFAC-ACSS Research on the Arts Program application?

You must complete and submit your online application before 11:00 pm (Al-Quds/Beirut Time) on August 10, 2019. In case you face any technical problem using the online application system, please contact rachad.chamoun@arabculturefund.org before the deadline.

Do I need to complete the online application all at once?

No. When you start completing the application, you will have the option of saving it as a draft. You may return to the online application as many times as necessary between May 15, 2019 and the application deadline. Be sure to save your work after you finish each section of the application – the online application

will contain detailed instructions on how to do this. Once the application has been submitted, you will no longer be able to alter the information.

Can I ask for feedback on my application before submission?

Yes and no. AFAC and the ACSS will provide general feedback on whether your proposed research fulfils the eligibility requirements and specific issues regarding the application materials requested. However, you will not be provided with feedback on the content and quality of your application and narrative proposal.

If my application is not successful, will I receive feedback as to why my proposal was not selected?

No. Unfortunately, we are unable to provide feedback on unsuccessful applications.

As stated in the call for proposals, the criteria for proposal evaluation are:

- 1- Contribution to Knowledge (Research Question/ Significance and Originality)
- 2- Theoretical and Conceptual Coherence and Literature Review
- 3- Methodology including research ethics
- 4- Outputs (Dissemination/ Potential Impact)
- 5- Feasibility (CVs/ Researchers' Qualifications/ Timeline)
- 6- Bibliography of works cited and consulted

What information will be required to complete application for individual projects?

You will be required to submit the following:

- **Online application form:** As a researcher seeking funding, the online application form will ask you to specify the contact and biographical details, as well as project details, including the following:
 - o Project Details (title, 250 word abstract, duration and location(s) of research)
 - o Project History (if relevant) including earlier phases of the project and future expectations as well as collaborators who may not be participating in this phase of the project
 - o Outputs must include publications (web and/or print) as one of the main outputs of the project and the additional outputs can include scholarly resources (e.g. visual outputs, websites, databases, curricula, bibliographies, maps, policy briefs) with the exception of films.

- Personal and professional details (including name, country/ies of citizenship, contact email, current position/institution, brief bio (up to 150 words), education, language proficiency, employment history, relevant publications).
- The name and contact information for one academic referee who can attest to the significance and feasibility of the proposed project. The researcher is required to submit a recommendation letter from this referee.

You will also be asked to upload the following documents to the online application form.

- 1) Narrative proposal (10 to 15-pages, double-spaced). Please see the Call for Proposals for more details. *Please note that all submitted proposals will be checked and reviewed by AFAC and the ACSS on a plagiarism detector website*
- 2) Appendix 1: Project Timeline and Outputs Form (maximum of 2-pages, may be single-spaced). (Must be completed on the form provided on the website). ([Download the form](#))
- 3) Appendix 2: Project Budget Form (Must be completed on the form provided on the website) ([Download the form](#))
 - a. The budget should be reflective of the extent of the fieldwork can be a maximum of USD 15,000 for individual researchers. *The Selection Committee will only approve budget requests that are commensurate with the planned activities and expected outputs of the project.* Estimated budgets should only be submitted using the form provided. Incomplete forms will not be considered.
- 4) Appendix 3: CV including a list of publications or a portfolio of your completed work
- 5) Recommendation letter from the academic/art practitioner referee mentioned in the application form
- 6) Copy of your passport or identification card.

What information will be required to complete application for team or collective projects?

The principal investigator will be required to start the application and submit the following:

- Online application form: As a team of researchers seeking funding, the online application form will ask you to specify the contact and biographical details, as well as project details, including the following:
 - Project Details (title, 250 word abstract, duration and location(s) of research)

- Project History (if relevant) including earlier phases of the project and future expectations as well as collaborators who may not be participating in this phase of the project
- Outputs must include publications (web and/or print) as one of the main outputs of the project and the additional outputs can include scholarly resources (e.g. visual outputs, websites, databases, curricula, bibliographies, maps, policy briefs) with the exception of films.
- Personal and professional details on each researcher (including name, country/ies of citizenship, contact email, current position/institution, brief bio (up to 150 words), education, language proficiency, employment history, relevant publications). The co-investigators are required to create their individual profiles on the ACSS website, and include their professional details mentioned above.
- The name and contact information for one academic referee who can attest to the significance and feasibility of the proposed project. The researcher is required to submit a recommendation letter from this referee.

