2021 Exceptional Grants and External Appointment Requests

This form should be used in conjunction with the ***Guidelines for Exceptional Grants and External Appointments for Faculty.*** to request a special faculty assignment for an exceptional grant or external assignment in keeping with Academic Affairs Guidelines for Exceptional Grants and External Appointments.

**Instructions:** This completed form with all signatures should be submitted to the Office of the Provost (c/o Ms. Renee Reed, MSC 7607, Alumnae Hall; reedra@jmu.edu). Faculty should not apply for or make any arrangements for any grant, contract or external opportunity without prior documented approval from their Academic Unit Head and Dean.

# Personal Information

|  |  |
| --- | --- |
| Name of Recipient |       |
| Academic Unit |       |
| Current Title and Rank |       |

# Exceptional Grants and External Appointment Information

|  |  |
| --- | --- |
| Name of Anticipated Opportunity |       |
| Awarding Institution |       |
| Anticipated Award |       |
| Proposed Timing of Absence/Release |       |
| Select the category that best reflects the standard met by this opportunity. *Select all that apply.* | [ ]  Prestigious award[ ]  Available for research and disciplinary advancement in the faculty member’s field(s) of specialization[ ]  Bears direct benefit to the home academic unit [ ]  Bears direct benefit to the institution  |

# Faculty Responsibilities

|  |  |
| --- | --- |
| Anticipated Teaching Responsibilities*List each course by semester for which a release/absence is sought.* |       |
| Other Anticipated Academic Responsibilities*List advising or other academic responsibilities by semester for which a release/absence is sought.* |  |
| Anticipated JMU Service Responsibilities*List academic unit, divisional and university committees or other service responsibilities by semester for which a release/absence is sought.* |       |
| Anticipated External Service Responsibilities*List committees or other service responsibilities external to JMU by semester for which a release/absence is sought.* |       |
| Proposed Timing of Absence/Release |       |

# Proposed Opportunity

1. Describe the proposed exceptional grants and external appointment.

1. What are the merits of this opportunity?

1. Describe the benefit of this opportunity to the unit.

1. Discuss the likely impact of the proposed release or absence over the duration of the opportunity.

1. Describe any facilities, equipment or resources that will be utilized in support of the opportunity (on- or off-campus)

# Extramural Compensation or Cost Sharing Arrangements

Any EGEA opportunities involving extramural compensation or support must be officially documented by JMU prior to the initial start date of the opportunity. The faculty member or AUH should contact JMU’s Office of Sponsored Programs for assistance on funding arrangements.

1. What type of extramural funding is available to support this opportunity? *Select all that apply.*

[ ]  Cost sharing arrangement between host institution/agency and JMU

[ ]  Fellowship, stipend, grant or other compensation from host institution/agency directly to faculty member

[ ]  Grant or foundation support from an extramural entity other than host institution/agency

[ ]  No extramural funding involved

If you selected a funding option above, use the space below to describe the specific arrangements. Attach OSP documentation.

# Approvals

Indicate approval of the proposed EGEA arrangement by adding signature and date below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Signature or E-signature** | **Name (typed)** | **Title** | **Email** |
|       | Primary AUH:  |       |       |       |
|       | Primary Dean:  |       |       |       |
|       | 3rd Approver:  |       |       |       |
|       | 4th Approver:  |       |       |       |
|       | 5th Approver:  |       |       |       |
|       | 6th Approver:  |       |       |       |