

VISITING SCHOLARS AND ARTISTS PROGRAM 2009-2010

**APPLICATION FORM
and
OTHER REQUIREMENTS**

The Visiting Scholars and Artists Program provides funds through the Office of the Provost for departments and academic programs to bring distinguished scholars and artists to WMU's campus. Visitors meet with faculty and students, present seminars or forums, conduct displays of work and address gatherings that are open to the public. The VSAP began in 1960 and was designed to contribute to the intellectual life of the entire University.

Please submit this application form and attachments no later than 5 pm, Friday, March 20, 2009, to Patricia Fuehr, Mail Stop 5345, (387-8187), patricia.fuehr@wmich.edu.

Date of Application _____

Sponsoring Department(s) _____
(clearly identify each sponsoring department and/or academic unit)

VSAP Coordinator _____ Phone _____ E-mail _____

Name of proposed scholar/artist _____

Expected dates of visit _____

Scholar/Artist's institution _____

Confirmation of contact _____

Signature, department chairperson/director _____

Attachments:

1. **Biography for Print.** Using the attached form (or the online version of this form at www.wmich.edu/provost/VSAP/), submit a brief biographical and academic sketch of no more than 125 words (typed, double-spaced) for the VSAP advertising brochure. The Committee will not rewrite the sketch to meet this requirement, and failure to include it will cause the application to be returned without action.
2. **Schedule.** Submit a proposed schedule of activities that identifies locations, times and anticipated audience.

(OVER)

3. **Budget.** Submit a fully itemized proposed budget. Identify the amount requested from VSAP funds and the amounts and sources of other funds available. The primary purpose of a VSAP award is to cover expenses of travel and an honorarium. While limited funding for a reception is supportable, extensive budgeting for entertainment or food costs should be provided through other sources.
4. **Biographical Information.** Attach a curriculum vita for the proposed scholar/artist.
5. **Checklist.** Fill out the attached checklist, and submit it along with your application materials in the order indicated by the checklist. Incomplete applications will not be considered.

Please Note:

- **Deadline for the Committee's receipt of application is 5 pm on March 20, 2009. LATE APPLICATIONS WILL NOT BE ACCEPTED.**
- **One (1) original plus four (4) collated copies of the full application must be submitted. (This includes the 1st page, four attachments, and the checklist.)**
- **Visitors' honorarium should be reasonable—not to exceed \$500 per day or \$2200 total. If your department's visiting scholar or artist will receive a larger honorarium, including any funds from other sources, please provide justification for that amount in your budget detail.**

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BRIEF BIOGRAPHICAL AND ACADEMIC SKETCH

(Please keep to 125 words or fewer; please double-space; and note that this is available on our web page, attached to the Provost's page @www.wmich.edu/provost/VSAP)

Name of proposed visiting scholar/artist _____

Sponsoring department(s) _____

Expected program date(s) _____

Chair's or Coordinator's signature _____

Date of submission _____

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APPLICATION CHECKLIST

(Submit this with completed application, items assembled in order of checklist)

Department(s) Sponsor _____

Proposed Scholar/Artist _____

- Application form, including:
 - Confirmation of contact with visiting scholar/artist
 - Signature of department chair or director

- Biographical sketch no longer than 125 words, typed double-spaced, on the form provided with this application.

- Schedule of activities with tentative locations, dates, times, and anticipated audience.

- Itemized budget detailing how funds will be spent and indicating, where appropriate, the source(s) of additional funds that are needed to support the visit.

- Vita for visiting scholar/artist.

- One (1) original and four (4) collated copies of the full application.