

Eastern Illinois University  
College of Liberal Arts and Sciences Review Committee for CU Pool Awards  
**2020 Guidelines for Research/Creative Activity/Special Project CU Pool Applicants**

**Eligibility**

All **tenured** Unit A faculty in the College of Liberal Arts and Sciences may apply. An eligible faculty member may not receive an award in more than two consecutive academic years. Members of the college-level review committee are not eligible to apply.

**Please note: for proposals of approximately equal merit, preference will be given to applicants who did not receive an award in the previous academic year.**

**Proposal Format**

All proposals must be submitted electronically.

**Length of Application**

Word count limits are imposed for each application question.

**Attachments**

Applicants should attach a current vita, with works related to the current proposal marked with an asterisk(\*). Supporting materials may be included if necessary.

**Number of Proposals Submitted**

A faculty member may submit only one proposal in any given academic year.

**Credit Unit Limitations**

Proposals shall be for either three (3) or six (6) credit units.

**Joint Proposals**

A single proposal may be submitted by two or more eligible faculty members, but Credit Unit Limitations, as noted above, apply.

**Jargon**

Proposals will be read by a diverse audience and should be free of jargon.

**Submission of Proposals**

All proposals shall be submitted to:

<https://www.eiu.edu/clas/machform/view.php?id=15466>

Proposals may not be altered once they have been submitted. Proposals are submitted in the academic year prior to the reassignment in the event of a successful award.

Faculty are encouraged to inform the chair when they have submitted a proposal. Chairs will receive an email notification when someone in their department has applied and the proposal plus any attachments will be included in the email. Applicants will receive a confirmation and a copy of their proposal.

**Proposals submitted after the published deadline will not be reviewed by the College Review Committee.**

**Review Criteria**

The College Review Committee will rank all proposals based on the responses to the questions listed in **2020 Proposal Format: Questions for CLAS CU Pool Proposals.**