College of Arts and Letters
Guidelines for Summer Research Grant Applications
2024-25 Academic Year

These awards support research, scholarship, and creative activities that lead to a 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 unit- and college-level goals, and further the mission of James Madison University. Grants support the activities necessary to complete the project, including salary, travel expenses, and other research-related costs.

Award amount: $7,000

Deadline: Friday, September 6, 2024

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 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 Summer Research Grants.
- Awards cannot be used to support the completion of degree requirements.
- Recipients agree not to teach or take on other significant paid employment in the summer of the award.
- 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.
- 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 6, 2024:
- Application form
- Abstract (150-word maximum)
- Proposal (1,250-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.
- 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 is a non-voting committee 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. 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.

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 the 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 2024 semester. The award will be distributed during the spring or early 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. 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 Research 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 research grant?

9. When did you most recently receive a CAL Summer Research Grant, Shaeffer Award, or Legacy Grant?

10. Please confirm your eligibility by checking the statements that apply to you.

    I occupy a renewable term or tenure-track/tenured position. _____

    If I receive a Summer Research Grant, I agree not to teach any classes in summer 2025 or take on other significant paid work. _____

    I did not receive a summer award (Summer Research Grant, Shaeffer Award, or Legacy Grant) in 2023 or 2024. _____

    I am not currently a member of the CAL Research, Awards, and Development Committee. _____

    I plan to return to full-time teaching at JMU in the academic year following the Summer Research Grant. _____

    I have received no more than four previous Summer Research Grants. _____

    If my project involves research or data collection using human subjects of 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 Summer Research Grant. _____