

# School of Graduate Studies and Research

## Faculty Research/Creative Activity Support Award

### General Information

The School of Graduate Studies and Research's (SGSR) Faculty Development and Research Committee (FDRC) has established a limited number of competitive research/creative activity support awards for tenure track/tenured faculty members of Central Washington University.

Please check the SGSR webpage

(<http://www.cwu.edu/masters/internal-funding-faculty>)

for this year's application deadlines. **The application must be submitted by 12:00 am, via an online submission form, on the appropriate deadline dates.**

If the submission date falls on a weekend or holiday, the application will be due the next business day.



### Eligibility

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Any CWU faculty member who is employed on a full-time, continuing academic-year appointment at the rank of assistant professor or higher may apply for financial assistance. **The faculty member may be (a) on professional leave during the grant award period, or (b) on leave of absence with the time counting toward seniority.** It is expected that the faculty member shall remain at CWU for one academic year following completion of the Faculty Research or Creative Activities project.

### Award Amount

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**The maximum amount available per academic year, per individual project, is \$3,000.00.** These competitive awards provide seed funds to faculty to support quality research and creative activities of importance to their respective disciplines, as well as to the reputation of CWU, in general. **All funds must be consumed within 12 months of notification of award and unused funds will revert to the SGSR, unless otherwise specified.**

This opportunity supports the following:

- Basic and applied projects in all disciplines, including scholarly and artistic projects.
- Assistance in collecting and analyzing data.
- Assistance in preparing manuscripts and artistic projects, excluding publication subsidy.
- Travel justified by the nature of the project. (The award will pay for ground or air travel, or lodging expenses. Current CWU policies and procedures related to travel will apply.)
- Services, supplies, materials, and equipment to start a project, or to supplement existing research support to complete a project.
- Student and other research assistance.

This opportunity **does not** support the following:

- Institutional research (e.g., internal or departmental studies).
- Travel to professional meetings (e.g., conferences where research findings will be presented).
- Per diem (meals during travel status).
- Projects related to satisfaction of degree requirements.
- Course development.
- Page charges or other costs related to publication.
- Faculty salaries, benefits, fees, or other types of monetary compensation.
- Financial incentives for human subject research participants.

### **Faculty Development and Research Committee**

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Recommendations to fund applications are made by a vote of the FDRC.

The FDRC may take the following actions:

- Not award an application.
- Request further information or clarification for an application.
- Partially award an application.
- Fully award an application.
- Award contingent on availability of program funding.

All comments by the chair and dean, and discussions of the applications, are considered confidential. The text and approved budget of funded proposals are available to the public.

### **Animal/Human Subjects and Hazardous Research**

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#### **Research projects involving live, vertebrate animals:**

- Research applications involving live, vertebrate animals must be approved by the Institutional Animal Care and Use Committee (IACUC) before funds will be *released*. Applicants may apply for this funding if they have a protocol pending approval from IACUC. Approval from IACUC must be obtained prior to initiating research; studies cannot be approved retroactively.
- For more information and forms, go to <http://www.cwu.edu/iacuc/>.

#### **Research projects involving human participants:**

- The federal government regulates strict guidelines when human subjects are involved in research projects, including studies that use (a) data collected through interventions, interactions, or observations with human participants (e.g., surveys, interviews, testing, or observational procedures); and/or (b) existing data sets containing any personal information (e.g., medical records, educational records, or voting records).
- To receive funding for projects involving human participants, faculty must follow the guidelines of the Human Subjects Review Committee (HSRC). HSRC review and approval must be obtained prior to initiating research; studies cannot be approved retroactively.
- For more information, go to <https://www.cwu.edu/hsrc/>.

**Research involving hazardous or dangerous animals, equipment, or supplies:**

- Standard operating procedures (SOPs) should be attached to the application for any procedures or substances that would be classified as hazardous in the field of study. Examples can include hazardous chemicals, working with lasers, working with venomous or aggressive animals, or working with infectious microbes. These SOPs may be as lengthy as necessary and do not count toward the page limits of the application.

**Required Final Reports**

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Faculty receiving this funding must submit a final report to the FDRC no later than three months after completion of the project or the end of the academic year, whichever occurs first. The final report should summarize the project results and list any publications, exhibitions, and external grants that resulted from the award. Failure to submit a final report will be grounds for denying future funding. The report may be taken into consideration when decisions are made on future funding.

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 partially supported by the School of Graduate Studies and Research, Central Washington University, Ellensburg, Washington."*

# School of Graduate Studies and Research

## Faculty Research Support Award

### Application Instructions

You are required to upload one PDF document into the online application form, which is located on our webpage: <https://www.cwu.edu/masters/faculty-research-support-award-application>.

Please have all application materials completed prior to starting the online submission process. **Once you begin the online application, there is no option to save your work and return later.** Your application package should contain the following information merged into one PDF document:

- 1) Typed abstract or creative artistic statement of the project (cannot exceed 200 words).
- 2) Typed project description of **8 (eight) pages or less** (single-sided, double-spaced, 12-point font) that includes the following clearly labeled sections:
  - a) Project goals and objectives;
  - b) Relationship to previous research/knowledge or creative activity in the field (literature review), including relationship to your previous work;
  - c) Significance of the research/project or creative work;
  - d) Clear statement of methodology/research design or creative approach;
  - e) Timeline of research/creative activity for successful completion of the project;
  - f) Anticipated results or artistic achievement;
  - g) Plans for dissemination—this should also include an assessment of the potential for the project to lead to external funding;
  - h) Cited literature or References (not included in 8-page limitation).
- 3) Detailed budget and budget justification, including costs of supplies and materials, equipment, and other relevant costs. All purchased equipment and unused supplies must remain in the property of Central Washington University once the project concludes. Budget templates for supplies and travel are included in this application instruction packet. Funds CANNOT be used for financial incentives/reimbursement for human research participants.

