

College of Arts and Letters
Guidelines for Summer Research Grants
2023-24 Academic Year

PURPOSE

The College of Arts and Letters offers summer grants to support research, scholarship, and creative activities that lead to the presentation, publication, exhibition, performance, or other scholarly/creative output. Proposals in any academic or creative discipline are invited. 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. Grants support the activities necessary to complete the project, including faculty salaries, travel expenses, and other research-related costs. The award is \$7,000 and is paid through the payroll system and applicable taxes are withheld. Ideally, projects should lead to applications for external funding.

ELIGIBILITY & REQUIREMENTS

Applicants must meet the following eligibility requirements:

1. Awards will not be given to support completion of degree requirements.
2. Recipients of summer grants agree not to teach in the summer of the award.
3. CAL faculty members who have not received a summer grant in the past three years are eligible to apply. Faculty are eligible for a maximum of five awards, except under extraordinary circumstances.
4. If projects involve research or data collection using human subjects, the applicant must acknowledge that Institutional Review Board (IRB) approval is required of all awarded grants. See [Policy 1104](#).
5. If projects involve research or data collection using live, vertebrate animals, the proposer must acknowledge that Institutional Animal Care and Use Committee (IACUC) approval is required. See [Policy 2202](#).

APPLICATION COMPONENTS

Please submit the following materials in a single pdf to Laura Wisman (wismanlb@jmu.edu) by Friday, September 8, 2023 at 5pm.

1. Application form
2. Abstract (150-word maximum)
3. Proposal (1,000-word maximum) that (1) clearly and succinctly states the project's objectives and significance; (2) situates the project within current research in the field or discusses its creative consequence to artist and audience (Attach a 2-page maximum bibliography if applicable); (3) outlines methods, schedule of activities, and work plan, including place where work will be performed; and (4) addresses publication plans and plans for obtaining external funding.
4. Curriculum Vitae

EVALUATION PROCESS

The CAL Research, Awards, and Development Committee, comprised of a representative from each academic unit, will consider all eligible proposals. The Associate Dean for Research, Scholarship and Creative Activities serves as a 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. When considering proposals of equal merit, the committee will first prioritize proposals from

assistant professors and then from associate professors. It will also prioritize proposals from faculty who have not received previous CAL funding. 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.

Applications are evaluated based on the following criteria:

1. **Significance:** Describes why the project is important in a way that is accessible and compelling to non-specialists.
2. **Clarity and quality of the conception, organization, and description of the project:** Project goals are clearly stated, appropriate, and feasible. Organization is clear. Proposals is free of errors.
3. **Feasibility and appropriateness of the proposed plan of work:** Plan of work is clearly specified and feasible. The approach is appropriate for addressing the research question(s).
4. **Significance of the proposed project for the applicant's broader scholarly/creative agenda:** Responses may discuss how this funding will support applications for external grants.
5. **Demonstrated record of (or potential for) scholarly and creative productivity relative to rank:** High level of scholarly productivity as evidenced through the use of past funding, completion of projects, and scholarly output OR high potential for scholarly productivity.

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

NOTIFICATION OF AWARD

The CAL Research, Awards, and Development Committee will forward proposals recommended for funding to the dean. The dean of the College will notify grant recipients in writing by the end of the fall 2023 semester. The award will be distributed during the summer 2024. Please note that all awards are contingent on funding.

REPORT 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 7, 2024. The report should include a description of contributions of the grant to the faculty member, department/school, and the college/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 should acknowledge CAL funding.

College of Arts and Letters Summer Grant Application Form

1. Name:
2. Department:
3. Rank:
4. Years in Rank:
5. Total Years of Service at JMU:
6. Title of Project:
7. What percentage of the project are you responsible for?
8. Have you ever received a CAL summer grant?
9. If yes, when did you last receive a CAL summer grant?
10. Please confirm your eligibility by checking the boxes that apply to you.
 - I occupy a renewable term or tenure-track/tenured position
 - If I receive a summer grant, I agree not to teach any classes in summer 2024
 - I did not receive a summer grant in 2022 or 2023
 - I am not currently serving as a member of CAL Research, Awards, and Development Committee
 - I plan to return to full-time teaching at JMU in the academic year following the summer grant
 - I have received no more than four previous summer grants
 - If my project involves research or data collection using subjects or live, vertebrate animals, I acknowledge that IRB and/or IACUC approval is required
 - I have informed my Academic Unit Head that I have applied for a CAL summer grant