



CASE

COLLEGE OF ARTS AND SCIENCES

Office of the Dean

College of Arts and Sciences

Case Western Reserve University
10900 Euclid Avenue
Crawford Hall, Room 712
Cleveland, Ohio 44106-7068

To: Tenure-Track Faculty of Humanities, Arts, and Social Sciences

From: Cyrus Taylor, Interim Dean

Date: September 5, 2006

Re: W. P. Jones Presidential Faculty Development Fund

Phone 216-368-4413
Fax 216-368-3842
www.case.edu/artsci

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 humanities, arts, 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, one in the fall semester and one in the spring semester. A small faculty committee chaired by Associate Dean Steve 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. Faculty cannot receive grants in successive semesters and are limited to maximum of five grants with total awarded monies not exceeding \$10,000. Funded projects must be completed within one calendar year of acceptance letter date. Within sixty days of project completion, recipients must submit to the dean's office a final report.



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Applications for funding should include:

1. 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 the candidate’s overall research or teaching agenda
 - D. When and where the project will likely be completed
 - E. If others are involved, identify them and describe their participation and significance to the project
 - F. Justify the necessity of using Jones fund monies (see “Detailed Budget” below)
3. Separate, Detailed Budget—Include any other Case funding (e.g., departmental) as well as non-Case 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, etc.), if applicable
6. Submit the cover sheet, proposal, detailed budget, and C.V. to the department chair, who will attach a letter of recommendation and submit the entire proposal electronically to Marcia Camino at marcia.camino@case.edu by **October 13, 2006.**



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W. P. JONES PRESIDENTIAL FACULTY DEVELOPMENT FUND

Proposal Cover Sheet

Name: _____

Department: _____

Have You Received Previous Jones Fund Award(s)? Yes No

If yes:	Semester/Year _____	Amount _____
	Semester/Year _____	Amount _____
	Semester/Year _____	Amount _____
	Semester/Year _____	Amount _____

CHECK LIST:

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

FOR COMMITTEE USE ONLY:

Total Awarded _____