

CLAHS Faculty Research Awards: 2009-2010 Competition
Application Instructions
Deadline for Submissions: 5 p.m., February 13, 2009

Purpose of Awards

The Jerome Niles Faculty Research Awards are intended to aid faculty with research activities and creative work, including collaborative work, conference attendance, funds for organizing conferences, purchase of equipment, reprint costs, research assistance, research trips, subvention costs, release time from teaching, seed money for preparing proposals for outside funding, and summer research salary. This list is suggestive only, and faculty are encouraged to apply for funds for all purposes that will aid their research or other scholarly work.

All CLAHS faculty are eligible to apply, except as indicated below.

This competition is for funds to be spent during the 2009-2010 academic year (funds to be committed between July 1, 2009 and June 30, 2010). The total amount of funding for this competition, for both categories and based on availability, is \$75,000.

Two types of awards are available in this competition:

1. Smaller awards of up to \$3,000.
2. Dean's Faculty Fellowships of up to \$15,000.

Each has specific application procedures and limits as outlined below.

- ☞ Faculty are permitted to submit proposals for both competitions.
- ☞ To maximize the distribution of available research funds, it is possible that some proposals will be only partially funded.
- ☞ Joint proposals from multiple faculty are encouraged; please note, however, that award amounts for such successful proposals will be limited to the same amounts as individual awards.

Selection Criteria for both categories

Proposals will be evaluated on the basis of the following criteria:

- The significance of the proposed activity, including its contribution to the applicant's field or impact to the applicant's area of scholarship.
- The conception of the proposed activity and the organization and clarity of the proposal.
- The significance of the requested funding for the applicant's program of research or other scholarly activity, with a detailed budget and explanation of planned expenditures.
- The feasibility for successful completion of the proposed activity.
- Anticipated outcomes as related to the CLAHS or University goals.
- Potential for the project to lead to future external funding.

Application Procedure

I. Small Award Proposals – up to \$3,000

- **All proposals must include:** (incomplete proposals will not be considered)
 - a) The Cover Sheet with departmental chair endorsement (separate form provided).
 - b) A descriptive narrative of **no more than 1,400 words** (excluding any reference list). The narrative should include a clear description of
 - the proposed research or other scholarly activity;
 - the rationale (justification) for the research or other scholarly activity;
 - how the research or other scholarly activity will benefit the applicant's research program or other work;
 - the anticipated outcomes of the research or other scholarly activity, particularly as related to impact, CLAHS or University goals, or contribution to the applicant's field;
 - how the requested funds will be used; and
 - any other pertinent information.
 - c) A detailed budget that outlines and explains specific expenses.
 - d) A concise curriculum vita of no more than four pages that focuses on the applicant's research or other scholarly activities.

II. Dean's Faculty Fellowships – up to \$15,000

Only tenured and tenure-track faculty may apply for a Dean's Faculty Fellowship. These fellowships may be used to purchase release time from teaching during a single academic term in addition to the types of activities listed above. Applicants awarded a Dean's Faculty Fellowship will not be eligible to apply for the fellowship again for five years.

- **All proposals must include:** (incomplete proposals will not be considered)
 - a) The Cover Sheet with departmental chair endorsement (separate form provided).
 - b) A descriptive narrative of **no more than 2,000 words** (excluding any reference list). The narrative should include a clear description of
 - the proposed research or other scholarly activity;
 - the rationale (justification) for the research or other scholarly activity;
 - how the research or other scholarly activity will benefit the applicant's research program or other work;
 - the anticipated outcomes of the research or other scholarly activity, particularly as related to impact, CLAHS or University goals, or contribution to the applicant's field;
 - how the requested funds will be used; and
 - any other pertinent information.
 - c) A detailed budget that outlines and explains specific expenses (if course release is requested in a Fellowship proposal, see information at next bulleted item).
 - d) A concise curriculum vita of no more than four pages that focuses on the applicant's research or other scholarly activities.
- Proposals that include a request for course release must include in their budgets the necessary funds required by the applicant's department to cover the courses that the applicant would otherwise teach. Explain any other anticipated leave related to the project. **In the case of a proposal for a Dean's Faculty Fellowship in which a request for course release is made, the endorsement on the cover sheet indicates that the chair is aware of this request and has verified that adequate funds have been allocated in the budget to provide for the applicant's course load to be covered.**

Submission address and deadline for both categories

Submit seven (7) copies of all application materials, **in hard copy form only**, to Fred Piercy, Assoc. Dean for Research, Liberal Arts & Human Sciences, 260 Wallace Hall (0426), by no later than 5:00 p.m. on **Friday, February 13, 2009**.

Selection Process

The Faculty Council will appoint a Selection Committee of five persons from the CLAHS faculty after the deadline for submissions has passed. Representation on the committee will be by division: Arts, Education, Human Sciences, Humanities, and Social Sciences. The Associate Dean for Research will represent the Dean's Office as a non-voting member.

The rating sheet to be used by reviewers on the Selection Committee for each category is attached at the end of this announcement. Applicants are encouraged to follow this as a guide for writing the proposal. Depending on the range of applications submitted, every effort will be made to fund proposals across faculty ranks and college divisions.

All applicants will be notified as to the final status of their proposals on or about March 20, 2009, and funds will be transferred in the name of successful applicants to their home departments for administrative purposes. All decisions of the Selection Committee are final.

Award Administration and Budget Management

Awards will be administered by the home department of the successful applicant, through the department chair and/or fiscal administrator. The department is responsible for compliance with state spending guidelines, appropriate documentation, and approval of budget adjustments.

Report of Outcomes

Successful applicants are **required to submit a report** of no more than 500 words that describes the outcome(s) of the research or other scholarly activity by **no later than September 15, 2010**, to the CLAHS Associate Dean for Research, c/o The Dean's Office, CLAHS.

