



Association for  
Performing Arts  
& Entertainment  
Professionals

[usitt.org](http://usitt.org)

**United States Institute for  
Theatre Technology, Inc.**

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# USITT Innovation Research Grants Program

## Submission Details

### Submissions Due November 19, 2018

#### **Background**

The Board of Directors of USITT has authorized the investment of \$330,000 over the next six years in a new program entitled, Innovation Research Grants. The purpose of these grants is the financial sponsorship of research projects addressing technology challenges faced by the entertainment industry. These grants are to be made to help investigate solutions to some of the challenges of our industry and to pave the way for new technology to impact our art. Grants are funded in three cycles of \$110,000. Grants will be awarded based on the following criteria:

#### **Eligibility**

- Proposals will be accepted from individuals, teams, and businesses pursuing research to address current challenges faced by the entertainment industry
- Preference will be given to individual applicants who are Institute members, teams that include Institute members, and businesses that are Contributing or Sustaining members of the Institute or have been an exhibitor at the Annual Conference & Stage Expo in the previous year, however, this is an open call for proposals that will impact the entertainment industry
- Business applicants must have an established artistic or business enterprise track record as well as a history of fiscal responsibility

#### **Application Requirements**

##### **1. Project Summary/Abstract** (Limit 400 words)

Provide a clear and concise statement of the research problem to be addressed; basic overview of the proposed methodology; and projected timeline (limited to 24 months).

##### **2. Background and Context** (Limit 2 pages)

Describe the relation of the proposed project to the present state of knowledge in the field; experience the applicant(s) bring(s) to the project; work already completed; and anticipated impact of the research being undertaken. This section should make it clear what is innovative and original in the proposed project.

##### **3. Methods/Procedures/Materials** (Limit 3 pages)

Describe in clear and understandable terms the general plan of work, as it will be undertaken to achieve the stated objectives.



**4. Timeline (Limit 2 pages)**

Provide an outline, month by month, of the activities to be carried out during the maximum of 24 months duration of the proposed project.

**5. Itemized budget and Justification (preferred Excel spreadsheet)**

Provide a complete “sources and uses” budget including all anticipated expenditures involved in the project. List all sources of funding (indicate whether additional funding sources are confirmed). Use appropriate notes to clarify each budget item.

**6. Outcome (Limit 1 page)**

Describe the anticipated final “product” of the proposed project and how the resulting information will be disseminated to USITT’s membership and the rest of the entertainment industry?

**7. Resume(s)**

Provide résumés/bio for the principal project team. This should be a maximum of one page per person and should only provide information regarding significant accomplishments.

**Project Evaluation Criteria**

- Potential industry impact and significance to the field
- Innovative nature of the effort
- Individual or team strength, relevant past activities
- Fiscal viability
- Technical merit
- Application and Transferability
- Additional funding sources, including in-kind or direct support whether from internal or external providers

**Innovation Funds Cannot Be Used for:**

- Standard computer equipment software and hardware, project specific software and hardware is evaluated on a case-by-case basis
- Project specific salaries will also be evaluated on a case-by-case basis
- Travel, registration and per diem expenses for conference attendance
- Indirect costs
- Publication underwriting or rights use fees
- Educational program expenses
- One-time fund-raising events, fundraising campaigns, lobbying
- Membership fees
- Usual and customary production expenses and salaries
- Debt retirement
- Endowments



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## **Obligations**

- USITT does not maintain any intellectual property rights related to the research.
- Any resultant product, research findings, or publication thereof shall include the USITT service mark and the following notice: This \_\_\_\_\_ was made possible in part by funding from a USITT Innovation Research Grant.
- A final report shall be filed with the national office within three months of completion of the award period (typically 18 months) describing the relative impact of the funding, successes or failures, innovation fund use details, and plans for the future.