

School of Graduate Studies and Research

Preparing the Faculty Research 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 support awards for tenure track/tenured faculty members of Central Washington University (CWU).

Please check the SGSR website (cwu.edu/masters) for this year's application deadlines. **The application must be submitted by 12:00 midnight 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 to next business day.



Eligibility

CWU faculty members who are employed on a full-time, continuing academic year appointment at the rank of assistant professor or higher may apply for financial assistance. Faculty are eligible to apply for the award as often as they wish, however, priority is given to applicants who have not been funded within two years of the most recent application. **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

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 back 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. CWU policies and procedures related to travel will apply.)
- Services, supplies, materials, and equipment to start a project or supplement other research support to complete a project
- Student and other research assistance
- Financial incentives for human subject research participants

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

- Institutional research (e.g., internal or departmental studies)
- Travel to professional meetings
- 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, fees or other types of monetary compensation are not allowed except for financial incentives for human subject research participants

Faculty Development and Research Committee (FDRC)

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

The FDRC may take the following actions:

- Not to fund an application
- Request for further information or clarification on the application
- To partially fund an application
- To fully fund 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 Subjects, Human Subjects and Hazardous Research

For 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 if they have a protocol currently pending approval from IACUC. Approval from the IACUC must be obtained prior to initiating your research; studies cannot be approved retroactively.
- For more information and forms, go to <http://www.cwu.edu/iacuc/>

For 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, 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 your research; studies cannot be approved retroactively.
- For more information, go to <http://www.cwu.edu/hsrc/>

For 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 long as necessary and do not count towards the page limits of the application.

Required Final Reports

The faculty fellow must submit a final report to the Committee 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 support. 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

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Application Instructions

You are required to upload one scanned pdf or word document in an online application submission form located on our website:

<https://www.cwu.edu/masters/faculty-research-support-award-application>

Please have all of the application materials completed in advance prior to online submission. **Once you begin the online application, there is no option to save your work and then return at a later time.** Your application package (one word document or PDF) should contain the following information:

- 1) Typed abstract or creative artistic statement of the project (cannot exceed 200 words).
- 2) Typed project description of **eight pages or less** (single sided, double spaced, 12 point font) that includes the following labeled sections:
 - a) Project goals and objectives
 - b) Relationship to previous research/knowledge in the field (literature review) including relationship to your previous work
 - c) Significance of the research/project
 - d) Clear statement of methodology/research design
 - e) Timeline of research/creative activity for successful completion of the project
 - f) Anticipated results
 - 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. **Please use the templates included in this packet.** If the budget exceeds \$3,000, which is the maximum for this award, please indicate where additional funds will come from. All purchased equipment and unused supplies must remain in the property of Central Washington University.

APPENDIX

- 4) VITAE: attach curriculum vitae or resume (up to 2 pages; single sided) emphasizing appropriate research, scholarly, or artistic achievements.
- 5) If applicable, include the letter of approval for human and / or animal subjects' clearance and include the standard operating procedures (SOPs) involving the handling of dangerous animals, equipment, or materials. *Please do not include the protocol you have submitted.* 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 and Travel Budget Information

Prioritize 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. Expenses listed that are too general may not be funded. For example, listing “miscellaneous office supplies” would need further explanation.

Please use the templates included in this packet. If the budget exceeds \$3,000, which is the maximum for this award, please indicate where additional funds will come from.

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

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 price 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 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).

Please note that CWU policies regarding purchases and travel will pertain. If the recipient receives an award after he/she has expended funds they may be reimbursed for those expenses for which they have kept receipts but those reimbursable receipts must be turned into the SGSR within two weeks of the award notification and within the same fiscal year, which runs from July 1 – June 30. The exception to that expense is retroactive travel (IE: Travel which took place prior to the award deadlines). Refer to the Business and Financial Affairs website for full information: <http://www.cwu.edu/financial-affairs/>

Expenditures are limited to those items detailed in the original proposal. The dean of the SGSR must approve any significant changes to the proposed budget in advance.

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

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Supplies Budget Template

Applicant's Name:

Department Name:

Project Title:

Budget Justification: Describe the essential items needed for your project in detail prioritized by need. Indicate the estimated unit cost for each item to be purchased, and briefly justify the need for each item. 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.). Please use the below table to provide justification for the supplies and/or equipment needed for this project.

Prioritize Need	Item Name	Brief Justification for Item	Cost Per Unit	Quantity	Actual Cost	Amount Pending / Received from Other Source(s)	Amount Requesting from FDRC <i>(this application)</i>
				TOTALS	\$	\$	\$

***Note: please attach quotes/price listing from vendors for each item**

See next page for sample budget justification

Supplies Budget **SAMPLE**

Prioritize Need	Item Name	Brief Justification for Item	Cost Per Unit	Quantity	Actual Cost	Amount Pending / Received from Other Source(s)	Amount Requesting 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
TOTALS					\$467.37	\$150.00	\$317.37

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Travel Budget

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

It is the applicant's responsibility to become familiar with CWU travel guidelines and policies prior to traveling. Please visit the CWU travel website to familiarize yourself with all 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 retro-active expenses (expenses incurred prior to the due date of the application) related to travel will not be reimbursed.

Mileage	Total Cost:
Explain need:	
<i>Click here for mileage calculator to determine costs:</i> http://www.cwu.edu/financial-affairs/sites/cts.cwu.edu/financial-affairs/files/Mileage%20Calculator%20-%202017%20Rate.xls PLEASE PRINT & ATTACH COMPLETED MILEAGE CALCULATOR TO THIS APPLICATION	

Shuttle	Total Cost:
Explain need:	

Other Ground Transportation	Total Cost:
Explain need:	

Airfare	Total Cost:
Explain need:	

Lodging	Room Cost per night:	Number of nights:	Total Cost:
Explain need:			
<i>Click here for lodging per diem rates: http://www.cwu.edu/resources-reports/cwur-3-50-235-lodging-reimbursement</i>			

Other Travel Costs	Total Cost:
Explain need:	

TOTAL TRAVEL COSTS	
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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: