

# Faculty Research Appt, SEED, SOAR & GAP Application Instructions

From the Faculty Development & Research Committee (November 2007)

**FOREWORD:** Research and creative activity encourage the discoveries and new knowledge that maintain the intellectual life of a university, its faculty and its students. The Office of Graduate Studies and Research has developed and funded a new approach to provide faculty easier access to resources dedicated to supporting these activities. It is intended to make planning easier and to streamline submissions. In addition, it was designed to address the entire process of new creation from idea to implementation.

**All applicants please note the following final reporting requirements for all internal grants:**

SEED grant recipients: The project director must submit to the Committee: 1) any required progress reports, 2) a final report which summarizes the project and lists of any publications, exhibitions, and external grants which resulted from the award, and 3) a final project budget statement. The final report is due three months after completion of the project or the end of the current biennium, whichever occurs first.

GAP recipients: All faculty who receive this award must submit an extramural grant proposal as the project director/principal investigator within six months following completion of the GAP award.

All other internal grant recipients: Within three months after the end of the appointment, the faculty member will submit a detailed report of activities and results to the Chair of the Faculty Development and Research Committee.

Failure to submit a final report will be grounds for denying future support. The report may be taken into consideration when decisions are made on future funding.

**COPIES:** Submit a signed original and 12 copies of the entire following application, including the signatures page. This instruction page need not be included in the application.

**DEADLINE:** All materials must arrive at the Office of Graduate Studies and Research before the deadline to be considered. Deadlines for SEED and SOAR are 5:00 PM on October 15<sup>th</sup>, January 15<sup>th</sup> and March 15<sup>th</sup>. For Faculty Research Appointment there is only one deadline, January 15<sup>th</sup>. If any of these dates occurs on a weekend or a holiday the deadline will be on the next business day. Please note there are no deadlines for GAP proposals, applications are accepted anytime.

**REVIEW:** Applications will be reviewed by the Faculty Development & Research Committee, which is composed of two faculty members from each of the four colleges and one faculty member from the library. Thus, your proposal should be written for an intelligent audience outside your specific discipline and you should keep discipline specific technological language use to a minimum. When such language is needed for purposes of brevity, its first use should include a brief definition of its meaning.

**REVIEW CRITERIA (FRA, SEED, and SOAR):** Only proposals that are considered to be meritorious by the FDRC will be funded. Evaluation of applications will take into account the following criteria: **1) abstract clarity** (5 points), **2) project description clarity and scholarship** (20 points), **2a) merit** (20 points), and **2b) impact** (20 points), **3) Action Plan/Methods** (20 points), **4) Extramural Potential** (5 points), **5) References cited** (10 points). Items 6-9 will be judged as acceptable or unacceptable.

**REVIEW CRITERIA (GAP):** GAP proposals will not be reviewed using a point system but will be rated Fund or Do Not Fund.

**COVER PAGE:** The following cover page must be complete with all signatures before submission, including approvals by the Department Chair and College Dean. It is a courtesy to submit your application to the appropriate Dean for signature a week before the deadline.

**PROJECT DESCRIPTION (For all except the GAP):** After the Cover Page, attach a typed description of your project using double spacing and Times New Roman 12 point font. This narrative must be no longer than 7 pages (1" margins), excluding references and budget table, which may be single spaced. References may be Times New Roman 10 point font. Note: footnotes are not acceptable. Organize the project description using the following headings when addressing the required information:

### **Required for SEED, FRA and SOAR**

- (1) Abstract— suggested length 150 words
- (2) Project Description and Scholarly Significance— if the proposed work is part of a larger research agenda, please explain the relationship of the proposed piece to the whole. If there is other funding for the project, from either external or internal sources, other than that currently requested, then specify what research or aspects of the research each piece of funding supports. Merit and impact are required elements of the project description. Please use them as subheadings.
  - (2a) Merit— describe the importance of the project's objectives and expected significance to advancing knowledge and/or promoting effective teaching. Be sure to include relation to present state of the field, to previous work by the applicant, and to related work by others.
  - (2b) Impacts—describe the broader impacts or benefits of the project on the discipline(s), scholarly community, and/or infrastructure for scholarship and the education of students.
- (3) Action Plan/Methods— outline of the general plan of work including the methodology, experimental methods or procedures to be followed. Working with colleagues from CWU or other institutions can be supported, provided the Project Director's role in the larger project and the support they receive is clearly defined.
- (4) Extramural Potential— assessment of the potential for SEED and FRA proposals to lead to funding (e.g., grants) and/or dissemination (e.g., publications, exhibitions, performances) outside of CWU. Provide information such as anticipated funding source or dissemination venue, contacts with those sources as applicable, and likelihood for success.
- (5) References Cited— relevant literature must be cited and listed in a reference section at the end. References may be Times New Roman 10 point font. Note: footnotes are not acceptable.

