

**GUIDELINES FOR**

**SUMMER 2018 FACULTY ASSISTANCE GRANT PROPOSAL**

**PURPOSE**

The College of Science and Mathematics offers Summer Curriculum Grants and Summer Research Grants to assist faculty members who wish to engage in substantial instructional development, research, and other scholarly enhancement efforts that cannot reasonably be completed as part of their normal teaching and professional responsibilities.

Faculty Summer Curriculum Grants are designed to support instructional development projects. The proposal may address one of the following categories: 1. the Madison Collaborative; 2. Focus on Environment; 3. K-12 Science Education; 4. Engagement; and, 5. other ideas. Such efforts might focus on developing new methods of instructional delivery, including the use of technical innovations in the specific teaching discipline. They might also include training in innovative teaching techniques and planning for their incorporation into current courses. Curriculum grants will also support significant efforts to acquire knowledge to update or revise existing courses or to develop new courses. Methods for achieving these pursuits may include, but are not limited to, reading, workshops, conferences, visits to other institutions, collaborative efforts with other faculty, and formal course-work. Curriculum grant activities should benefit the faculty member, reflect departmental and college goals, and ultimately, further the mission of James Madison University. The proposal must address these points. Finally, it should also make clear to those outside of the discipline why this is important work.

# TERMS OF FACULTY ASSISTANCE SUMMER GRANTS

Proposals in any field of science or mathematics may be submitted. Awards will typically be in the amount of $4000 in support of faculty summer salary and will be distributed in July of the summer in which the support is approved. Funds are not available through this program for supplies, equipment or travel.

**FACULTY ELIGIBILITY**

The program is open to all full-time instructional faculty members of the College of Science and Mathematics. Each summer grant is awarded with the understanding that the recipient will devote a full-time commitment to the project for at least two months during the summer session. If the applicant teaches in the summer in lieu of the fall or spring as part of the applicant’s contract, the semester the applicant is not teaching may be used for the summer grant.

Grant recipients will not be available to teach for any division of the University during the period of grant activity. Faculty members are eligible to apply for both a summer curriculum grant and a research grant for the same summer; however, only one grant will be awarded to any faculty member in a given summer.

Faculty members who receive either a summer curriculum or summer research grant will not be eligible to receive another curriculum or research grant for two years. (e.g., Recipients of a curriculum or research grant for the summer of 2015 are eligible to apply in January of 2018 for a summer 2018 grant.) Also, a candidate submitting a proposal may not serve on the College Faculty Assistance Committee. In addition, faculty members on Educational Leave are not eligible to apply for Summer Faculty Assistance Grants.

# APPLICATION SUBMISSION

The proposal must be developed in close consultation with the applicant’s department head. The applicant shall forward a single PDF of the full proposal electronically to the dean’s office ([nealeap@jmu.edu](mailto:barkerbj@jmu.edu)) by **12:00 pm noon, EDT, January 11, 2018.** The department head must submit a letter of evaluation under separate cover by the same deadline. Please include the last name of the applicant in the filename. Only full proposals received by the deadline will be considered.

The Dean of the CSM will notify successful grant recipients in writing by February 15, 2018. Funds will be distributed during the 2018 Summer Session (typically in July).

Proposals must include the following sections:

1. Project Summary Page (p. 6)

Include a short and descriptive project title and a one-paragraph abstract including statement of project objective(s), and strategy for pursuing them.

1. Project Narrative (1,250 words, double spaced)

Project descriptions will vary with the specific focus and intentions of the applicant. An applicant should not presume extensive knowledge of the subject, innovation, or strategy on the part of the reviewers. The applicant should therefore provide specific and concise information on the project stated in plain, non-technical language. There is no required format for the narrative; however, the following points should be addressed:

* Relevant background and motivation for proposed project, including summary of outcomes of previous educational leave projects
* Objectives and potential for success of proposed activities
* Description of project activities including timeline and relevant details such as location, collaborators, access to facilities, equipment, or other needed resources
* Description of impact to applicant, as well as to departmental and/or college-wide objectives
* Plan for evaluating project impact, and for disseminating project results

1. Curriculum Vitae or resume (10 page maximum)

The applicant shall provide an up-to-date summary of professional activities and accomplishments, including:

