YSD STAR Grants
Support for Travel and Research
(Application can be found at https://ysd.yale.edu/star_grant/star_grant_application.pdf)

PURPOSE:
STAR grants are designed to support the professional development of Yale School of Drama faculty members. The Program provides financial assistance for such activities as travel to see productions of particular relevance to the faculty member’s own work; research of source material for production or publishing activity; study with master teachers in the faculty member’s area of expertise; participation in conferences, workshops, seminars and foreign travel that will help in the development or advancement of the faculty member’s professional profile; and travel which fosters the development of collaborative relationships.

ELIGIBILITY and AWARD AMOUNTS:
All current Yale School of Drama (YSD) faculty members who are appointed at a minimum of 51% time, or current Lecturers who have completed four (4) consecutive semesters of teaching, are eligible to apply.

Grant amounts may range up to a maximum of $5,000 per proposed project. Individuals may apply more than once during a given academic year. However, the aggregate of that individual’s requests may not exceed the maximum annual amount of $5,000.

Emeriti faculty who are actively involved representing YSD may apply for grant amounts up to an annual maximum of $1,000.

Applicants who have outstanding balances from previous awards or who have not submitted the required documentation from previous awards will not be eligible.

Non-fundable activities include:

- Annual, recurring activities such as organizing professional events or fulfilling association obligations.
- Activities for which a faculty member receives a salary or substantial fee or honorarium.
- Activities that are outside the faculty member’s area of expertise.

SELECTION PROCESS:
The Committee
Applications are evaluated by a STAR Grant Committee appointed annually by the Dean of the Yale School of Drama. The Committee includes Alan Hendrickson, Victoria Nolan and Evan Yionoulis. The Committee is supported by Yale School of Drama Director of Finance and Human Resources, Katherine Burgueño, who will review all applications in advance of the Committee. She will aid applicants in their efforts to successfully complete applications and to secure additional support within Yale University.
The Timetable
Grants will be awarded on a rolling basis. Applications should be submitted electronically to the Director of Finance and Human Resources as soon as the opportunity presents itself, and no less than eight weeks prior to the proposed activity. The Committee will meet ad hoc to review applications and will forward their recommendations to the Dean for final approval. It is expected that the Committee will act on all applications within four weeks of their completed submission. If you intend to apply for a project but do not yet have the details to submit a formal application, we encourage you to communicate with the Committee that you intend to make application by a certain date in the future.

The Criteria
All applications will be evaluated based on the quality of the proposed project and its potential impact on the individual’s professional development. Additionally, the Committee will evaluate the probability of achieving the project objectives based on a realistic assessment of the submitted budget, timetables and articulated outcomes.

Preference may be given to first-time applicants and to applications that do not qualify for other Yale travel and research grants.

APPLICATION GUIDELINES:
Grant applicants must submit the following materials to the Director of Finance and Human Resources eight weeks prior to the proposed activity:

* Cover Page which will include a brief narrative of the proposed activity including a statement about how this activity will support your professional development. If the project requires absence from class meetings or other School/Rep obligations, please outline your plan for rescheduling/coverage.

* An itemized budget detailing the full cost of the activity including, travel, lodging (# of nights, per night cost), subsistence, per diem (based on the federal tables for meals and incidentals), etc. You must indicate what, if any, other sources of support will be available for the project. All expenses must comply with applicable Yale University policies and procedures. See Director of Finance and Human Resources for specifics or go to www.yale.edu/ppdev.

* Timetable and dates

* Support material if applicable.

REPORTING REQUIREMENTS
Following the funded activity, recipients will be asked to complete a two-page narrative final report and provide original receipts for the full amount funded. The STAR Grant Committee intends to provide the full faculty with access to a record of all previously funded activities.
STAR Grant Application
Yale School of Drama
(The completed application should be submitted electronically to the Director of Finance and Human Resources)

Applicant:

Position Title:

E-mail:

Department:

Phone:

Purpose of Travel:

_____________________________________________________________________

Narrative: (A brief description of the proposed activity including a statement about how this activity will support your professional development. Include start and end dates and location of the project. You may attach one additional page. Please use 12 pt. type, single-spaced with 1” margins.)

Name of Applicant: (please print)
STAR Grant Application

Budget Summary

Amount and Sources of Funding:

$ - Yale Griswold or Hilles Fund Grant
$ - Honoraria/Fee from
$ - Other sources from

TOTAL INCOME $ 

EXPENSES:
Air/train fare: $ 
Lodging (# nights, per night charge) $ 
Food/Meals: $ 
(if using per diem, daily rate must be from
 federal per diem table for meals & incidentals
Registration: $ 
Supplies/Incidentals: $ 
(Please itemize) $ 
$ 
$ 

Other: $ 
(Specify) $ 

TOTAL EXPENSES: $