

**College of Arts and Letters
Faculty Mini-Grant Application
2023-24 Academic Year**

PURPOSE

CAL mini-grant funds are designed to support faculty research, scholarship, and creative activities. Funds may be used to support travel to archives or field sites, publication expenses (including permissions and indexing), participant recruitment, equipment purchases, research assistance, and other costs associated with scholarly and creative endeavors. The maximum award amount is \$2,500. The deadline for the fall 2023 semester is **Friday, September 15, 2023**. The deadline for the spring 2023 semester is **Friday, January 19, 2024**. Please note that faculty may only apply for a mini-grant once in an academic year. If you apply in the fall 2023 semester, you are not eligible to apply in the spring 2024 semester.

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 important to explain your work in a way that is accessible to non-specialists. When considering proposals of equal merit, preference will be given to projects that have not received previous CAL funding and to junior faculty members.

APPLICATION PROCESS

Please submit the following materials in a single pdf to Melinda Adams (adams2mj@jmu.edu) by **Friday, September 15, 2023** for the fall application cycle or **Friday, January 19, 2024** for the spring application cycle.

1. Completed application form (with budget)
2. Curriculum Vitae

EVALUATION CRITERIA

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.

NOTIFICATION OF AWARD

The dean of the College of Arts and Letters will notify grant recipients in writing in November 2023 (for the fall application cycle) or in March 2024 (for the spring application cycle).