### **Required for SEED**

- (6) Budget and Budget Justification— explanation of supplies, equipment, travel costs, etc., in light of your project needs. Include a budget table, such as that provided after the Cover Page below.

### **Required for SOAR**

- (7) Funding Source— name of grant and extramural agency (federal, state, or private) to which you plan to submit your grant. Provide a web page address here and/or a grant flyer as an appendix.
- (8) Evidence of funding sources contacts— name(s) of program or foundation officer contacted. Provide a summary or copy of any email or telephone exchange as an appendix.
- (9) Proposed grant budget range—provide an estimate of the total funds you will request from the funding agency (e.g., \$35,000-\$45,000 or \$1.5 million to \$2 million).

**VITAE:** After the Project Description, attach a curriculum vitae or resume (up to 2 pages) emphasizing appropriate research, scholarly, or artistic achievements.

### **Required for GAP**

- (1) Progress Report - A progress report on the previous grant including a summary of the activities of the previous project, details of resulting publications, professional presentations and student involvement.
- (2) Funding Agency Information - Information on the funding agency, contact information and any documentation of previous contact with the agency or program officer.
- (3) Deadline information.
- (4) Abstract - A 500 word abstract of the project under preparation.
- (5) Reviewer's comments, if applicable - For proposal resubmissions, copies of reviewers' comments must be provided.
- (6) Curriculum vitae or resume (up to 2 pages) emphasizing appropriate research, scholarly, or artistic achievements.

***If results of this project are published, it is expected that you will include in the publication the following statement: "This investigation (report, study, etc.) was (partially) supported by the Faculty Research Fund through the Office of Graduate Studies and Research, Central Washington University, Ellensburg, Washington."***



File # \_\_\_\_\_  
(graduate office use only)

**CENTRAL WASHINGTON UNIVERSITY**

**Faculty Seed, Research, SOAR and GAP Grant Application**  
Application for Central Washington University Faculty Research Funds  
from the Faculty Development & Research Committee (form revised June 2008)

(Submit signed original and 12 copies of entire application, including this cover sheet and vitae)

**Main support - please mark all that apply with requested quarter and year:**

- |                               |                               |                                 |                                 |                                 |
|-------------------------------|-------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> SEED | <input type="checkbox"/> Fall | <input type="checkbox"/> Winter | <input type="checkbox"/> Spring | <input type="checkbox"/> Summer |
| <input type="checkbox"/> FRA  | <input type="checkbox"/> Fall | <input type="checkbox"/> Winter | <input type="checkbox"/> Spring | <input type="checkbox"/> Summer |
| <input type="checkbox"/> SOAR | <input type="checkbox"/> Fall | <input type="checkbox"/> Winter | <input type="checkbox"/> Spring | <input type="checkbox"/> Summer |
| <input type="checkbox"/> GAP  | <input type="checkbox"/> Fall | <input type="checkbox"/> Winter | <input type="checkbox"/> Spring | <input type="checkbox"/> Summer |

**Additional Resources Requested**

Graduate Student Support   
Summer Stipend   
Academic year

Undergraduate Student Support   
Summer Stipend   
Academic year

Equipment   
Amount

Note: Equipment must be an integral part of the research or creative activity project.

Travel

**Title or Brief Description of Study:**

**Funds Requested from FDRC for SEED only (not to exceed \$2,000):**

Have you received support from FDRC in the last 5 years? Yes  No

If yes, note the date the final report was submitted to Graduate Studies: \_\_\_\_\_

I approve, and assume responsibility for, the project activities outlined below. I have read and understand the guidelines.

**Signature of Project Director:** \_\_\_\_\_

**Typed/printed name of Project Director:**

**Typed/printed name of Department:**

**Date of submission:**

**Phone:**

**Beginning date of project:**

**Ending date:**

(18 months max.)

**Department Chair Approval:** \_\_\_\_\_ **Date:**

**Comments:**

**College Dean Approval:** \_\_\_\_\_ **Date:**

**Comments:**

**BUDGET TABLE EXAMPLE** (For SEED only) *Modify as needed*

	<u>Amount Requested</u>	<u>Other Sources</u>	<u>Total</u>
<b>1. Salaries and Wages (Research Assistants)</b> (List number of hours, weeks, etc. and rate of pay)			
<b>2. Benefits (Research Assistants)</b> (List benefit rate corresponding to salary)			
<b>3. Travel and Per Diem</b> (Detail— use current approved rates)			
<b>4. Goods and Services</b> (List supplies, materials, etc.)			
<b>TOTALS</b>			