
WILLIAM BRONSON MITCHELL AND GRAYCE SLOVET MITCHELL ENHANCEMENT FUND

The William Bronson Mitchell and Grayce Slovet Mitchell Enhancement Fund offers \$10,000 - \$35,000 competitive awards to one or more faculty members **who have received a major national or international award and are considering a leave of absence (which must be taken if granted a Mitchell Enhancement Fund award)**. Materials will be reviewed by the Dean's Selection Committee with recommendations made by the committee members to the Provost and the President of the School. The grantee(s) will be selected for the purpose of expanding upon the work for which their major award was granted.

Eligibility

- Full-time tenured, tenure-track, and part-time faculty currently teaching in a degree program who have taught at least 10 courses at SAIC.
- Recipient of a major national or international award in the year for which they apply.
- Faculty who meet the above criteria who are considering a sabbatical, adjunct paid leave, or an unpaid leave of absence for the purpose of expanding upon the work for which the major national or international award was granted.

Following the award period, the recipient will give a public lecture on their research/work in memory of William Bronson Mitchell and Grayce Slovet Mitchell.

Submission Guidelines

Rolling Deadline – Applications must be submitted within 60 days of receipt of the national/international award. If you meet the eligibility criteria, email the following 3 documents, formatted as PDFs (25 MB or less), to mscranton@saic.edu using the subject line "Last Name_Mitchell Award Application". Please use the following naming conventions for the attached documents "Last Name_Mitchell_Document Name.pdf":

- **Award Description and Research/Work Proposal –**
Last Name_Mitchell_Award Description & Research/Work Proposal.pdf
Please include your name, rank, primary department(s), a description of the national or international award, and your research/work proposal during the award period.
- **Award Letter –** *Last Name_Mitchell_Award Letter.pdf*
Letter from the awarding organization outlining your receipt of the award.
- **CV –** *Last Name_Mitchell_CV.pdf*
Current résumé or curriculum vitae.

Review and Selection

Award applications will be evaluated on the following criteria: the prestige of the award, the applicants research project, and seniority. All submissions are reviewed by members of the Deans Selection Committee, which includes the Dean of Faculty, Divisional Deans, and elected full-time and part-time faculty representatives. Recommendations are then made to the Provost and the President of the School. Individual recipients are contacted via SAIC email.

Awards

Mitchell Grant funds must be used simultaneously with the national/international award period and the leave of absence. The Dean of Faculty will consult with Department Chairs regarding the leave of absence. Funds may not be used retroactively for an award given before the 60-day submission period for applications.

Note: All Mitchell Funded Awards are distributed as One-Time-Payments, dispersed through regular payroll. Recipients will be sent a One-Time-Payment request form to sign and return. The grant amount is then added to regular payroll in four to six weeks. **Since the award is subject to regular payroll taxes, recipients are encouraged to keep records and receipts of associated expenses to submit with their individual year-end tax return. Upon receipt of the award, the recipient may want to review IRS publications or consult with a tax expert to ensure any tax implications are understood.**

QUESTIONS – Contact Molly Scranton, Assistant Director of Faculty Services at mscranton@saic.edu.