Queries

Please direct any questions that you have to your department's representative on the CLAHS Faculty Council, or contact Fred Piercy in the Dean's Office:

AHRM - Celia Hayhoe, chayhoe@vt.edu	COMM - John Tedesco, tedesco@vt.edu
ELPS - Serge Hein, shein@vt.edu	ENGL - Steven Salaita, salaita@vt.edu
FLL - Moses Panford, mpanford@vt.edu	HD - Maggie Keeling, mkeeling@vt.edu
HIST - Larry Shumsky, yksmuhs@vt.edu	IDST - Anita Puckett, apuckett@vt.edu
LST - Billie Lepczyk, lepczyk@vt.edu	MUS - David Widder, dwidder@vt.edu
PHIL - Lydia Patton, critique@vt.edu	PSCI - Karen Hult, khult@vt.edu
SOC - Paula Seniors, pseniors@vt.edu	STS - Ann LaBerge, alaberge@vt.edu
TA - Patricia Lavender, plavendr@vt.edu	TL - John Wells, jgwells@vt.edu

A list of award winners from previous years is available on the CLAHS Faculty Council web site (<http://www.facultycouncil.clahs.vt.edu/grants/index.html>).

**CLAHS Faculty Research Awards for 2009-2010
Small Award Rating Sheet**

Applicant Name _____

Department _____

Reviewer's Ratings: (1=low, 5=high)

Significance of the applicant's proposed project/activity (1-5 points) _____

Contribution of the proposed activity to the applicant's field and/or impact to applicant's area of scholarship (1-5 points) _____

Conception, clarity, and organization of the proposal, no more than 1400 words (1-5 points) _____

Importance of the requested funding to the applicant's research program or scholarly/creative activity. (1-5 points) _____

Likelihood that applicant will successfully complete the proposed activity within a year and report to Associate Dean for Research (1-5 points) _____

Anticipated outcomes as related to the CLAHS or University goals (1-5 points) _____

Potential that project will lead to external funding and possible sources of that funding (1-5 points) _____

Technical Elements –
Budget - within guidelines, specific, appropriate, sufficient detail; can funds be spent within the year (1-3 points) _____

CV attached - proper length, up-to-date, concise, focuses on scholarly activity and research (1-3 points) _____

Prior CLAHS funding received (fellowship in past 5 years – minus 5 points, small award last year – minus 2 points, small award two years ago – minus 1 point, otherwise 0 points added or subtracted) _____

Total Score (up to 41 points) _____

Any Special Considerations / Notes

Suggested Award Amount (optional) - _____

**CLAHS Faculty Research Awards for 2009-2010
Fellowship Award Rating Sheet**

Applicant Name _____

Department _____

Reviewer's Ratings: (1=low, 5=high)

Significance of the applicant's proposed project/activity (1-5 points) _____

Contribution of the proposed activity to the applicant's field and/or impact to applicant's area of scholarship (1-5 points) _____

Conception, clarity, and organization of the proposal, no more than 2,000 words (1-5 points) _____

Importance of the requested funding to the applicant's research program or scholarly/creative activity. (1-5 points) _____

Likelihood that applicant will successfully complete the proposed activity within a year and report to Associate Dean for Research (1-5 points) _____

Anticipated outcomes as related to the CLAHS or University goals (1-5 points) _____

Potential that project will lead to external funding and possible sources of that funding (1-5 points) _____

Technical Elements –

Budget - within guidelines, specific, appropriate, sufficient detail; can funds be spent within the year (1-3 points) _____

CV attached - proper length, up-to-date, concise, focuses on scholarly activity and research (1-3 points) _____

Prior CLAHS funding received (small award last year – minus 2 points, small award two years ago – minus 1 point, otherwise 0; if fellowship received in past 5 years –proposal is not eligible for fellowship funding this year) _____

Total Score (up to 41 points) _____

Any Special Considerations / Notes

Suggested Award Amount (optional) - _____

**Jerome Niles Faculty Research Award
College of Liberal Arts & Human Sciences
Cover Sheet and Application
2009-2010 Competition**

Name: _____ Academic Rank: _____

Department: _____ Mail Code: _____

Office Phone: _____ E-mail Address: _____

Funds Requested: _____ (a maximum of \$3,000 for small awards and \$15,000 for Dean's Faculty Fellowships)

Have you applied for additional funds (either internal or external) for this project?

____ Yes ____ No

If YES, are they ____ pending or ____ guaranteed?

What is the source? _____

What is the amount? _____

Are you anticipating any leave during the 2009-10 academic year (e.g., study-research assignment, grant-funded leave, course release, unpaid leave, etc.)? ____ Yes ____ No

If YES, please explain the relationship of the leave to your proposed project:

Purpose of award (maximum of 150 words):

Endorsement of departmental chair: The signature of the department chair is meant to indicate the following to the Selection Committee: (a) that the chair, as a representative of his or her discipline, considers the proposal to be academically worthy of support; and (b) that the chair understands that he or she is responsible for funds being spent in accordance with university policies and practices; and (c) **in the case of a proposal for a Dean's Faculty Fellowship that requests course release, that the chair is aware of this request and has verified that adequate funds have been allocated in the budget to provide for the applicant's course load to be covered. The department chair is not meant to rank proposals originating from the department.**

Chair's Signature: _____ Date: _____

Printed Name: _____

Submit seven (7) sets of all application materials, **in hard copy form only**, by no later than 5:00 p.m. on **Friday, February 13, 2009**, to: Fred Piercy, Assoc. Dean for Graduate Studies & Research, Liberal Arts & Human Sciences, 260 Wallace Hall (0426).