

## College of Visual and Performing Arts

Undergraduate Development Awards 2023-2024

### Purpose of the Awards

The College of Visual and Performing Arts (CVPA) at James Madison University offers Undergraduate Professional Development Awards of up to \$2,000 to stimulate and advance undergraduate students' creative or scholarly agendas or assist in developing their service activities. Each award is given with the understanding that the recipient will devote enough time and energy to ensure successful completion of the project.

### Eligibility

Proposals may be submitted individually or on behalf of a team; the principal investigator must be a full-time CVPA undergraduate student. While students may be part of multiple Undergraduate Professional Development award proposals as a research member, they will only be eligible to receive one award as a principal investigator each year. Students are eligible to apply for and earn these awards annually. Each proposal must have a faculty mentor.

### Proposal Components

Please submit your proposal to the Associate Dean using this format.

- Proposal Title
- Principal Investigator Name, Academic Unit, and eID
- Name(s) and Affiliation(s) of Collaborators
- Proposal Summary (not more than 500 words)
- Project Narrative (not more than 1,000 words, excluding references)
- Expected Outcomes and Timeline (not more than two pages)
  - Indicate start and completion dates
  - Note that award funding, including all travel, must be spent/complete before **June 1, 2024**, except for a select number of projects that may continue through the summer whose funds and travel should be spent/complete by **August 15, 2024**.
- Project Budget
- Team Member CVs (not more than two pages each)
- Faculty Mentor Support Letter

### Proposal Submission and Review

Proposals will be reviewed two times a year by the CVPA Professional Development Committee. **Proposals should be submitted by 5:00 pm on October 31, 2023, for the fall, or February 28, 2024, for the spring to the CVPA Associate Dean.** A limited number of fall or spring applications may be funded for projects that span academic years (summer funding).

Submissions will be sent to the PI's academic unit head to verify that the budget items align with JMU policies. If a proposal does not meet budget policy specifications, the PI will have one week to make alterations or adjustments to ensure compliance with JMU policy. Following this review, the Associate Dean will submit approved proposals to the CVPA Professional Development Award Committee for review. The CVPA Professional Development Committee will review proposals and make recommendations to the Dean.

### **Notification and Feedback**

The Dean will notify applicants of the status of their proposals by the end of the semester in which their proposal was submitted. Proposals that do not receive funding are eligible to revise their proposal based on committee feedback and resubmit in the next review period. Proposals that receive full or partial funding will be notified of any award conditions or restrictions, and should meet with their school's administrative assistant to enact their project budget.

### **Reporting**

A complete program and financial report for the project must be provided to the Associate Dean within 60 days after the completion of the award period. Recipients also agree to share information about their award-funded activities at the Sparks Research Symposium.

#### Report Components:

- Title Page with Project Name and Contributing Members
- Summary of Project
- A 3 to 5-page review of your project, written for a general audience and suitable for incorporation into presentations or displays.
- Photographs suitable for incorporation into presentations or displays; videos are also encouraged.
- Assessment of Project and any Proposed Future Projects
- Financial Report with Receipts