

College of Arts and Letters (CAL) Manuscript Development Workshop Application Guidelines

The purpose of this award is to provide faculty members with high-quality feedback on a full draft of a book manuscript or equivalent in preparation for submission to a publisher. The workshop brings together internal (JMU) and external (non-JMU) reviewers for 1-2 days to support the revision of a manuscript. Workshop funding can cover travel, lodging, meals ([at state rates](#)), and a small honorarium for external reviewers. Funding can also cover meals and a small honorarium for internal reviewers (JMU faculty). In general, the maximum award amount is \$5,000. The College may be appealed to for additional funds under compelling circumstances.

Applications will be evaluated on the following criteria:

- Quality of the proposal and likelihood that the manuscript will result in a high-quality publication
- Value that a workshop would have for the applicant at this point in the project's development and the applicant's career development
- Feasibility of the proposed publication timeline
- Inclusion of the JMU community; all proposals should include at least one internal JMU reviewer in addition to external experts

Application components:

- Abstract (150 word maximum)
- Project description (1,000 word maximum) that includes an overview of the project (including discussion of its current stage in the writing/revision process and why the workshop is important at this point); timeline for publication (including the date when the applicant plans to submit the manuscript to a publisher); and a list of prospective reviewers (name, university, brief biography, relevance for workshop). The reviewer list should include JMU and non-JMU participants. The project description should be written in a style that is understandable to an interdisciplinary review panel.
- Project outline and two chapters
- Itemized budget: The grant will provide up to \$5,000 for eligible costs including travel for external reviewers, meals for participants, and honoraria for reviewers. All expenditures must conform to state policies.
- Applicant's c.v. that clearly indicates peer-reviewed publications and separates research in progress from publications

Deadlines:

- Applications should be submitted in a single pdf to Laura Wisman (wismanlb@jmu.edu) by 5:00pm on **Friday September 22, 2023**
- Workshops must be held by June 2024
- Recipients must submit a brief report to the College of Arts and Letters on the use of the grant by October 7, 2024