

College of Arts and Letters
GUIDELINES FOR
2020 FACULTY SUMMER RESEARCH/TEACHING GRANTS

PURPOSE

The College of Arts and Letters at James Madison University offers research and teaching grants to assist faculty members in activities that contribute to the development of scholarly or creative 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 departmental/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 research/teaching grant for the summer of 2018 or 2019.
5. must not be serving as a member of the Faculty Assistance 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 department head/school director in advance of the due date. The faculty member's department head/school director will sign the notification form. Applicants are responsible for e-mailing .pdf files of all materials to Laura Wisman wismanlb@jmu.edu by **Friday, September 6, 2019**.

REPORT AND ACKNOWLEDGMENTS

At the completion of grant-funded activities, a written report of accomplishments must be submitted to the Academic Unit Head and Dean by Friday, October 2, 2020. The report should include a description of contributions the grant will make to the department/school, the college and to the university. For projects requiring IRB or IACUC approval, grant recipients must include with the report a copy of the appropriate approval form. 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 department-/ 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."

PROPOSAL FORMAT

Project Summary

Include a short and descriptive project title and a one-paragraph abstract using the cover sheet provided.

Project Description

The proposer should not presume extensive knowledge of his or her subject by the committee. Rather, one should assume an audience faced with valuable projects from all 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 and describe how the grant will promote those 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.

If you are applying for both a Summer Research/Teaching Grant and an Educational Leave, please prioritize the proposals and provide justification for why you believe you need both awards.

If you have previously received a Summer Research/Teaching Grant from James Madison University, please include as an appendix a copy of the written report of project accomplishments that you submitted to the Dean and your Academic Unit Head upon completion of your grant activities, and briefly describe the significant ways in which your scholarship, creative work and/or teaching have been affected.

Length and Binding

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 acknowledge that Institutional Review Board (IRB) approval, according to JMU policy number 1104 <http://www.jmu.edu/JMUpolicy/1104.shtml>, is required of all awarded grants. For more information see <http://www.jmu.edu/sponsprog/irb/irbmission.html>
3. If projects involve research or data collection using live, vertebrate animals, the proposer must acknowledge that Institutional Animal Care and Use Committee (IACUC) approval, according to JMU policy number 2202, is required of all awarded grants. For more information see <http://www.jmu.edu/sponsprog/iacuc.html>

EVALUATION PROCESS

The College Faculty Assistance Committee will consider all eligible proposals. The committee is composed of ten members representing each department/school of the College. An Associate Dean chairs 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. 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 OF AWARD

The Dean of the College will notify grant recipients in writing by the end of the 2019 Fall Semester. Checks will be distributed during the 2020 Summer Session in mid-July and mid-August.

College of Arts and Letters
**2020 SUMMER RESEARCH/TEACHING GRANT
APPLICATION CHECKLIST**

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

- ___ 1. Project summary
- ___ 2. Project description
- ___ 3. *Curriculum vitae*
- ___ 4. IRB and/or IACUC approval form, if applicable
- ___ 5. Notification form

College of Arts and Letters
**2020 SUMMER RESEARCH/TEACHING GRANT PROPOSAL
PROJECT SUMMARY**

Title of Proposal _____

Name of Principal Investigator _____
(Please type or print)

Department or Unit _____

Date _____ Signature _____

ABSTRACT

College of Arts and Letters
2020 FACULTY SUMMER RESEARCH/TEACHING GRANT NOTIFICATION

Applicant's Name _____

_____ I acknowledge that my project requires IRB or IACUC review and approval. I have attached the required approval form(s).

_____ If IRB or IACUC approval is necessary, please explain. Use a separate page if necessary.

Applicant's Signature

(To be completed by Department Head or School Director)

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

I acknowledge that if the grant application is approved, this faculty member will be ineligible for teaching over one month during the period of the grant.

Signature of Department Head or School Director

(To be completed by Chair of the College Faculty Assistance Committee)

The Faculty Assistance Committee recommends _____, does not recommend _____, that this applicant be approved for a Faculty Summer Research/Teaching Grant.

Signature of Chair, College Faculty Assistance Committee

(To be completed by Dean)

I approve _____, do not approve _____, this application for a Faculty Summer Research/Teaching Grant.

Signature of Dean