



Office of the Vice President for Research

REQUEST FOR PROPOSALS: John Marshall University Scholars Awards for Fall 2024 & Spring 2025

(Deadline for all applications: February 9, 2024)

Provost Mukherjee has announced the availability of funds sponsored by his office to continue the University-wide **John Marshall University Scholars Award (JMUS)** program. This program provides full-time probationary tenure-track and tenured faculty members, at any rank, and librarians with a **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 not eligible.

- 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 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, exhibit, or performance) at the end of the semester award period.

DUE DATE- Complete applications must be received by 5:00 p.m. on Friday, February 9, 2024. Please send a .pdf version of your application submission by email to plumleya@marshall.edu

REVIEW OF APPLICATIONS

The **Creative Works and Scholarly Activities Committee (CWSA)**, chartered by the Provost, chaired by the Associate Vice President for Research Development Dr. Suzanne Strait, 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- Two awards of a semester-long four-course reassigned time commitment will be made per semester.

ANNOUNCEMENT OF AWARDS- March 2024

FINAL REPORT - Due January 31, 2025 (Fall 2024); May 31, 2025 (Spring 2025)- send copies to both your Dean and our office at plumleya@marshall.edu

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APPLICATION REQUIREMENTS

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 appendices and attachments are not included in the length restriction. Proposals should be written with minimal use of jargon.

Proposal format:

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 including a concise description of the importance and broader implications 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?

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

5. Budget. Include a short paragraph 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.

Awardees will be required to submit a no-more-than five-page report of their results January 31, 2025 (Fall 2024); May 31, 2025 (Spring 2025) to both your Dean and our office at plumleya@marshall.edu.

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