### APPENDIX

- 4) VITAE: attach curriculum vitae or resume (2 pages maximum; single-sided) emphasizing appropriate research, scholarly achievements, or artistic achievements relating to the project you are proposing.
- 5) If applicable, include letter of approval for human/animal subjects' clearance and for standard operating procedures (SOPs) involving the handling of dangerous animals, equipment, or materials. If approval is pending, check the "pending" option on the online submission form.

***Note: Attachments (unless they are documents included in the above appendix list) will not be accepted and will result in disqualification.***

## School of Graduate Studies and Research Faculty Research Support Award

### Supplies Budget Information

Prioritize, itemize, and explain each supply expense. 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. General expense categories that are not justified may not be funded. For example, an item listing such as “miscellaneous office supplies – \$75” must be further detailed, reasonable, and essential.

***If you are requesting equipment***, indicate the estimated unit cost for each item to be purchased and briefly justify the need for each item. ***If you require materials and supplies***, itemize them by nature of expense. Provide the basis for cost estimates or computations (e.g., vendor quotes, photocopies of catalog pages, internet URL of catalog, prior purchase of similar or like items, etc.).

***If you request chemicals***, be specific. Include the name of each chemical, the amount of each chemical needed, and the unit price for each. For example, if your project requires Acetic Acid, state the chemical (Acetic Acid 0.5%), amount needed (16 oz), and price (\$36.00). Please include the basis of your price estimate (ex., Poly Scientific catalog: <https://www.polyrnd.com/product/acetic-acid-5-aqueous/>)

**All funds must be consumed within 12 months of notification of award and unused funds will revert to the SGSR once the project concludes, unless otherwise specified.** Please note that CWU policies regarding purchases and travel will apply to this funding. If the recipient receives this award after expending funds for the project, allowable expenditures will be reimbursed only if original receipts are provided. Reimbursable receipts must be submitted to the SGSR within 2 weeks of the award notification and within the same fiscal year, which runs from July 1 through June 30. Retroactive travel expenses will not apply. Refer to the CWU Business and Financial Affairs webpage for full information: <http://www.cwu.edu/financial-affairs/>.

Expenditures are limited to only those items detailed in this application. The dean of the SGSR must approve any significant changes to the proposed budget, in advance.

All items purchased by the Faculty Research Support Award become the property of CWU. All purchased equipment must be placed in inventory and may receive a CWU tag number according to regular University procedures before it can be used on a project. The disposition of equipment, after completion of the project, is negotiated by the department chair, college dean, and the SGSR dean.



## Supplies Budget **SAMPLE**

Prioritize Need	Item Name	Justification for Item	Cost Per Unit	Quantity	Total Cost	Amount Pending / Received from Other Source(s)	Amount Requested from FDRC <i>(this application)</i>
1	Plastic Bags Nasco B01297WA4mm	For holding sediment samples	\$0.404	1,000	\$404.00	\$50 (from personal funds)  \$100 (from Geology Department)	\$254.00
2	PVC pipe	For placing sediment cores into pipe for transport	\$44.97	1	\$44.97	N/A	\$44.97
3	PVC pipe caps	For placing a cap on the PVC pipe sediment cores	\$1.84	10	\$18.40	N/A	\$18.40
<b>TOTALS</b>					<b>\$467.37</b>	<b>\$150.00</b>	<b>\$317.37</b>

**School of Graduate Studies and Research**  
**Faculty Research Support Award**

**Travel Budget**

**Applicant Name:**  
**Department Name:**  
**Project Title:**  
**Travel Destination(s):**  
**Travel Date(s):**

*It is the applicant's responsibility to become familiar with current CWU travel guidelines and policies. Please visit the CWU travel website to familiarize yourself with these requirements prior to requesting travel funds: <http://www.cwu.edu/financial-affairs/travel>.*

*As of July 1, 2015, Graduate School travel funding may be utilized for the following expenditures: ground fare, airfare, and lodging. Per Diem (meals) or retroactive expenses related to travel will not be reimbursed.*

<b>Mileage</b>	Total miles:	Mileage rate:	Total cost:
Explain need:			
<i>Click here for mileage calculator to determine costs: <a href="https://www.cwu.edu/financial-affairs/travel#Mileage">https://www.cwu.edu/financial-affairs/travel#Mileage</a></i> <b>PLEASE ATTACH COMPLETED MILEAGE CALCULATOR TO THIS APPLICATION</b>			

<b>Shuttle</b>	Total cost:
Explain need:	

<b>Other Ground Transportation</b>	Total cost:
Explain need:	

<b>Airfare</b>	Total cost:
Explain need:	

<b>Lodging</b>	Room cost per night:	Number of nights:	Total cost:
Explain need:			
<i>Click here for lodging per diem rates: <a href="https://www.cwu.edu/financial-affairs/travel#Meals">https://www.cwu.edu/financial-affairs/travel#Meals</a></i>			

<b>Other Travel Costs</b>	Total cost:
Explain need:	

<b>TOTAL TRAVEL COSTS</b>	
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*Continued on next page*

## Travel Budget Continued

Please explain any unusual costs or circumstances:

Have you applied for or received any other funding for this trip? If yes, please list the source and amount requested and/or funded: