

**REQUEST FOR PROPOSALS:  
John Marshall University Scholars Awards for Fall 2025  
(DEADLINE FOR APPLICATIONS: October 25, 2024)**

Provost Mukherjee has announced the availability of funds sponsored by his office to continue the University-wide **John Marshall University Scholars Award** program. This program provides full-time probationary tenure-track and tenured faculty members, at any rank, and librarians with **semester-long four-course reassigned time commitment to pursue original creative work, scholarship, or research**. This award may be paired with a sabbatical semester to enable a year-long period to devote to a project.

**ELIGIBILITY REQUIREMENTS**

- Applicants must be full-time probationary tenure-track or tenured faculty members or librarians at Marshall University. Medical School faculty are ineligible.
- Faculty recipients are expected to devote the full period of the award to the proposed project. Therefore, recipients cannot teach or accept overload assignments during the award period.
- Faculty members are eligible for only one JMUS award, academic year or summer, within a three-year period.

**PROGRAM CHARACTERISTICS**

The proposed project can involve research, design, development, field study, creative work, or performance. The project should be structured so that the awardee can produce creative or scholarly output (e.g., a presentation, a paper ready for publication submission, grant submission, exhibit, or performance) at the end of the award period.

**DUE DATE**

Complete applications must be received by 5:00 p.m. on October 25, 2024. Please upload your application directly to the link at <https://marshall.infoready4.com/>.

**REVIEW OF APPLICATIONS**

The Creative Works and Scholarly Activities Committee (CWSA), chartered by the Provost, chaired by the Associate Vice President for Research Development, and composed of a representative from each college, will review the proposals as prioritized by the originating colleges and select the projects that will be funded under this program.

**NUMBER OF AWARDS ANTICIPATED-** 2 awards of a semester-long four-course reassigned time commitment will be made per semester.

**ANNOUNCEMENT OF AWARDS-** December 13, 2024

**FINAL REPORT-** Due January 31, 2025, to email to your Dean and submit to the CWSA committee at <https://marshall.infoready4.com/>.

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**APPLICATION REQUIREMENTS**

Proposals should be written with minimal use of jargon as they will be reviewed by faculty from a variety of disciplines.

The project proposal should not exceed five single-spaced pages. The faculty member's name, college and project title should appear in the header on each page along with the page number. The budget, appendices, and attachments are not included in the length restriction.

The following format should be followed:

**1.Applicant Information** The title of the project, the faculty member's name, 901#, email address, college, department, and college should be provided.

**2.Project Description.** This section should consist of a clear layperson's description of the project and its significance. Since proposals will be reviewed by faculty with subject matter expertise but not necessarily with direct involvement in the proposed area of study, careful consideration should be given to giving a concise description of the "what" and "so what" of the proposal.

**3.Methodology.** Provide a description of how the scholarly/research topic is to be investigated or the creative activity is to be conducted. What steps are involved? What sources and resources will be used? Include a timeline to demonstrate that the proposed work can be completed by the end of the grant period.

**4.Outcomes.** Provide a description of the anticipated outcomes associated with the project, e.g., a conference paper, grant submission, report, journal article, exhibition, performance.

**5.Budget.** Include a budget (less than 1 page) describing how the project funds will be used. If the proposed project includes anticipated travel related to the project, please indicate how travel costs will be covered.

**6.Appendices, Attachments.** If appropriate, the applicant should include copies of relevant materials.

**College Committee Evaluation Criteria:**

Creative or Scientific Significance and Potential- 35 points

Creative or Scientific Originality-35 points

Clarity of the Proposal and Methodology-15 points

Likelihood of the proposed work being accomplished in the time described-15 points

**Applications are evaluated by your college committees and then forwarded to the CWSA for funding recommendation so clarity of the application to a non-expert in the discipline is important.**

Please upload your report to <https://marshall.infoready4.com/> on or before January 31, 2025.