

## **2010 FAIRCHILD TOPICAL ISSUES GRANT**

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### **Call for Proposals**

Whether we are participating in the recovery from natural disasters such as the rebuilding after wild fires in California, coping with the aftermath of monsoons in Southeast Asia, dealing with the effects of earthquakes in China, or responding to the tragic effects of conflicts between nations and cultures, interior designers have an important role to play. The IDEC Board of Directors, with funding from Fairchild Books, seeks to support scholarly activity proposed by members that has the potential to expand the body of knowledge and to enhance the role of interior designers in helping communities around the world to cope with significant current events.

As scholars, we stand poised to offer far-reaching benefits due to our knowledge of the interior environment, concern for health, safety, and welfare of the global community, and our ability to grapple with complex social, economic and psychological problems as they relate to the interior environment. The IDEC Board of Directors has identified funds in the amount of \$1,500 to support scholarly activity by individuals or teams that responds to current events that are impacting our global community. For example, funding may support efforts that deal with issues of emergency shelters, effects of cultural displacement, psychological impact of loss, or issues of toxicity. The proposals must have a clearly articulated purpose and methodology and have the potential to affect the discipline in the realm of education and/or practice.

Requests for funding from \$300 to \$1,500 will be considered that engage creative, goal oriented activities of a defined scope and duration benefiting interior design education and/or practice as it relates to the aforementioned topic. Projects must produce tangible results and clearly reinforce the mission and objectives of IDEC.

### **ELIGIBILITY REQUIREMENTS**

Proposal submissions must include the primary participation of an IDEC professional member in good standing. Non-members, associate members and graduate students may only submit proposals jointly with a professional member. Proposals may be generated by the general membership as individuals, networks, committees, or regions.

## **APPLICATION PROCESS AND TIMELINE**

Submissions are to be delivered electronically (Microsoft Word) to Christine Saricos ([csaricos@idec.org](mailto:csaricos@idec.org)) by **2:00pm EST on February 1, 2010**. In the subject line, please note "Fairchild Topical Issues Grant." Each author will then receive a correspondence indicating receipt of all documents.

Awards will be announced at the IDEC Annual Conference in Atlanta and the Director of Development will formally notify the recipients of their assigned awards by April 1, 2010 directly following the conference. After a Letter of Agreement has been signed by the appropriate parties (IDEC Treasurer and the grantee) a check will be cut and forwarded.

## **PROPOSAL CHECKLIST FOR DETAILED PROPOSAL:**

- Proposal for funding cover sheet (all sections must be complete)
- Project abstract (250 word maximum)
- Project narrative (1,000-1,200 words)
- Project with key milestones (timeline)
- Project budget (showing all sources of funding and how the money will be spent)
- Vitaes of not more than 2 pages for ALL team members.
- Letter of reference from chair or administrator, as appropriate, confirming their faith in their capability in completing the project objectives. In either option the project title should describe the work and clearly define the activity.
- A statement verifying if the proposal has been supported previously by competition funds, and if so that the funds awarded were utilized effectively and that the grantee(s) completed the requisite reports.

The narrative (including reference citations, graphics or titles) should incorporate the following:

- Describe your project and clearly define the objectives and methodology to be employed.
- Explain the manner in which the project benefits interior design.
- Define the product or relevant materials that will be disseminated as a result of the project.
- Include selected reference citations

## **FORMAT:**

- Letter sized, white paper, single-side use; follow APA or Chicago Manual of Style guidelines; 12-point type; lines double-spaced; paginated at bottom; title clearly indicated; word count at top right of first page (for abstract and narrative separately).

## **PROJECT BUDGET:**

A completed project budget outline showing all sources of support must be included. Budget restrictions include the following:

- Daily living expenses may not exceed \$75;
- Purchase of equipment or hardware is not permitted; software may be purchased but may not utilize more than 50% of the total award amount
- Transportation costs, or other indirect expenses greater than \$250, will not be funded;

- Other sources for funding are encouraged but not required.
- Funding will only be considered for projects not yet conducted.
- Funding for this project cannot be allocated for indirect institutional costs

## **REVIEW PROCESS**

All submissions will be reviewed by a specially convened committee. Reviewers will have access to grant proposal and vitae.

## **SELECTION AND EVALUATION CRITERIA**

Each submission will be evaluated on the following:

1. Response and significance to topic.
2. Quality of written proposal.
3. Quality of idea and contribution to interior design education and/or the profession.
4. Qualification of submitter(s) in relation to proposal

### Evaluation Criteria

1. The project has the potential to make a significant contribution to the field.
2. The project, problem or subject – and aim - is clearly presented.
3. Sufficient resources are available and the budget is appropriate to carry out the proposed activity.
4. Adherence to budget restrictions.
5. The target audience is identified.
6. The timeline is realistic.
7. The project contains adequate dissemination or exhibition plans.
8. The methodology is appropriate to achieve the desired outcome.
9. The investigator shows evidence of the ability to conduct the project. Letters of reference are included where appropriate.
10. The proposal conforms to formatting guidelines.

## **GRANTEES RESPONSIBILITIES**

- An interim report is required six months after receipt of the award check. It is to be sent to Christine Saricos who will distribute it to the Director of Development and the IDEC Treasurer.
- A final report is due within 30 days after completion of the project to Christine Saricos who will distribute it to the Director of Development and the IDEC Treasurer.

## **QUESTIONS:**

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## Fairchild Topical Issues Grant: Proposal for Funding Cover Sheet 2010

Project title: \_\_\_\_\_

Project Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone and e-mail: \_\_\_\_\_

FAX number: \_\_\_\_\_

Team Members: \_\_\_\_\_

Project Abstract: Attach a 250-word summary of the project

Project Schedule: Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Amount requested from IDEC: \$ \_\_\_\_\_

Other Funding: \$ \_\_\_\_\_

In-Kind Services: \$ \_\_\_\_\_

Total Project Budget: \$ \_\_\_\_\_

### Proposal Checklist:

\_\_\_\_\_ Proposal for funding cover sheet

\_\_\_\_\_ Project abstract

\_\_\_\_\_ Project narrative, with illustrations, graphics, reference citations, etc.

\_\_\_\_\_ Project schedule with milestones

\_\_\_\_\_ Project budget

\_\_\_\_\_ Tailored vitae, not to exceed two pages

\_\_\_\_\_ Letter of reference

\_\_\_\_\_ Statement regarding previous funding

All proposals must be sent to [csaricos@idec.org](mailto:csaricos@idec.org) and received by **2:00pm EST on February 1, 2010**. No faxed submissions will be considered.