You will also be asked to upload the following documents to the online application form.

- 1) Narrative proposal (10 to 15-pages, double-spaced). Please see the website and Call for Proposals for more details. *Please note that all submitted proposals will be checked and reviewed by AFAC and the ACSS on a plagiarism detector website*
- 2) Appendix 1: Project Timeline and Outputs Form (maximum of 2-pages, may be single-spaced). (Must be completed on the form provided on the website). ([Download the form](#))
- 3) Appendix 2: Project Budget Form (Must be completed on the form provided on the website) ([Download the form](#))
 - a. The budget should be reflective of the extent of the fieldwork and number of researchers and can be a maximum of USD 25,000 for a team of researchers or a collective. *The Selection Committee will only approve budget requests that are commensurate with the planned activities and expected outputs of the project.* Estimated budgets should only be submitted using the form provided. Incomplete forms will not be considered.

- 4) Appendix 3: CVs including a list of publications or a portfolio for all team members highlighting their completed work.
- 5) Appendix 4: Team/Collective Members Acknowledgment Form ([Download the form](#)). All team/Collective members are requested to sign this form (electronic signatures or scanned hard copy) to express their commitment to the project and their roles as identified in Appendix 1.
- 6) Recommendation letter from the academic referee mentioned in the application form
- 7) Copy of passport or identification card for each investigator
- 8) For Collectives; Collective's documents: mission and objectives, annual report if available, list of board members (or any other similar governing body), portfolio of the collective highlighting completed work. *Note: Collectives are not required to submit a registration document.*

What information will be required to complete application for Institutional Projects?

The principal investigators will be required to start the application and submit the following:

- Online application form: As an institution seeking funding, the online application form will ask you to specify the contact and biographical details, as well as project details, including the following:
 - o Information About the Institution (Name, establishment date, location of headquarter, areas that the institution works in, registration document, field of work, mission and objectives, board members, sources of funding, name of the head of the institution and their CV, institution's references, annual report, website, projects previously held by the institution)
 - o Project Details (title, 250 word abstract, duration and location(s) of research)
 - o Project History (if relevant) including earlier phases of the project and future expectations as well as collaborators who may not be participating in this phase of the project
 - o Outputs must include publications (web and/or print) as one of the main outputs of the project and the additional outputs can include scholarly resources (e.g. visual outputs, websites, databases, curricula, bibliographies, maps, policy briefs) with the exception of films.

- Personal and professional details on each researcher involved in the project proposed by the institution (including name, country/ies of citizenship, contact email, current position at the institution, brief bio (up to 150 words), education, language proficiency, employment history, relevant publications). The co-investigators working on the project are required to create their individual profiles on the ACSS website, and include their professional details mentioned above.
- The name and contact information for one academic referee who can attest to the significance and feasibility of the proposed project. The researcher is required to submit a recommendation letter from this referee.

You will also be asked to upload the following documents to the online application form.

- 1) Narrative proposal (maximum of 15-pages, double-spaced). Please see the website and Call for Proposals for more details. *Please note that all submitted proposals will be checked and reviewed by AFAC and the ACSS on a plagiarism detector website*
- 2) Appendix 1: Project Timeline and Outputs Form (maximum of 2-pages, may be single-spaced). (Must be completed on the form provided on the website). ([Download the form](#))
- 3) Appendix 2: Project Budget Form (Must be completed on the form provided on the website) ([Download the form](#))
 - a. The budget should be reflective of the extent of the fieldwork and number of researchers and can be a maximum of USD 35,000 for an institution. *The Selection Committee will only approve budget requests that are commensurate with the planned activities and expected outputs of the project.* Estimated budgets should only be submitted using the form provided. Incomplete forms will not be considered.
- 4) Appendix 3: CVs including a list of publications or a portfolio for all institutional members working on the project highlighting their completed work
- 5) Appendix 4: An official letter submitted by management confirming that the applying researchers are permitted to work on this project under the institution's name and will be granted the necessary facilities.
- 6) Recommendation letter from the referee mentioned in the application form.



- 7) Institutional documents: mission and objectives, annual report, registration document, list of board members (or any other similar governing body), portfolio of the institution highlighting completed work. *Note: Institutions must submit a registration document.*
- 8) Copy of passport or identification card for each investigator working on the institutional project.

Do I have to submit my budget in the form provided?

