

Guidelines for Edna T. Shaeffer Humanist Award Applications 2024-25 Academic Year

Using income from the Evelyn Pugh endowment, these awards support scholarly projects on topics in the humanities conducted in the summer months. Each award is for a specific project in the humanities that is intended to lead to publication (refereed journal article, section of a book, book, or digital materials) or exhibition and results in a formal presentation to be given as part of the annual Shaeffer symposium the following spring semester.

Award amount: \$7,000

Deadline: Friday, January 31, 2025

Eligibility and conditions of acceptance:

- Applicants must be full-time faculty members (tenured, tenure-track, and renewable-term appointments) in the College of Arts and Letters or the College of Visual and Performing Arts who have not received a Summer Grant, Shaeffer Award, or Legacy Grant in the past three years. Faculty are eligible for a maximum of five Shaeffer awards.
- Awards cannot be used to support the completion of degree requirements.
- Recipient agrees not to teach or take on other significant paid employment in the summer of the award year.
- Recipient agrees to present the project at the annual Shaeffer symposium during the spring semester following the award.

Application components:

- Project proposal of no more than 1,250 words. The proposal should (1) describe the project, (2) explain its importance, (3) cite the pertinent literature/state of the field and indicate where the applicant's work fits in relation to it, (4) provide a brief schedule of activities, (5) explain how the grant would be used (detailed budget not required), (6) describe the final product and dissemination of the work, (7) sketch prospects for external funding, and (8) offer a tentative presentation topic.
- 1-page bibliography of material relevant to the project
- Curriculum Vitae

Evaluation process:

The selection committee will consist of faculty representatives from the College of Arts and Letters and the College of Visual and Performing Arts. The CAL Associate Dean for Research, Scholarship and Creative Activities will serve as the non-voting chair. Grants will be awarded based on the quality of the proposal; however, applicants should recognize that funding is limited. When considering proposals with similar ratings, the committee will first prioritize proposals from assistant professors and then from associate professors and then from full professors. It will also prioritize proposals from faculty who have not received previous funding. Proposals that could lead to external funding are particularly encouraged.

Review criteria:

- **Significance:** Describes why the project is important and how it advances knowledge and/or meets a need in a way that is accessible and compelling to non-specialists.
- **Clarity and quality of the proposal:** Clarity of expression and organization of the proposal.
- **Feasibility of the project goals and proposed plan of work:** Work plan is appropriate for achieving project goals. Timeline is feasible.
- **Significance of the proposed project for the applicant's broader scholarly/creative agenda:** Responses should address how this funding will support the project in the short term and how it will enhance applications for external grants in the long term.
- **Record of (or potential for) scholarly and creative productivity relative to rank:** Evidence of a scholarly/creative agenda or high potential for scholarly/creative productivity (e.g., past funding and results; completion of projects; publications).
- **Need for funding:** Discusses how CAL financial support will advance the project; applicant has not received recent funding for the project.

Please read word count limits and other rules carefully. The committee will not consider applications that do not adhere to all guidelines. Note that the committee is a multi-disciplinary group and that it is important to explain your work in an accessible way.

Notification and timing of award:

The Shaeffer committee will forward proposals recommended for funding to the dean of the College of Arts and Letters. The dean will notify grant recipients in writing in March 2025 and awardees will be announced during the annual Shaeffer symposium. The award will be distributed during the summer 2025. Please note that awards are contingent on funding.

Reporting requirements and acknowledgements:

At the completion of grant-funded activities, a written report of accomplishments must be submitted to the Academic Unit Head and Dean by **Monday, October 6, 2025**. The report should include a description of contributions of the grant to the faculty member, department/school, and the college/university. Recipients are expected to present their projects at the Shaeffer symposium during the spring semester following the award. Any publication or exhibition resulting from the award should acknowledge support from the Edna T. Shaeffer Humanist Award.