1. Degrees earned and date of conferral.

2. Citation of publications.

3. List of papers presented at professional meetings or other professional presentations.

4. List of academic honors, awards, or fellowships, and dates received.

5. Other pertinent experiences and current activities.

**DEPARTMENTAL ENDORSEMENT**

In addition to the full proposal, the applicant’s unit head must submit a letter evaluating the merit of the proposed project. A signed copy of the AUH letter should be submitted under separate cover, or emailed as an attachment to the dean’s office ([nealeap@jmu.edu](mailto:barkerbj@jmu.edu)) by 12:00 pm **noon,** EDT, **January 11, 2018.**

As academic leader of the department, the unit head should prepare a brief evaluation of the applicant’s proposal based on the following:

* potential for the proposed project to be a positive professional development opportunity for the applicant;
* contribution of the applicant’s proposed objectives to departmental and/or institutional objectives;
* The letter must include one of the following statements:
  + *I have reviewed the applicant’s Summer 2018 Faculty Assistance grant proposal and endorse their plan.*
  + *I have reviewed the applicant’s Summer 2018 Faculty Assistance grant proposal and am not able to endorse their plan.*

**TERMS AND CONDITIONS**

All applicants will be notified by the CSM dean no later than close of business on Thursday, February 15th, 2018. Applicants whose proposals are not funded are eligible to apply during the next funding cycle.

The award of Summer 2018 Faculty Assistance grants will be based on the following criteria:

1. Proposals must be written in a clear and concise manner, and must adhere to the proscribed format.
2. Proposal review by the Faculty Assistance Committee (FAC) will be guided by the following criteria:
   1. Objectives and potential for success
   2. Impact on individual or departmental scholarship goals
   3. Enhance future ability to apply for new research funding and/or publish faculty scholarship
3. Final selection of proposals for funding will be conducted by the dean based on recommendations by the FAC, associate dean, and unit head.
4. Proposals for projects involving the use of human subjects must include confirmation of Institutional Review Board (IRB) approval, as described in [policy number I:01:06](http://www.jmu.edu/JMUpolicy/policies/1104.shtml).
5. Projects involving use of live, vertebrate animals must include confirmation of Institutional Animal Care and Use Committee approval, as described in [policy number VI:01:02](http://www.jmu.edu/JMUpolicy/policies/2202.shtml).

# REPORTS AND ACKNOWLEDGMENTS

By **September 15, 2018** a written report detailing project accomplishments must be submitted to the department head and college dean as a reasonable part of the annual evaluation process immediately following completion of the grant activity; therefore, consideration for a merit raise is absolutely linked to receipt of the report.

The report should include a description of contributions the grant activities will have to the mission of the department and college, and to the university. Also, grant recipients may be asked to speak at a departmental or college-wide symposium to communicate the results and findings of their grant activities to the university community. Any publication or publicly disseminated product resulting from activity assisted by the summer teacher or research grants shall say: “This work was supported by a grant to [recipient name] from the James Madison University Program of Grants for Faculty Assistance.”

**SUMMER 2018 FACULTY ASSISTANCE GRANT PROPOSAL CHECK LIST**

* Project Summary page including signature, title, and abstract (attach page)
* Narrative (1250 words max.; double-spaced)
  + Relevant background and motivation for proposed project, including summary of outcomes of previous educational leave projects
  + Objectives and potential for success of proposed activities
  + Description of project activities including timeline and relevant details such as location, collaborators, access to facilities, equipment, or other needed resources
  + Description of impact to applicant, as well as to departmental and/or college-wide objectives
  + Plan for evaluating project impact, and for disseminating project results
  + Applicants are advised to make sure the proposal addresses all criteria listed on page 4.
  + CV or resume (10 pp. max)
  + Signed departmental endorsement, submitted by unit head under separate cover



**SUMMER 2018 FACULTY ASSISTANCE GRANT PROPOSAL**

**PROJECT SUMMARY**

Title of Proposal:

Type of grant requested (check one)

|  |  |  |
| --- | --- | --- |
| **Summer Research** \_\_\_\_ | **Summer Curriculum** |  |
|  | Madison Collaborative | \_\_\_\_ |
|  | Focus on Environment | \_\_\_\_ |
|  | K-12 Science Education | \_\_\_\_ |
|  | Engagement | \_\_\_\_ |
|  | Other | \_\_\_\_ |

Date and type (research or curriculum) of prior Summer Faculty Assistance grant \_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Applicant (Name)

Date Electronic Signature

I certify that I have read and understand the appropriate guidelines and meet all eligibility requirements for the leave requested.

