

College of Visual and Performing Arts

Undergraduate Development Awards 2022-2023

Purpose of the Awards

The College of Visual and Performing Arts (CVPA) at James Madison University offers Undergraduate Development Awards of up to \$2,000 to stimulate and advance undergraduate students' creative or scholarly agendas or assist in developing their service activities. Proposals should reflect academic unit goals, and align with: CVPA's commitment to [diversity](#); the Academic Affairs division's [mission, vision, values, and strategic goals](#) and its [Anti-Racist/Anti-Discrimination Agenda](#); and JMU's [mission, vision, and values](#). Awards are to be used to complete proposed activities (see budget section for restrictions). Each award is given with the understanding that the recipient will devote enough time and energy to ensure successful completion of the project.

Eligibility

Proposals may be submitted individually or on behalf of a team; the principal investigator must be a full-time CVPA undergraduate student. While students may be part of multiple Undergraduate Development award proposals as a research team member, they will only be eligible to receive one Undergraduate Development Award as a principal investigator each year. Students are eligible to apply for and earn these awards annually.

Proposal Components

Please submit your proposal using [this form](https://forms.office.com/r/vx6YZamG13) (https://forms.office.com/r/vx6YZamG13). Your proposal will include:

- Proposal Title
- Principal Investigator Name, Academic Unit, and eID
- Name(s) and Affiliation(s) of Collaborators
- Proposal Summary (not more than 500 words)
- Project Narrative (not more than 1,000 words, excluding references)
- Expected Outcomes and Timeline (not more than two pages)
- Project Budget
- Team Member CVs (not more than two pages each)
- Faculty Mentor Support Letter

A detailed description of proposal requirements, as well as templates and sample proposals, can be found on the [CVPA Student Resources website](#).

Proposal Submission and Review

Proposals will be reviewed two times a year by the CVPA Research Support Committee. Proposals should be submitted by 5:00 pm on September 16, 2022 for the fall, or January 13,

2023 for the spring [using this form](#). Submissions will be sent to the PI's academic unit head to verify that budget items align with JMU policies. Following this review, the Executive Director of CVPA's Office of Creative Propulsion will submit approved proposals to the CVPA Research Support Committee for review. The committee will evaluate clarity, thoroughness, and care in adhering to proposal guidelines and consider proposals based on their potential contributions to academic excellence, collaboration, equity, and stewardship.

Notification and Feedback

The Dean will notify applicants of the status of their proposals by the end of the semester in which their proposal was submitted. All proposals will receive written feedback from the committee, which will be shared in the Dean's communication. Proposals that do not receive funding are eligible to revise their proposal based on committee feedback and resubmit in the next review period. Proposals that receive full or partial funding will be notified of any award conditions or restrictions, and should meet with their school's administrative assistant to enact their project budget.

Reporting and Presentation Requirements

A final report must be submitted to CVPA's Office of Creative Propulsion not more than 60 days after the grant period ends. Recipients also agree to share information about their award-funded activities in a CVPA or campus research symposium. Report guidelines are available on the [CVPA Student Resources website](#).