

## **College of Visual and Performing Arts**

Undergraduate Development Awards 2021-2022

### **Purpose of the Awards**

The College of Visual and Performing Arts (CVPA) at James Madison University offers financial assistance to stimulate and advance creative scholarly agendas or assist in developing service activities, while also reflecting the goals of the academic unit, college, and university. Proposals in any field of creative activity may be submitted. Awards are to be used to sustain activities necessary to complete the proposed activities, including travel expenses and other related costs (see budget section for restrictions). Each award will not exceed \$2,000.

### **Eligibility**

The program is open to full-time undergraduate students of CVPA. Each award is given with the understanding that the recipient will devote enough time and energy to ensure successful completion of the project. Students may be part of more than one Development Award proposal, however, only one award will be given to a student. Proposals will be accepted from individual student for or on behalf of a team. If proposals are submitted on behalf of a team, the lead student or PI must be a full-time undergraduate student in the College of Visual and Performing Arts.

### **Proposal Components**

Title Page:

- Title of project
- Names and majors of all involved project members

Part One: Project summary

- Should not exceed 500 words.
- Like an elevator speech, this should quickly and clearly convey the purpose of the proposal.

Part Two: Budget

- Items:
  - List all objects to be purchased with urls to establish current purchase price. Note that JMU has restrictions on which vendors it can use and prices may vary at the time of purchase.
  - All items purchased with state funds remain the property of CVPA and JMU.
- Personnel:
  - Honorarium: may be used to pay non-student workers and outside experts. Consult the [Finance Office](#) for procedures and restrictions on paying employees or Independent Contractor.

- Student Workers: Consult the [Office of Student Employment](#) for procedures and restrictions on hiring student workers.
- Publishing Costs:
  - List in detail all publishing costs associated with the proposal.
  - Publications must support the goals of the school, CVPA, and JMU. Briefly list how the publication does this (exhibition, course development, etc.).
- Software: Awards may be used to purchase up to one-year of a software license, but no more. Neither CVPA nor JMU are responsible for any maintenance for software integration, issues, or use.
- Travel:
  - Awards may be used to support travel, but all components must comply with university policies on travel as stated in section [4215 – Travel](#) of the Finance Procedures Manual. In general, JMU will reimburse travel expenses.
  - International: Those proposing international travel must provide projected travel dates and indicate that they understand and will conform to Virginia and JMU international travel policies, including successfully submitting a travel authorization form to the JMU president requesting permission to travel outside the country at least one month prior to travel. Each applicant must also indicate that they possess a current U.S. passport, or is willing to apply immediately for a passport if not in possession of one or possesses the papers necessary for travel to the country where the project will be conducted if the student is not a U.S. citizen.
  - NOTE: Fees for residencies and conference fees associated with presentations will only be considered if the applicant has been accepted.

#### Part Three: Timeline

- Include a one-page timeline covering all project activities and major benchmarks for assessing progress.

#### Part Four: Expected Outcomes

- State what future scholarly activities or pedagogical intervention/development might be expected because of the award.
- The proposer will also note research and scholarly activities that might occur after conclusion of the award, enabling the investigator to seek external funding for long-term project support. These activities could include continued research, publication, or presentation in a professional forum.

#### Part Four: Narrative

- The narrative should not exceed four double-spaced typed pages or 1,000 words (exclusive of citations). Project descriptions will vary with specific intentions of the principal investigators.
- The proposal must provide information on methodology, scholarly and or pedagogical significance and other relevant matters; however, the proposer should not presume extensive knowledge of the subject by the reviewers.
- This description of the project is the only demonstration that the CVPA Development Committee will have of the substance and potential of your proposed activities. Therefore, since members of these committees may not have a specialized knowledge of your field, the proposal must describe the project in plain, non-technical English.

#### Part Four: CV

- Condensed current Vitae for all involved students (not to exceed two pages per person).

#### Part Five: Faculty Mentor Letter of Support

- All student projects must be reviewed by a faculty mentor who agrees that should the proposal be funded (full or in-part) to serve as a resource for the project.

### **Submission and Review of Proposals**

Proposals will be reviewed two times a year by the CVPA Development Committee. Proposals should be submitted by 5:00 pm on September 6, 2021 for the fall, or January 10, 2022 for the spring to Associate Dean Wren Stevens ([stevenwr@jmu.edu](mailto:stevenwr@jmu.edu)).

- Proposals will be sent to the school's director to verify that budget items meet JMU procurement and hiring policies. Applicants may be contacted during this one-week period to adjust or clarify the proposal.
- Proposals approved by the school director will be returned to Associate Dean Wren Stevens who will submit them to the CVPA Development Committee for review.
- The CVPA Development Committee will review the proposals.
  - The CVPA Development Committee will make recommendations to the Dean based on these criteria:
    - Academic Excellence: Improving the world by pursuing, sharing, and advancing knowledge, this area includes those projects that are innovative or a high-quality service to the university or the community (local, national, or international) and include exhibitions and performance of creative work.
    - Collaboration: Projects strive to produce better outcomes through diverse teams, promoting collaborative experiences within the classroom

and across disciplines. Demonstrates generosity and a willingness to freely share knowledge.

- Equity: Projects integrate diverse perspectives, intentionally providing resources to underserved populations, advocating for the welfare of others, creating an anti-racist and anti-discriminatory environment, and removes barriers to participation by building inclusive and equitable processes.
- Stewardship: Projects champions best practices and innovative approaches to sustainability and contributes to the communities and campus.
- Proposals that receive full or partial funding will receive written feedback from the committee as well as any conditions or restrictions on the award.
  - After confirmation of the award, the student or lead student will meet with the school's administrative assistant to discuss the next steps.
- Proposals that do not receive funding will receive written feedback from the committee to improve the proposal for resubmission in the next review period.

### **Reporting**

A complete program and financial report for the project must be provided to Associate Dean Wren Stevens within 60 days after the completion of the grant period. Additionally, the recipients may be asked to share information about their award-funded activities in a CVPA or campus forum or event.

#### Report Components:

- Title Page with Project Name and Contributing Members
- Summary of Project
- A 3 to 5-page review of your project, written for a general audience and suitable for incorporation into presentations or displays.
- Photographs suitable for incorporation into presentations or displays; videos are also encouraged.
- Assessment of Project and any Proposed Future Projects
- Financial Report with Receipts