

Request for Proposals

JBU Faculty Development Scholar Grant
2018-2019

Sponsored by:
John Brown University's
Office of Faculty Development,
The Faculty Development Committee
And
The Office of Academic Affairs,
With Partial Funding from
The Faculty Development Endowment Fund

Note: This program is the only internal grant program dedicated exclusively to research and scholarly activity.

JBU Faculty Development Scholar Grant 2018-2019

Statement of Purpose

The purpose of this program is to support quality scholarship that is motivated and informed by a Christian perspective among the John Brown University faculty. Important scholarly issues should be addressed in ways that have the potential to make a lasting impact on future academic discussion. The goal of the program is to provide extra opportunity for JBU faculty to pursue scholarship in their discipline with the objective of producing publishable work. Research grants are not intended to be used for projects related to the completion of an academic degree. Suitable projects include, but are not limited to:

- **Research and writing** in an academic discipline suitable for dissemination as a book, journal article, conference paper, etc.
- **Musical or artistic production** that is done with artistic excellence and holds the potential to be embraced by scholarly audiences.

Eligibility

All full-time faculty members are eligible to apply. However, individual faculty members will be limited to receive at most two awards in any three-year period.

The Award

An Award of up to \$4000 will be made. Proposals will be accepted for:

- one three-hour course release during either fall or spring semester of the 2018-19 academic year as decided in conjunction with the Division Chair and/or Dean and the needs of your division,
- one research stipend to begin during the summer of 2018,
- a combination of the above.

Funds may be used for stipends, travel, research materials, and/or course release. Divisional funds, if available, may be used to supplement this grant if approved by Division Chair and/or Dean. The period of the grant award is May 15, 2018 – August 15, 2019. The proposed time span and use of funds must be detailed in the grant proposal.

Proposals are due on Friday, March 30, 2018. Send project description, budget, CV, outside letter of recommendation, and letter of recommendation from division chair or dean electronically to Carla Swearingen, Dean of Faculty Development.

Faculty Development Scholar Grant Application Materials

1. **Project description (*maximum four pages, double-spaced, one-inch margins, Times or Times New Roman font*)**. The project description should be an informative summary that explains, in broadly communicative language, the methods and relevance of the project. Please keep in mind that proposals may be read by persons who are not specialists in your area, and so you should avoid esoteric jargon, yet at the same time you should be confident that professional academics will be reading all materials, and they welcome proposals that effectively convey both methods and goals. The proposal should include how the project is informed by a Christian perspective (or the Christian worldview of the applicant when a Christian “approach” might not be clear) and a documented summary of surrounding scholarly literature, which supports how the project qualifies, extends, or otherwise engages the existing knowledge in the field. Questions that should be answered in the summary include:
 - What are the basic ideas, problems, or issues that the project will examine?
 - What is the current state of the proposed project? If this is a new area for the applicant, what are the motivations and qualifications for working in this field?
 - What is the proposed time frame for the completion of the project? What specific progress on the project does the applicant expect to make in this time period?
 - What is the relationship of the proposed project to the applicant’s long-range scholarly objectives?
 - What is the proposed time frame for dissemination of the work?
2. **Budget Plan**. How will the funds be used? What is the time frame for the proposed disbursement of funds? Please include the proposed amounts in various categories (Please designate travel expenses such as airfare, lodging and travel meals. Also include funds needed for materials, stipend, etc.).
3. **Current curriculum vitae**.
4. **Outside letter of recommendation**: One letter of recommendation attesting to the worth of the project, prospects for dissemination, and the applicant’s ability to complete the project in a timely manner. This letter should come from an expert within your discipline, yet outside the JBU community.
5. **A letter of support from the applicant’s Division Chair or Dean**.

NOTE: It is the responsibility of the applicant to remind your outside reference and division chair to complete and send their recommendations by the due date. Applications with incomplete materials will not be considered.

All materials, including letters of recommendation, should arrive electronically as email attachments by March 30, 2018. All materials should be sent to Carla Swearingen at cswearingen@jbu.edu.

Criteria for Evaluation of Proposals

1. The nature of the proposal
 - a. Relevance
 - How does it fit the stated program goals?
 - How does this proposal satisfy the primary goal “to develop and maintain an institutional culture at JBU that is supportive of quality scholarship motivated or informed by Christian perspectives?”
 - b. Status
 - How well developed is the project?
 - Has some form of invitation been given to work on this project?
 - Is there potential for completion in a timely manner?
 - Is there potential for dissemination through appropriate means?
 - c. Clarity
 - Is the proposal well written with appropriate documentation and organization?
2. The ability of the applicant
 - a. Precedent: What previous evidence of accomplishment indicates that the applicant is able to do what is proposed?
 - b. Promise: If there is no precedent, what signs of potential does the applicant offer to indicate that the project will be able to be completed?

JBU Faculty Development Scholar Grant Summary Report Guidelines

Due Date: September 15, 2019

Instructions: The Summary Report is intended to give the grant recipient the opportunity to report and reflect on the progress of the proposed research. A primary purpose of the Summary Report is to help maintain a sense of accountability on the parts of all parties and to help evaluate the successes and failures of each proposal. Although individual circumstances may vary, ordinarily the Summary Report should be from two to four pages in length, double spaced, and should address the following issues:

- A summary of what was proposed in the initial application
- A description of the extent to which the goals of the proposed project were or were not met
- A discussion of those factors that most helped progress toward the intended goals
- A discussion of those factors that most hindered progress toward the intended goals
- A budget summary of how funds were used. A detailed budget with receipts must be submitted along with summary report if the “stipend” option was chosen.

Please send as an email attachment to cswearingen@jbu.edu.