Yes. Project budgets may only be submitted using the **Project Budget Request Form** provided on the website.

Do I have to submit the Project Timeline and Outputs Form provided?

Yes. Please use the form provided on the website in Appendix 1 and follow the guidelines stated in the form.

Do I need to provide written references?

Yes. You need to provide the name and contact details of one academic referee for academic researchers, and one referee for art practitioners, and a written reference letter that you should submit with your application. Please submit your research proposal to your referee so that they can refer to your project in their letter.

What should the recommendation letter include?

The recommendation letter should be:

- a) Written by a referee and addressed to both the Arab Fund for Arts and Culture (AFAC) and the Arab Council for the Social Sciences.
- b) Submitted on official letterhead (if applicable).
- c) Should address the principal investigator's relevant research experience and educational background to undertake this project.

What should the official institutional letter include for institutional projects?

The official letter should be:

- a) Written by the head of the institution and addressed to both the Arab Fund for Arts and Culture and the Arab Council for the Social Sciences.

- b) Submitted on the institution’s official letterhead.
- c) Should include the names of the applying staff members and their positions at the institution, title of the project, requested budget and confirm that the applying researchers are permitted to work on this project under the institution’s name and will be granted facilities. You can use the below format for example:

Title of Project:

Requested Budget:

Name of Researcher	Position at the Institution
Principal investigator	
Co-investigator	
Co-investigator	
Co-investigator	

Grant Amount and Allocations

What is the AFAC-ACSS Research on the Arts Program grant amount?

The grant amount will vary depending on the research proposal. The maximum amount for:

- Individual projects is \$15,000 per grant
- Teams and collective’s projects is \$25,000 per grant
- Institutional Projects is \$35,000 per grant

The Selection Committee will only approve budget requests that are commensurate with the planned activities and expected outputs of the project. The Selection Committee, AFAC and ACSS staff will review each budget on a case-by-case basis. The budget approved by the selection committee may not necessarily correspond to the requested one.

What does the AFAC-ACSS Research on the Arts Program grant cover? Conversely, what doesn't it cover?

Budgets may include: researcher(s) fees, fieldwork expenses (including accommodation away from the home or study location, travel and transportation related to the research, living expenses only for time spent away from home or study location), honoraria for short-term consultants providing specific

technical advice, and meetings/workshops costs related to the research, as well as purchase of research equipment, software, books, stationery and other supplies. Please note that you must submit receipts of all expenses incurred as part of your financial reporting.

Budgets may not include: university/research center overhead, or travel expenses/ registration fees for conferences and workshops. Under exceptional circumstances, the Selection Committee may approve the dedication of a portion of the grant, which is not more than the 30% of the total amount requested, to stipends or salary replacements for: a) Principal Investigator on an individual project; b) Principal Investigator and co-investigators on a team or collective project (30% for all salaries or stipends combined).

If I am applying as part of an institution, can I allocate part of the grant to salaries or stipends?

No. The RAP program doesn't cover salary replacement to institutional grants. However, Institutional projects can dedicate a portion of the grant, which is not more than 10% of the total amount requested, to specific running costs.

I am applying for multiple grants. Should I be awarded the RAP grant, can I also accept funding from other sources?

Yes, but you cannot accept funding from AFAC and the ACSS and another organization for the same expenses for the same research period. AFAC and the ACSS will need a clear budget showing which expenses will be covered by which organization. AFAC and the ACSS may contact the other funding organization in order to clarify the cost-sharing arrangements.

Can I dedicate a portion of the grant to stipends or salary replacements for myself?

If you are applying as an individual project, or on behalf of a team or collective, the Selection Committee may approve the dedication of a portion of the grant, which is not more than 30% of the total amount requested, to stipends or salary replacements for the Principal Investigator and all co-investigators combined. For example, if the grant amount requested is \$15,000 for an individual project, no more than \$4,500 can be used to pay for your stipend. Another example for teams and collectives, if the grant amount requested is \$25,000, no more than \$7,500 can be used to pay stipends for all researchers combined working on the project.



How will I know that my application is complete?

After you have successfully submitted your application, you will receive a confirmation email from AFAC.

Grant Details

When will award announcements be made?

All applicants will receive notification emails by mid-October 2019.

What happens after I am selected for a grant?

You will receive a provisional Award Letter confirming your selection and, if applicable, requests for clarification and elaboration from the Selection Committee.

