

College of Visual and Performing Arts

GUIDELINES FOR

2020 FACULTY SUMMER RESEARCH/TEACHING/CREATIVE ACTIVITY GRANTS

PURPOSE

The College of Visual and Performing Arts at James Madison University offers research and teaching grants to assist faculty in activities that contribute to development of creative or scholarly projects that lead to presentation, publication, exhibition or performance or to help faculty members enhance their teaching in ways that cannot be undertaken as part of their regular responsibilities. Proposals in any academic or creative discipline are invited. Teaching-related project proposals may address any area of teaching and may include methods as diverse as reading, workshops, conferences, visits to other institutions, collaborative efforts with other faculty and formal course-work. Projects funded by the college should benefit the faculty member, reflect school and college-level goals and further the mission of James Madison University.

Research and teaching grants must sustain activities necessary to complete the project, including faculty salaries, travel expenses, and other related costs. The grant award is \$4,500. The grant is paid through the payroll system and applicable taxes are withheld.

ELIGIBILITY

Applicants:

1. must occupy a renewable term or tenure-track appointment or have tenure at the time of application;
2. must not teach for more than one month between the end of April and the beginning of September in the year of the award;
3. may submit only one summer grant proposal;
4. may not have received a CVPA summer grant for the summers of 2018 or 2019;
5. must not be serving as a member of the College Faculty Leaves, Awards and Grants Committee;
6. must plan to return to full time teaching at JMU following the summer grant.

APPLICATION PROCEDURES

Applicants should forward the completed proposal to their school director in advance of the due date. The faculty member's school director must review and sign the notification form. Applicants are responsible for electronic submission of all materials by **4 pm Friday, October 25, 2019. Only applications received by this date will be accepted for consideration by the College Faculty Leaves Awards and Grants Committee.** Once submitted, the proposal will not be returned to the applicant.

PROPOSAL FORMAT

Project Summary

Include a short and descriptive project title and a one-paragraph abstract using the cover sheet provided. A second paragraph should indicate other possible funding sources that are being explored and/or provided for this project and all support (including time such as release time, dates and amounts) granted by CVPA in the last 5 years.

Project Description

An applicant should not presume extensive knowledge of his or her subject by the committee. Rather, one should assume an audience faced with valuable projects from each of the disciplines in the college. A successful grant proposal, therefore, will

1. clearly and succinctly state its purpose and objectives,
2. situate the project within current research in the field or discuss its creative consequence to artist and audience, (Attach bibliography if applicable.)
3. outline methods and schedule of activities,
4. suggest future activities that may result from the grant or whether the grant may serve as seed money for the development of grants from outside the university,
5. if applicable for clarification of intent & planning, include an itemized budget for projects that include travel, equipment supplies, commissions, etc..

Length

The narrative portion should not exceed 1,000 words, or approximately four pages double-spaced. In addition to this, applicants are encouraged to include a bibliography of no more than two pages, if applicable.

Professional Resume

Applicants should attach a current *curriculum vitae* which conforms to the conventions of their discipline.

Additional Considerations

Applicants should understand:

1. Awards will not be given to support completion of degree requirements.
2. If projects involve research or data collection using human subjects, the proposer must include a copy of the Institutional Review Board (IRB) approval, according to [JMU policy number 1104](#). For more information see the [JMU Office of Research Integrity](#).
3. If projects involve research or data collection using live, vertebrate animals, the proposer must include the Institutional Animal Care and Use Committee (IACUC) approval, according to [JMU policy number 2202](#). For more information see the [JMU Office of Research Integrity](#).

EVALUATION PROCESS

The College Faculty Leaves, Awards and Grants Committee will consider all eligible proposals. The committee is composed of seven members, two elected from each School within the College and the Associate Dean who serves as the non-voting chair of the committee. Grants will be awarded on the basis of the merit of the proposal, however applicants should recognize that funding is limited. Where proposals appear to have equal merit, final decisions will depend on the committee's appraisal of the applicant's professional qualifications and record of teaching excellence and scholarly and/or creative productivity. Junior tenure-track faculty will receive preference in proposals of equal merit. The committee's recommendations are not subject to appeal; however, the committee maintains minutes and, upon written request by an applicant, will provide a summary of discussion of the applicant's proposal after the announcement of awards.

NOTIFICATION

The Chair of the committee will notify grant recipients in writing by January 15, 2020. The stipend will be distributed during the 2020 Summer Session in mid-May and mid-June.

REPORT AND ACKNOWLEDGMENTS

A written report of accomplishments must be submitted to the School Director, the Dean and the chair of the Faculty Leaves, Awards and Grants committee by **Friday, October 2, 2020**. The report should include a description of contributions the grant will make to the school, the college and to the university. Failure to file this report may impede the award of a future grant. Recipients of a summer grant may be asked to speak at a school or college-wide symposium about their results or findings. Any publication or exhibition resulting from the grant shall indicate: "This work was supported by the James Madison University Program of Grants for Faculty Assistance."

College of Visual and Performing Arts
**2020 SUMMER RESEARCH/TEACHING/CREATIVE ACTIVITY GRANT
APPLICATION CHECKLIST**

To be considered complete, all applications must consist of the following:

- _____ 1. Project summary – Abstract & Support
- _____ 2. Project description – Please address all 4 or 5 points
- _____ 3. *Curriculum vitae*
- _____ 4. IRB and/or IACUC approval form, if applicable
- _____ 5. Notification form

Items should be uploaded to SharePoint in a single pdf. in the order of the checklist.

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**2020 SUMMER RESEARCH/TEACHING/CREATIVE ACTIVITY GRANT
PROJECT SUMMARY**

Title of Proposal: _____

Principal Investigator: (Name) _____

(Please type or print)

Date _____

Signature _____

JMU Employee JAC Card Number _____

ABSTRACT

SUPPORT

College of Visual and Performing Arts
**2020 SUMMER RESEARCH/TEACHING/CREATIVE ACTIVITY GRANT
NOTIFICATION**

Applicant's Name _____

- θ I acknowledge that my project requires IRB or IACUC review and approval. I have attached the required approval form(s).
- θ No IRB or IACUC approval is necessary.

Applicant's Signature

(To be completed by School Director)

I certify that _____ meets the eligibility requirements as listed in the guidelines for Summer Research/Teaching/Creative Activity Grants.

I acknowledge that if the grant application is approved, this faculty member will not teach for more than one month between the end of April and the beginning of September during the period of the grant.

I endorse this project expecting that it will benefit the faculty member, the school, and the university and the proposal should be considered for funding.

School Director's Signature
