To: A&S Pretenure Faculty in the Performing Arts, Humanities, Social Sciences and Math/Sciences

From: Cyrus Taylor, Dean

Date: January 4, 2017

Re: W. P. Jones Presidential Faculty Development Fund

The W. P. Jones Presidential Faculty Development Fund makes available small grants (usually up to $4,000) to support the scholarly activities of untenured tenure-track faculty members in the performing arts, humanities, social sciences and math/sciences. Administration of this fund has been designated to the Dean of the College of Arts and Sciences.

Funds are awarded in two annual solicitations in the fall and spring semesters. A small faculty committee chaired by Associate Dean Stephen Haynesworth will review the proposals. Examples of the kinds of expenditures that are eligible for support include:

- activities related to the development of innovative approaches to teaching or their application to new or existing courses and/or development of new undergraduate courses;
- attendance at seminars for enhancing or re-orienting research and/or teaching;
- travel to initiate or complete research projects;
- attendance at professional conferences and workshops for presentation of research;
- purchase of research materials--including specialized software;
- subvention of publication costs of books that have been accepted;
- payment to students assisting faculty in research activities; and
- payment of partial summer stipends.

Expenditures that are not appropriate for funding under this program include funds to complete graduate requirements, funds to release a faculty member from teaching, or the purchase of computers or peripherals when they are to be used as normal office equipment (as distinguished from dedicated use in experimental procedures).

Proposals will be evaluated on the basis of the quality of the proposed project and its relevance to the career goals of the applicant. In order to fulfill the purpose of the endowment, the committee will also consider the commitment of the applicant to undergraduate teaching. Faculty who have already received W. P. Jones grants are eligible to apply; however, new applicants will receive first consideration. Award monies are granted to faculty largely on a reimbursement basis. Within 30 days of the project completion date, recipients must submit to the dean’s office a final report. Extensions will need prior approval. The total amount that a faculty member can receive from all W.P. Jones awards has been increased to $20,000.

For application guidelines and form, see the attached.
Case Western Reserve University
College of Arts and Sciences

W. P. JONES PRESIDENTIAL FACULTY DEVELOPMENT FUND
APPLICATION GUIDELINES

Applications for funding should include:
1. Cover Sheet (see form next page)
2. Proposal Abstract: Maximum of two double-spaced pages addressing all the following points:
   - Detail of what will be accomplished during the grant period;
   - Importance for both the discipline and the principal investigator;
   - The relationship of this particular project to your overall research or teaching agenda;
   - If others are involved, identify them and describe their participation and significance to the project;
   - Justify the necessity of using W.P. Jones fund monies (see “Detailed Budget” below).
   - An explanation of how you will use this funding to try to leverage external funding for the continuation of this work or for future projects.
3. Separate detailed itemized budget with justification and documentation when available: Include any other CWRU funding (e.g., departmental) as well as non-CWRU funding (funding agency, amount, and date by which proposal will be submitted), if applicable.
4. Short version of Curriculum Vitae (updated and dated)
5. Documentation (invitations, awards, contracts, announcements etc.), if applicable
6. In your application you must discuss specific external funders, plans for preparing and submitting applications for future support, and how an initial W.P. Jones award will assist you in taking next steps. Applicants are required to consult the COS Pivot database (http://pivot.cos.com/funding_main) to assess availability of possible sources of external funds. This search should include funding sources that would be appropriate for your initial needs as well as those applicable to subsequent stages of your research which a W.P. Jones Award could serve to leverage.

Verification of undertaking a Pivot search* for the above requirements should include either
   - A saved Pivot search of appropriate external funders sent electronically to Chandel Smith, (cms218@case.edu) via the Pivot database Save Search and Share mechanisms.
     In the notes section of your Pivot email, you must state that this search is related to your application to the W.P. Jones Presidential Fund and why you are sending it.
   OR
   - A brief list of external funders stating their deadlines and included as an attachment to your application
**Travel Funds:** Should external funder deadlines render application to these bodies impractical due to your travel timetable, this must be stated and summarized in your application and verification must accompany your W.P. Jones application utilizing either of the following mechanisms—**Save Search** and **Share**, or a list of funders included as an attachment with your application.

*The below videos provide step-by-step instructions to provide the above information via the Pivot Database.*

**Creating Your Pivot Account:**
https://www.youtube.com/watch?v=AfytHq4i9rQ&list=PLE7D7FC99D1C8F04B&index=1

**Claiming Your Pivot Profile:**
https://www.youtube.com/watch?v=8KPWuii6MLg&list=PLE7D7FC99D1C8F04B&index=2

**Quick Search:**
https://www.youtube.com/watch?v=wS7gNpl5rAI&index=2&list=PL98C585B396F5A113

**Advanced Search:**
https://www.youtube.com/watch?v=wS7gNpl5rAI&index=2&list=PL98C585B396F5A113

**Saving Searched Opportunities:**
https://www.youtube.com/watch?v=LqaaxRyKx5g&list=PL98C585B396F5A113&index=5

**Sharing (emailing) a Saved Search:**
https://www.youtube.com/watch?v=b5kJWBswnks

Submit the cover sheet, proposal abstract, detailed budget, C.V. and all other applicable materials to your department chair, who will attach a letter of evaluation and submit the entire proposal electronically to Chandel Smith at chandel.smith@case.edu.

Deadline: March 17, 2017
Case Western Reserve University
College of Arts and Sciences

W. P. JONES PRESIDENTIAL FACULTY DEVELOPMENT FUND
APPLICATION
Proposal Cover Sheet Spring 2017

Name: ____________________________________________________________

Project Title: ______________________________________________________

Department: _______________________________________________________

Have you received previous W.P. Jones fund award(s)? ______Yes ______No

If yes:  Semester/Year_______________________  Amount ________________

                        Semester/Year_______________________  Amount ________________
                        Semester/Year_______________________  Amount ________________
                        Semester/Year_______________________  Amount ________________
                        Semester/Year_______________________  Amount ________________

Estimated project start date: _________________       Estimated project end date: _________________

______________ Total requested from the W. P. Jones Fund

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FOR COMMITTEE USE ONLY: Total Awarded _________________