



To: A&S Pretenured Faculty in the Arts, Humanities, and Social Sciences

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From: Cyrus Taylor, Dean

Date: October 15, 2018

Re: W. P. Jones Presidential Faculty Development Fund

The W. P. Jones Presidential Faculty Development Fund makes available small grants (usually up to \$5,000) to support the scholarly activities of untenured tenure-track faculty members in the performing arts, humanities, and social 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 are due December 7, 2018. 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.**

Application Guidelines and Proposal Cover Sheet attached.



APPLICATION GUIDELINES:

Applications for funding should include:

1. Proposal Cover Sheet (see next page)
2. Proposal Abstract: Maximum of two double-spaced pages addressing all the following points:
 - a. Detail of what will be accomplished during the grant period;
 - b. Importance for both the discipline and the principal investigator;
 - c. The relationship of this particular project to your overall research or teaching agenda;
 - d. If others are involved, identify them and describe their participation and significance to the project;
 - e. Justify the necessity of using W.P. Jones fund monies (see “Detailed Budget” below).
 - f. 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. Project Funding Portfolio: 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.
 - a. Applicants are required to consult with the CAS Office of Research Administration and Grant Development prior to submitting your application. This consultation will assist you in the identification of available external funding sources that would, if awarded, provide funding to support your initial needs as well as those applicable to subsequent stages of your research, which a W.P. Jones Award could serve to leverage.
 - b. Please complete [this form](#) to request an appointment with the Office of Research and Grant Development. You may also type <https://airtable.com/shrSa5xcUTTitecyA> into your internet browser.

Submit items 1-6 above (proposal cover sheet, proposal abstract, detailed budget, CV, and all other applicable materials) online: <https://airtable.com/shrEQ07k3xACnHUUpN> by 5pm on December 7, 2018.

Chair Letter of Support: Please consult your department chair to obtain support for your application. It is the applicant’s responsibility to have the Department Chair submit a letter of support for this project online by 5pm on December 7, 2018 via the online portal: <https://airtable.com/shrvhiDfswocqHvzx>

If you have any issues with your online submission please contact Amanda Ross, Amanda.ross@case.edu or 216-368-6675.

Deadline: December 7, 2018



PROPOSAL COVER SHEET:

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 _____

Estimated project start date: _____ **Estimated project end date:** _____

_____ **Total requested from the W. P. Jones Fund**

FOR COMMITTEE USE ONLY:

Total Awarded _____

Deadline: December 7, 2018