

**Duquesne University**  
**Presidential Faculty Summer Writing Award Competition**  
**Guidelines Effective: 01/7/2026**

**(1) General**

The Duquesne University Presidential Faculty Summer Writing Awards are administered as a competitive grants program. Awards are to be used by faculty to complete preparation of a manuscript for publication as an article or a book, or to complete a music recording. Preference will be given to those scholarly works that do not directly result in remuneration, such as textbooks. Because this is designed as a *summer writing grant*, individuals will be expected to have completed all of the research required for this project prior to submission to this grant competition.

Funding of eligible projects is \$5,000. Each successful applicant will receive \$2,000 at the time that the award is made. The first payment will be disbursed in July, with the beginning of the fiscal year. The remaining \$3,000 will be awarded when the applicant's scholarship has been accepted for publication in a recognized refereed journal or published in book form, or for music projects, performed, recorded, or published. Awards will be disbursed only as salary payments to the grant recipient.

A review committee composed of University scholars, including previous Presidential Faculty Summer Writing Award recipients, will evaluate all proposals, from eligible applicants, submitted before the deadline and in accordance with the application guidelines below. In making the awards, the committee will give preference to those disciplines where outside funds are generally unavailable.

For additional information or assistance in completing a proposal, please contact the Office of Research & Innovation at extension 2626.

**(2) Guidelines**

Full-time faculty may submit proposals. All proposals must include an application cover sheet signed by the P.I.'s Department Chair or Director and conform to the following guidelines:

1. Applicants must submit a brief narrative describing the writing or recording project to be completed during the summer. The narrative should not exceed five, single-spaced, typewritten pages, with a font size no smaller than 11 point. Please indicate the stage of development of your project and the amount of work to be done during the summer. References may be included and will not be counted against the 5 page narrative limitation. However, please limit references to no more than two pages and to those most relevant to your project.
- 1a. In the narrative, indicate the timeline for submission of your work to one or more publishers. Also, identify the publishers to whom you expect to submit the work. If you already hold a contract or a commitment to publish from a refereed journal or a press release, so indicate, and include a copy of the commitment letter with the proposal.
2. All applications must include an abbreviated curriculum vitae highlighting the applicant's previous scholarly work. The vitae should not exceed two, single-spaced, typewritten pages, with a font size no smaller than 10 point. In the vitae, please include other recently submitted and/or awarded grants.
3. Applicants may teach no more than one summer course during the summer covered by the award. The intention of the grant is to alleviate summer obligations so that one may devote one's time to writing or composing. For this reason, payment is made as a salary supplement only.
4. It is expected that notice of publication of the article or book, or the performance, recording, or publication of the music project will occur within a two-year fiscal period from the awarding of the grant. If the work has not been published, recorded, or performed by this time, the grant will become forfeit and the remaining award money will not be paid to the grant recipient.

5. Previous award recipients may not apply within two years of completion of their prior award. Previous award recipients who have not completed their obligation under the auspices of the previous grant are ineligible for a subsequent grant.
6. Applicants may not hold any other grants, either internal or external, which apply to the same work for which the Presidential Faculty Summer Writing application is intended.

### **(3) Submission Process**

Please submit, on or before the deadline, the complete proposal to the Office of Research & Innovation. Proposals can be submitted in the following formats:

1. A Microsoft Word Document attachment via e-mail to [pollockc@duq.edu](mailto:pollockc@duq.edu)
2. PDF file via e-mail to [pollockc@duq.edu](mailto:pollockc@duq.edu)

## **PRESIDENTIAL FACULTY SUMMER WRITING AWARD**

### **APPLICATION COVER SHEET**

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

RANK: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

UNIVERSITY ADDRESS: \_\_\_\_\_

UNIVERSITY TELEPHONE: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

**EXECUTIVE SUMMARY:** Project overview of no more than 300 words.

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Department Chairperson/Director Signature

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Date