

Grauel Faculty Fellowship Application

Committee member will use the linked [rubric](#) to evaluate proposals.

First Name

Last Name

Email Address

Department

Rank

Years at John Carroll as a full-time faculty member (including current year)

Semester(s) and year for which leave is requested

Semester(s) and year(s) of previous Grauel fellowship(s), if any

Please briefly summarize the outcomes/results of any previous Grauel fellowship(s) ([open text](#))

I meet all of the [eligibility requirements](#) described in the Faculty Handbook (beginning on page 58).

Yes or No

I have procured or am applying for external funding to support a full-year leave.

Yes or No

Briefly describe your external funding to support a full-year leave. ([open text](#))

Where will work on the project take place? [\(open text\)](#)

Indicate other pending or approved grant support for this project. [\(open text\)](#)

This project requires approval from the IRB and/or IACUC. Yes or No

I have already applied for IRB and/or IACUC approval. Yes or No

If you have been approved, please **upload** your IRB/IACUC proposal approval letter.

I have discussed my potential leave with my department chair. Yes or No

The expected outcome of my project is (check all that apply)

Academic conference presentation

Academic article or book chapter

Scholarly monograph or edited volume

Academic textbook

Creative project relevant to academic discipline

Significant/national grant preparation/application

Other

Provide a statement of not more than a few sentences, describing your proposed project for promotional purposes to the general public (in the newsletter, the display case, etc.). [\(open text\)](#)

Briefly answer the following questions in language accessible to a general academic audience. Remember that committee consists of faculty members from diverse academic fields. Please avoid field-specific jargon or technical language where possible. If you need to include tables, graphs, or other graphic elements, please prepare a pdf with each element labeled (Figure 1, Table 2, etc.). Refer to those labels in the narratives and upload the pdf as directed below.

Describe the nature and scope of the project for the committee. What do you intend to do? [\(500 words max\)](#).

Describe the significance of the project. Why is it important? [\(500 words max\)](#).

How does the project relate to a body of work in the field as well as to your own research? [\(500 words max\)](#).

Describe your methodology (in language accessible to those outside your discipline). [\(350 words max\)](#).

Upload the pdf of your tables, graphs, and/or other graphic elements here.

Detail the expected timeline of your project. [\(150 words max\)](#)

Please provide a brief description of past research activity, or extenuating circumstances that have hindered your scholarly work (e.g., FMLA, significant University service). [\(250 words max\)](#)

Please provide a list of up to ten relevant bibliographic sources. [\(open text\)](#)

Please **upload** a copy of the signed publisher's contract for your academic textbook.

If you have already signed one, please **upload** a copy of any publishing contract for your creative project.

Please **upload** your CV

Please **upload** one external letter of support. This is written by someone outside of JCU whose expertise is aligned with your proposal. The letter writer should provide the committee with an evaluation of the feasibility and potential significance of your proposal

Please review the Conditions of Acceptance and indicate your agreement below.

Upon acceptance of the Fellowship, recipients must agree to return to full-time service as a faculty member at John Carroll University for the academic year following the award, relinquish the award, or reimburse the University. Those who have been notified that a tenure-track position has not been renewed are not eligible for the award.

Recipients are required to submit a written report on the results of the Fellowship to the Associate Vice President for Academic Affairs no later than October 1 following the award period. The report may take the form of the finished product of the research leave, for example, a manuscript submitted for publication; if not that, it should be a substantive account—at least several pages in length—of the work carried out during the leave period. Failure to submit a report by the stated deadline will render the recipient ineligible for subsequent research and teaching awards, including Summer Research Fellowships, Grauel Faculty Fellowships, course development grants, and miscellaneous research assistance, until such time as a report is submitted.

Recipients are expected to present their research to the campus community. This could occur at one of the Scholarly Lunches held during the academic year following their leave period. Typically the presentation lasts up to half an hour, makes use of PowerPoint slides, and includes time for questions from the audience.

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

I understand and agree to the conditions.