



## FACULTY CENTER FOR MEDIA TECHNOLOGIES

### APPLYING FOR MEDIA TECHNOLOGIES FELLOWSHIPS

**Eligibility.** Except in unusual cases, fellowships are available only to Williams faculty and staff, with preference given to regular (non-visiting) faculty. Faculty from all three divisions are eligible. Proposals that link a faculty member to a collaborator who is not on the faculty are, however, allowed. Resident Fellow awards, which involve time released from teaching, must be reviewed and approved by the chair of the home department and the Dean of Faculty as well as by the Advisory Committee.

**Project description and requirements.** Proposals should describe (1) the precise nature of the project and its goals; (2) the feasibility of completing the project within the term of the fellowship, and (3) how the project will advance the applicant's teaching and professional work. The application must also include a project title and, more important, a **project budget**, which typically includes the projected cost of materials (tapes, disks, etc.), travel, technical support (e.g., salaries for student assistants, technicians, consultants), and technical services directly related to the project.

**Please note:** The Center rarely purchases equipment for Fellows, who are expected to use hardware in the Media Technologies lab or to make arrangements with OIT for borrowing required hardware. In rare cases, a project may include purchase of specialized hardware or software not readily available on campus. Technical training related to such equipment and software is normally provided by OIT and therefore need not be noted in the budget. Off-campus training will be funded by The Center only if a convincing case is made that such resources are not available at Williams. Questions about the availability of specific equipment and training should be directed to Instructional Technology, OIT, prior to submission of proposals.

**Fellowship term.** Once awarded, grants are available for use *only until the end of the fiscal year (June 30) in which they are awarded*. With the director's approval, and budgetary circumstances permitting, portions of a grant may occasionally be rolled over into a new fiscal year. Multi-year projects should be identified as such so that appropriate financial arrangements can be made.

For additional information about Media Technologies fellowships, consult the website <http://www.williams.edu/go/fcmt> or contact Jean-Bernard Bucky.