Electronic Signature

ABSTRACT (250 words):

Please submit this application electronically as a PDF to the Dean’s Office ([nealeap@jmu.edu](mailto:barkerbj@jmu.edu)) by 12:00 PM, noon, EDT, January 11, 2018

**A DEFINITION OF INSTRUCTIONAL DEVELOPMENT**

**AT JAMES MADISON UNIVERSITY**

The College Faculty Assistance Grants program was developed to offer faculty members extended opportunities to explore teaching effectiveness. The purpose is to encourage and assist faculty members who wish to engage in substantial teaching enhancement efforts that cannot reasonably be completed as part of normal teaching and professional responsibilities. Summer Curriculum Grants are not intended to support research projects, which are funded under the separate award category of Summer Research Grants. In general, Curriculum grants are intended to support instructional development projects. This definition of instructional development was created as a guide for use by the University Selection Committee in determining the award of Summer Curriculum Grants.

Instructional development focuses on constructing the conditions necessary for learning, particularly courses and curricula. The emphasis is on the integration of learning principles with course content in order to develop the most effective and meaningful learning experiences for students. At JMU, instructional development has evolved as an inclusive term. Instructional development can involve creating a new approach to presenting standard material for a course. It can include the acquisition of skills in traditional or innovative teaching techniques. Instructional development may also consist of restructuring the content of an existing course or designing a new course. If a faculty member needs special preparation or experience to be able to execute these activities, this preparation would constitute instructional development.

A comprehensive version of an instructional development project would consist of an attempt to increase teaching effectiveness by revising course content and enhancing teaching techniques as part of the same project. This approach could also include developing a more effective integration of subject matter and teaching techniques.

Within these basic categories (i.e., teaching techniques, curriculum change, and integration of the two), current challenges within higher education make several specific themes especially relevant: planning for the appropriate integration of student learning style with teaching style and course structure; planning to enrich or deliver a course by use of digital technologies and other media; and designing an interdisciplinary course.

Methods for achieving these pursuits may include, but are not limited to, reading, workshops, conferences, visits to other institutions and with other teachers, collaborative efforts, and formal course-work.

Instructional development does not extend to conducting comparative studies designed to determine which teaching technique(s) produce the best results. Instructional development would typically not include comparing the learning outcomes of groups of students enrolled in different versions of the same course.

**A DEFINITION OF RESEARCH AT JAMES MADISON UNIVERSITY**

The definition of research used by the College Faculty Assistance Committee in the Summer Research Grants awards process is an internally generated definition created by a representative faculty group. This definition is found in Part One of “Research at JMU: Possibilities and Realities,” which is the report on The 1987 Madison Conference. A summary of and key quotation from this document follows.

“Research is a multidimensional process that is best defined operationally. It includes scholarly inquiry and investigation, and formulation of a cognitive or affective creative activity or expression into a representative form.”

After making clear that research must be broadly construed to include the methodologies used in all disciplines, the report continues:

“Information retrieval alone does not constitute research. Rather, research is a systematic investigation structured to provide new insights with the goal of increasing the total knowledge of a subject. Research usually requires the satisfaction of at least the following conditions:

1. An orderly investigation of a defined problem.

2. The presence of creativity, intuition and speculation in suggesting and directing the research.

3. The use of appropriate research methods.

4. The gathering of adequate and representative evidence.

5. The exercise of logical reasoning which eschews false assumptions and biased statements and draws conclusions based on evidence.

6. An outcome that demonstrates the reasonableness, elegance and wisdom of the researcher.

7. Results that yield general principles, laws, artifacts or information that can be used with confidence.

Although the methodology, strategy or approaches used vary with the subject matter and individual researcher, there are five equally legitimate approaches to research. They are (l) opinion/behavioral, (2) experimental, (3) archival, (4) analytic, and (5) artistic. Since combinations of approaches may be used within a single research project, it is far more important that research endeavors meet the seven conditions listed above than that they fall within a particular strategy or approach.”

The definition of research noted above strongly suggests that the methodologies of all disciplines are appropriate. Judging summer research proposals by their internal quality according to the seven conditions noted above is therefore more appropriate than comparing proposals based on the degree to which their methodologies represent a strict conformity to “experimental” designs.