You will then be expected to:

- 1) Submit a final revised proposal, timeline and **detailed budget** addressing any issues raised by the Selection Committee by November 2019.
- 2) Fill out the ethics questionnaire.
- 3) Attend a workshop during the first two weeks of December 2019 where you will meet the Selection Committee members, present your project for feedback and receive orientation about reporting, financial and ethics guidelines and sign your grant contract. (Costs of attendance at this event should not be budgeted for in the proposals. They will be covered directly by AFAC and the ACSS.)

Do I have to attend the December 2019 workshop?

Yes. By submitting a grant application, you are expressing your commitment to attend the Research on the Arts Program workshop that will be held during the first two weeks of December 2019 , if your proposal receives provisional acceptance. All expenses of attending the workshop would be covered separately by AFAC and the ACSS and will not come out of the grant budget.



Who will be invited from my team, collective and institution to the workshop and conference?

The ACSS and AFAC will cover travel and accommodation expenses for two members of the research team, collective and institution: the principal investigator and one co-investigator only.

When can I begin my research, if I am selected for funding?

If selected for funding, you may begin your research as early as December 15, 2019. Activities conducted prior to December 15, 2019 will not be supported by AFAC and the ACSS.

When must I end all activities funded by my Research on the Arts Program grant, if I am selected for funding?

For individuals, teams and collectives the Research on the Arts Program grant term will end on May 15, 2021. However, for institutional projects, the Research on the Arts Program grant term will end on December 15, 2021. Project-related activities conducted after the term of the grant will not be supported by AFAC and the ACSS.

Do AFAC-ACSS grants go directly to the researchers or are they channeled through a university?

For individual researchers and teams, AFAC and the ACSS will follow the researcher's wishes in this regard. However, project funds cannot go towards university overhead. For collectives and institutions, AFAC and the ACSS will disburse money in the name of the collective or institution.

When applying as a member of a team, does each member of the team receive funds from the AFAC and ACSS?

When applying for team project grant, the principal investigator receives all the funds. It is their responsibility to disburse the funds to the members of the team, and submit all receipts and reports.

When applying as a member of a collective or institution, does each member of the collective and institution receive funds from the AFAC and ACSS?

When applying for a collective or institutional grant, the AFAC and ACSS will disburse the funds to the collective or institution. The collective and the institution are responsible for disbursing funds received from AFAC and ACSS to the researchers working on the funded project. It is the principal investigator's responsibility to submit all receipts and reports.

What will be required of me once I am awarded a Research on the Arts Program grant?

If you are awarded the grant, you will be expected to abide by the following project requirements:

1. Submit a revised proposal, timeline, and detailed budget request by November 2019, responding to requests for clarification or elaboration put forward by the Selection Committee in its preliminary acceptance decision.
2. Fill out the research ethics questionnaire.
3. Sign a contract which specifies the budget, timeline, outputs, and obligations of the researcher(s).
4. Attend a workshop on during the first two weeks of December 2019 to meet the Selection Committee members, present projects for feedback and receive orientation about reporting, financial and ethics guidelines and sign their grant contracts. (Costs of attendance at this event should not be budgeted for in the proposals. They will be covered directly by AFAC and the ACSS.)
5. Attend and present at the Fourth ACSS Research Forum that will be held in Spring 2020. (Costs of attendance at this event should not be budgeted for in the proposals. They will be covered directly by AFAC and the ACSS.)
6. Produce project-related content for the AFAC and the ACSS website (such as project descriptions and profiles of researchers)
7. Submit interim narrative and financial reports every six months (number of reports will depend on project duration). Financial reports should include the original receipts for all project expenses.
8. Submit the final narrative and financial reports within 30 days of the end of the grant term.
9. Produce the outputs identified in the submitted proposal in accordance with the project timeline (Appendix 1).

What events organized by AFAC and the ACSS am I expected to attend?

The ACSS and AFAC may organize panels at conferences and workshops that aim at providing researchers with a platform to discuss or disseminate their project results. Participation in these events would be strongly encouraged but not required.



Will AFAC and ACSS share the information submitted in the proposal with other bodies?

By submitting the application, you are granting AFAC and the ACSS at its own discretion the right to share information with other institutions (including donor agencies) on your research title, objectives, location and the researchers' contact information. In case of compelling circumstances, exceptions can be made on a case by case basis.