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David Geffen School of Drama STAR Grant

*Support for Travel and Research (STAR)*

(Application can be found: <https://dgsdinfo.yale.edu/all/>)

**PURPOSE:**

STAR Grants are designed to support the professional development of Yale David Geffen School of Drama (DGSD) faculty members. The Grant offers financial support for activities such as travel to attend productions closely related to a faculty member’s work, research on source materials for productions or publications, study with master teachers in their field of expertise, and participation in conferences, workshops, seminars, or international travel that enhance their professional development. Additionally, the Grant supports travel aimed at fostering collaborative relationships. In exceptional cases, limited funding may also be available for collaborators whose contributions are essential to the faculty member’s creative work.

**ELIGIBILITY and AWARD AMOUNTS**:

All current David Geffen School of Drama (DGSD) faculty members who are appointed at a minimum of 51% FTE, or any current faculty members who are primarily appointed as Lecturers who teach a minimum of 14 hours per semester and have completed four (4) consecutive semesters of teaching, are eligible to apply.

Eligible faculty may apply one or more times per academic year; however, the aggregate of each individual’s requests may not exceed the maximum annual amount of $5,000.

Emeriti faculty may apply for grant amounts up to a maximum annual amount of $1,000.

Applicants who have outstanding balances (unprocessed expenses) 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.
* Recurring professional certifications.

**SELECTION PROCESS**:

**The Committee:**

Applications are evaluated by a STAR Grant Committee appointed annually by the Dean of the David Geffen School of Drama (DGSD). The Committee includes Ilona Somogyi, Florie Seery, and Eric Lin. The Committee is supported by DGSD Manager of Staff and Faculty Affairs, Malaika El Hamel, who will review all applications in advance of the Committee. She will aid applicants in their efforts to successfully complete applications and can advise on additional support within Yale University.

**The Timetable:**

Grants will be awarded on a *quarterly* basis, starting Fall 2025, though ad hoc applications will be accepted with sufficient justification. Applications should be submitted electronically to the Committee as soon as the opportunity presents itself, and no less than eight (8) weeks prior to the proposed activity. As mentioned, the Committee will meet *quarterly* to review applications and will forward their recommendations to the Dean of DGSD 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 submit an application by a certain date in the future.

*Applications for activities that have already commenced will not be accepted.*

**Deadline & Review Dates:**

**Fall:**

Deadline: October 1st Committee Review Date: October 15th

Deadline: December 1st Committee Review Date: December 15th

**Spring:**

Deadline: March 1st Committee Review Date: March 15th

Deadline: May 1st Committee Review Date: May 15th

**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 committee eight (8) weeks prior to the proposed activity:

1. 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 classes, meetings, or other School/Rep obligations; please outline your plan for rescheduling/coverage.
2. 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, which can be found [here](https://www.gsa.gov/travel/plan-book/per-diem-rates)), etc. You must indicate whether the project is eligible for other Yale University funding such as Griswold or Hilles Fund Grants and what, if any, other sources of support (including self-financing) will be available for the project. All expenses must comply with applicable Yale University policies and procedures. See Manager of Staff and Faculty Affairs for specifics or go to:

* <https://whc.yale.edu/funding>
* <https://spin.infoedglobal.com/Authorize/Login> (*sign in using Institutional Credentials and then Create New Profile*).

1. Timetable and dates: (including the **end date** of activity)
2. OPTIONAL: Support material: if applicable.

**REPORTING REQUIREMENTS:**

Following the funded activity, recipients will be asked to complete a 1-2 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.

**FUNDING**:

Should you be awarded a STAR Grant, the funds allocated will be processed as either a budget to be used via a Yale Purchasing Card (PCard) or as a reimbursement for personal expenses following all Yale Procedures/Guidelines as linked below.

Please be advised that all travel and related expenses must comply with Yale policies and guidelines (similar to any other expense):

* Yale Travel Policies can be found here:

<https://your.yale.edu/policies-procedures/procedures/3301-pr03-air-travel-university-business>

* To avoid any tax implications, all expenses must be submitted within **120 days** of the date of purchase. If your travel is scheduled in advance, please ensure that any fees incurred are submitted promptly, particularly those that may be impacted by the 120-day deadline.
* For your convenience, please review the attached cheat sheet for Yale Financial Policies: <https://your.yale.edu/sites/default/files/key_financial_policy_highlights_quick_reference.pdf>
* If you have a Yale PCard, we strongly recommend utilizing it for applicable expenses. If using a PCard, please advise your admin to reach out to Dean Bundy’s admin for a COA, and the expenses can be processed through that route.
  + If using personal funds, please submit all receipts to Dean Bundy’s admin to process.
  + Review the External Professional Activities Guidance from the Office of the Provost: <https://provost.yale.edu/policies/external-professional-activities-guidance>.

**STAR Grant Application**

**David Geffen School of Drama**

(The completed application should be submitted electronically to the Manager of Staff and Faculty Affairs: Malaika El Hamel at: [dgsd.stargrant@yale.edu](mailto:dgsd.stargrant@yale.edu). Save a copy for your personal records.)

Applicant:

Position Title:

E-mail:

Department:

Phone:

Purpose of Travel:

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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.

(If you exceed the text box please attach additional pages.)

**STAR Grant Application**

**Budget Summary**

Amount and Sources of Funding:

$       - Source: Yale Griswold or Hilles Fund Grant

$       - Source: Self-Funded

$       - Source: Other

TOTAL INCOME $

EXPENSES:

Supplies/Incidentals:

Item Cost:

1.      

2.      

3.      

4.      

5.      

Other: (Specify)

Item Cost:

1.      

2.      

3.      

TOTAL EXPENSES: $

(The completed application should be submitted electronically (via email) to the Manager of Staff and Faculty Affairs: Malaika El Hamel at: [dgsd.stargrant@yale.edu](mailto:dgsd.stargrant@yale.edu). Save a copy for your personal records.

**STAR Grant Application**

**STAR Grant | Post-Activity Report**

After completion of your STAR Grant funded activities, please complete this report, attach copies of the receipts for your expenses and submit electronically to the Dean’s admin and Malaika El Hamel at: [dgsd.stargrant@yale.edu](mailto:dgsd.stargrant@yale.edu). Save a copy for your personal records.

**Please note that by not submitting this report, you become *ineligible* for future Star Grant awards.**

**Narrative:** A brief description of the activity undertaken

How did this STAR Grant funded activity aid in your professional development?

Was this your first time applying to the STAR Grant?

Please attach copies of the receipts covered by this funding (or other proof of expenditures).

Total amount spent: $

Amount of award: $

Thank you!

STAR Grant Committee