

Name: _____ Department: _____

Years at JCU (full-time): _____ Rank: _____ Category (A or B): _____

Where will the work on the project be done?
Indicate other pending or approved grant support:
List previous summer research awards and the results:
Provide a statement of not more than two sentences, in layperson's language, describing your proposed project:

Briefly describe your project, including its purpose, anticipated results and the significance of the project as research in the field. **Please try to explain your project in no more than 750 words.** If the project may or will be supported by another grant, give details. Attach a bibliography of all your most recent publications (within five years), including the area of your proposed research project. The bibliography should follow the generally accepted requirements of the discipline. Attach one letter from a person of your choice who can comment supportively on your proposal; if you wish, you may ask the person to send the letter to the **Associate Academic Vice President for Academic Programs and Faculty Diversity**. The Associate Academic Vice President for Academic Programs and Faculty Diversity serves ex officio as the Chair of the Committee on Research & Service.

Faculty are encouraged to discuss their application with a Committee member prior to submission.

Both Summer Research Fellowships support proposals for research projects which can be substantially completed during the summer and which will lead to an identifiable outcome. **The outcome could include a chapter for a book, an article for publication, or a conference paper.**

In making its decision, the Committee on Research and Service will take into account how often and how recently an applicant has been funded by University fellowships. All things being equal, the Committee may give preference to faculty who have not yet received any award or to those who have not recently received an award.

DATE

APPLICANT'S SIGNATURE

Applications and all supporting materials are due on **Monday, September 14, 2009** and should be sent to the **Associate Academic Vice President for Academic Programs and Faculty Diversity**. Please consult the specific guidelines.

There are two categories of Summer Research Fellowships for which all full-time tenured or tenure track faculty are eligible to apply.

The first category **(A)** provides a stipend of \$5,000 for a summer research project. Research is defined as scholarship appropriate to one's discipline. It includes creative projects in the arts for those disciplines in which such work would be comparable to scholarly research. **Fellowship recipients must devote full-time to their research project, and they must agree not to teach during any summer session.** It is expected that the faculty member's research efforts will result in a submission to a high quality refereed journal or demonstrate an equivalent standard of intellectual contribution.

The second category **(B)** provides a stipend of \$3,000 and allows the faculty member to teach only one course during the summer sessions. Projects in this category presume the quality of category A, but may require less time to complete.

Both Summer Research Fellowships support proposals for research projects which can be substantially completed **during the summer and which will lead to an identifiable outcome, such as a chapter in a book, an article for publication, poems, a play, a short story, or a conference paper.** The project may be part of a larger program of research, but should have a scope and expected result suited to the summer period. The Summer Research Fellowship does not normally support initial research for open-ended projects, research exclusively for course preparation, service projects, or dissertations unless there are exceptional circumstances.

Upon acceptance of the fellowship, recipients must agree to return to the John Carroll University faculty for the academic year following the award, relinquish the award, or reimburse the University. Recipients should inform the University of any other compensation received for the proposed research from other sources. The University would then expect to be appropriately reimbursed.

Recipients are expected to do what is proposed in the application. Should any change occur in goals and plans, the recipient must notify the Committee on Research and Service through the Associate Academic Vice President for Academic Programs and Faculty Diversity and receive approval from the Committee before proceeding.

Reminder: Projects involving human or animal subjects must obtain approval from the Institutional Review Board or the Institutional Animal Care and Use Committee before the use of these subjects in research.

Recipients are required to submit a written report on the results of their research. **The report should be submitted to the Associate Academic Vice President for Academic Programs and Faculty Diversity by February 1 of the following year.**

Payments are made as follows:

- ◆ One half of the award will be paid on June 30th of the project Summer.
- ◆ The final payment will be paid after an acceptable report is submitted.
- ◆ **Please note:** There will be no final payment if an acceptable report is not submitted by February 1 of the following year.

Applications should be made on the **Application for Summer Research Fellowship** form available in the Academic Vice President's Office and at www.jcu.edu/research. This form includes more specific guidelines for each of the awards.

All materials must be received by the deadline. Incomplete applications will not be considered. Deadline for applications is **Monday, September 14, 2009**. Awards will be announced by mid-November.

CHECKLIST

1. The proposal.
2. A tentative bibliography of relevant sources associated with the proposal which demonstrates knowledge of the field. Applications, including creative projects, should demonstrate an understanding of the literature in the field, relevant methodologies, and/or the body of work on which the proposed project draws.
3. A bibliography of all your most recent publications (within five years).
4. A letter from a person of your choice who can comment supportively on your proposal.
5. Institutional Review Board or Institutional Animal Care & Use Committee approval, when appropriate.
6. List of any other compensation you may receive for this project.