



MEMORANDUM

TO: Department/Division Chairs and Faculty
FROM: Holly Hutchins, Vice Provost for Faculty Success
DATE: July 22, 2024
RE: Applications for CREATE

Purpose: The purpose of the Creative and Research Enhancement Activity Time for Engagement program (CREATE) is to facilitate the development of new networks of collaborators for tenure-track assistant professors and to enhance their scholarly productivity. After successful completion of the third-year review but before application for tenure, faculty will be eligible to apply for the CREATE award to be used, in most cases, during the fourth or fifth year of a faculty member's appointment. CREATE awards provide \$4,000 in reimbursement to a faculty member's department for travel and other related expenses for scholarly or creative activity with a new collaborator at an institution (e.g., academic institution, laboratory, relevant industry facility, etc.) outside the DFW area.

Faculty members will typically spend at least 4 weeks with a new collaborator at the new collaborator's institution. The hosting institution should not be the faculty member's doctoral-granting institution; CREATE awards are intended to broaden scholars' horizons. Should the host institution be among the top 20 institutions in the faculty member's field, an additional \$1,000 of support will be provided. Documentation that demonstrates this elevated institutional status will be required. CREATE awards are not offered for teaching or service activities.

Faculty participating in the CREATE program must submit a brief report on their activities within four weeks of returning. A second report that presents evidence of scholarship resulting from the award must be submitted within 12 months of returning. Such evidence may include but is not limited to books, performances, journal articles, and proposals.

Eligibility: All tenure-track assistant professors who have successfully completed the third-year review and have not yet applied for tenure are eligible to apply for the CREATE award. Faculty members should verify eligibility with their chairs and email faculty.success@unt.edu with any questions. CREATE will not be awarded more than once to the same faculty member. Full participation in the Faculty Mentoring Program is required.

Application Process: Faculty members will submit applications for CREATE, and chairs and deans will approve them using the [Faculty Success InfoReady Portal](#). Please submit to the competition titled "CREATE."

The CREATE application will require the following information:

- Applicant details
- Administrative assistant's name and email
- Dates and location of travel
- One-page narrative describing the proposed CREATE activity written to be understood by a professional outside your field. Please explain the intended outcomes of the activity and how it will enhance your career. Where applicable, please also address how you identified the new collaborator or collaborators at the host institution and what resources that institution will provide (e.g., office space, computer facilities, laboratories, etc.)
- Total requested funding amount, chart of accounts number, and paragraph explanation of planned spending
- Short letter of commitment from the new collaborator(s) at the host institution mentioning dates and intended outcomes of collaboration as well as resources the collaborator plans to contribute
- Third-year review letter from chair
- A current CV and current CV(s) of new collaborator(s)
- Documentation showing proposed host institution is among the top 20 institutions in field of study (if you are seeking the additional \$1,000 funding)

Application Dates:

- Applications due: September 23, 2024, 5:00 pm
- Chair approval due: September 25, 2024, 5:00 pm
- Dean approval due: September 27, 2024, 5:00 pm
- Award notification: October 4, 2024, 5:00 pm
- Travel complete and initial report submitted: July 30, 2025, 5:00 pm

Allowable Expenses: CREATE is a reimbursement program of up to \$4,000 (or \$5,000 with documentation of institutional status) to support a faculty member's travel and living expenses, but the department must cover all initial expenses. Awarded faculty members should work with the department to make travel arrangements. CREATE funds may not be used as a salary supplement. The expenses must be charged to your department using fund category 200 and funding category 830001, or reimbursement to your department may not be possible. Any expenses that exceed the approved award amount may be supplemented by departmental funds at the discretion of your department chair. Please see your college financial officer if you have any questions about the allowability of expenses or accounts to charge. All travel and reimbursement must occur during the same fiscal year.

Reimbursement Process: As soon as travel is complete, awarded faculty members should submit their expenses in Concur. Within four weeks after the completion of travel, faculty members will submit a progress report in InfoReady with the following information:

- The amount and chart string for reimbursement and an attached Concur expense report
- A one-page description of the CREATE award activities, including the expected research or creative outputs and new collaborations resulting from the CREATE award

All travel and report submissions must be completed by **July 30, 2025**. If you have any questions, please contact Faculty Success at faculty.success@unt.edu.