

Faculty Research and Creative Activity Support Award

Please review these instructions thoroughly to ensure all steps are completed correctly. **Failure to comply with instructions and include all required components of the application will result in disqualification.**

Eligibility

- CWU faculty (TT-T) member employed on a full-time, continuing academic year appointment
- Preference will be given to faculty who have not been funded by this award in the last two years
- Priority will be given to junior TT faculty proposing pilot project

Award Details

The maximum amount available per academic year and per individual project is **\$3,000**; however, the funding amounts will vary from project to project. All funds must be consumed within 12 months of being awarded; unused funds will revert to SGSR, unless otherwise specified.

What can be funded:

- Scholarly and/or artistic projects in all disciplines.
- Data collection and analysis.
- Preparations for manuscripts and/or artistic projects (excludes publication subsidy).
- Travel deemed necessary to complete the project.
 - The award will not fund travel expenses incurred before the proposal due date.
 - Please contact the Travel Desk for specific guidance on travel policies.
- Supplies, materials, services, or equipment to start a project or supplement other research.
- Student and other research assistance.

What cannot be funded:

- Institutional research (e.g., internal or departmental studies).

- Travel to professional meetings.
- Per diem.
- Projects related to the satisfaction of degree requirements.
- Course development.
- Faculty salaries, fees, or other types of monetary compensation.

Human, Animal, and Hazardous Research

Human Subject Research

For research involving human participants, you must receive approval from the Human Subjects Review Council (HSRC) prior to beginning recruitment. **Approval cannot be granted for retroactive research.**

You may apply for funding if your protocol is currently pending approval from HSRC; however, funds will not be released until approval is granted. For information about the HSRC and approval process, please

see: <https://www.cwu.edu/academics/research/human-subjects-review-program/index.php>

Animal Research

For research involving live, vertebrate animals, you must receive approval from the Institutional Animal Care and Use Committee prior to beginning your research. **Approval cannot be granted for retroactive research.**

You may apply for funding if your protocol is currently pending approval from IACUC; however, funds will not be released until approval is granted. For information about IACUC and the approval process, please

see: <https://www.cwu.edu/academics/research/iacuc/index.php>

Hazardous Research

If you will be using any procedures or working with substances that are classified as hazardous, such as hazardous chemicals, lasers, venomous or aggressive animals, or infectious microbes, you must attach the applicable Standard Operating Procedures (SOPs). SOPs may be as long as necessary and they do not count toward the word-count limitation.

For information about SOPs, please see <https://www.cwu.edu/about/offices/campus-safety/environmental-health-safety/chemical-safety-hazard-management/standard-operating-procedures-sop.php>

Supplies and Travel Budget Information

- The maximum award is \$3,000. If your budget exceeds this, please indicate from where the additional funds will come.
- Prioritize and explain each budget item. Consider, if you are not fully funded, which aspects of your budget would be the most important to be funded. Include the relevance of all budget items in your justification. Limit your requests to essential items.
- If you request equipment, indicate the estimated unit cost for each item to be purchased, and briefly justify why it is needed.
- If you request materials and supplies, itemize them by nature of expense. Provide the basis for price estimates or computations (e.g., vendor quotations, photocopies of catalog pages, Internet URL of catalog, prior purchase of similar items, etc.).
- If you request chemicals, be specific. Include the name of the chemical, the amount of the chemical needed, and the unit price. For example, if your project requires acetic acid, state the chemical (Acetic Acid 0.5%), amount needed (16 oz.), and price (\$23.50).
- You must comply with Travel Desk policies and procedures. Budget items purchased prior to the proposal submission deadline date may be reimbursed; however, reimbursement for these items must be requested within two weeks of the award notification date and within the same fiscal year. Receipts are required. Travel-related expenses incurred prior to the proposal submission deadline date will not be reimbursed
- Expenditures are limited to those items detailed in the original proposal. The dean or associate dean of the SGSR must approve in advance any significant changes to the proposed budget.
- All items purchased with award funds are the property of CWU. All equipment purchased must be placed on inventory and may receive a CWU inventory number according to regular University procedures before it may be used on a project. The disposition of equipment after completion of the project is negotiated by your department chair, college dean, and the SGSR dean.

- All funds must be consumed within 12 months of notification of award and unused funds will revert to the SGSR, unless otherwise specified.

Final Report

Award recipients must submit a final report no later than three months after the completion of the project.

The final report must include a summary of project results and any publications, presentations, and/or external grants that have resulted from the award.

If results of this project are published or otherwise performed/disseminated, it is expected that you will include in the publication/performance notice the following statement or similar: *“This research/performance/show was fully/partially supported by the School of Graduate Studies and Research at Central Washington University.”*

Failure to submit a final report will impact your ability to receive funding in the future.