

**This application is specifically for Academic Year 2022-2023. Previous versions of this application will not be accepted.**

**Handwritten applications will not be accepted.**

Major Research Grant

Guidelines

**Research to be conducted during Academic Year July 1, 2022 – June 30, 2023**

**(Minimum Award -- $3,001 Maximum Award -- $10,000 Per Project)**

These guidelines are to help clarify the application instructions and to give insight into the decision-making process of both the Review and Research Committees. Not all of these guidelines will apply to every grant request, and there may be information unique to a request that should be included in the application. **Provide sufficient justification and information to avoid a delay in the approval of your application.**

**PURPOSE AND SCOPE**

The Major Research Grant fund has been established to support two general types of full-time faculty research activity:

1. development of ideas or projects to be submitted to other agencies for more extensive funding; and
2. research or scholarly activity **which should be started no later than January 1 of the approval year so a report of progress made can be submitted no later than the last date of the fiscal year of the grant award.**

Requests for funding should be submitted to the Research Committee through the Office of the Vice President for Academic Affairs. **All grant proposals should be written to have substantial research completed by the final day of the fiscal year in which the grant was approved**. The Committee will consider requests for funds to cover expenses associated with research and scholarly activity that may result in publishable works and in the advancement of arts, humanities, sciences, and professions. Allowable expenses include the following types of items: travel, equipment, assistants, services, and released time (under special conditions). Requests will be considered for activities that are conducted at any time including academic and summer sabbaticals. The Committee will not consider requests for development of new courses, course materials supporting graduate work, dissertation research, or for the purchase of reprints. Generally, the committee will only consider requests between a minimum of $3,000 and the maximum of $10,000. [Further guidelines and criteria can be found in the *Faculty Handbook*, Section 1, VII.C.1.c. (revised 6/18/99), and Appendix III (revised 1/1/97).]

**CONDITIONS FOR RELEASED TIME**

In order for released time to be an acceptable funded item, the following conditions must be met:

1. Before considering released time, the Research Committee must have a statement approved by the Chairperson and the Dean explaining how the department or school will handle the faculty member’s teaching load if the grant is approved.
2. The proposal on its research and scholarly merits must be judged worthy of support by the Research Committee.
3. The released time must be necessary for completion for the research.
4. The time needed for research on the project must surpass the normal expected time allotment by the full-time faculty member to scholarly activities.

APPLICATION AND EVALUATION PROCEDURE

A subcommittee of the Research Committee, the Review Committee, evaluates proposals twice annually, and recommends obligation of up to approximately 50% of the available annual funds. Therefore, proposals should be submitted as early as possible before the submission deadline each semester. The Office of the Vice President for Academic Affairs announces these deadlines at the beginning of each academic year.

After evaluation of the proposals received before each submission deadline, the Review Committee will make recommendations regarding funding to the Research Committee. The Research Committee will then make its recommendations to the Associate Vice President for Academic Affairs.

**THE PROPOSAL**

A proposal is comprised of **four** major sections – Cover Sheet, Detailed Budget, Narrative, and Appendix (Appendices). Proposals should closely follow this format in order to facilitate a fair and thorough review and evaluation.

* **Cover Sheet** – The cover sheet is provided with the proposal guidelines and should be submitted as the first page of the proposal. Note that proposals involving a request for released time require a plan on how the department or school will handle the released time. This statement must be approved by the Chairperson and Dean.
* **Detailed Budget** – The second page of the proposal should be the budget sheet (provided with the proposal application). Detail all anticipated expenses that are to be covered by funds from the Major Research Grant. Attach additional sheets if necessary to clearly explain the need for requested expenditures. **Appropriate ordering information for equipment and supplies to be purchased through the grant should be outlined**. Estimated costs for freight/delivery charges must be included in the budget. **If the grant is approved, coordination between the VPAA office and faculty to order equipment and supplies will occur no later than January 1. Additionally, it is expected faculty who apply and receive funding of research grants will remain employed with Washburn University through the grant funded academic year, otherwise the funds will be reallocated.**

Funding guidelines for extended stays (30 days or longer) include a maximum of $100 per day for room and board plus the cost of travel to and from the site of the research. Any amount beyond the established guidelines requires further justification of the expenditure.

* **Narrative** – The narrative presents most of the important information in the proposal. It should be comprehensive, concise, and clear. Remember that the reviewers may not be familiar with your particular jargon, and that use of jargon may obscure rather than clarify your ideas. Any tables or figures which are necessary for the presentation of your proposal should be included as appendices, and research involving the use of human or animal research subjects must also show compliance with the federal, state and local laws governing research involving human and animal research subjects (see *Faculty Handbook*, Appendices IV and V, for additional information). This information may be included in the narrative or in an appendix. **Funding is contingent upon approval of the Institutional Review Board.**

While it is not possible to anticipate all specific proposals, it is the judgment of the Review Committee that there are several important features of all potential proposals that could be objectively assessed to help determine the relative merit of a proposal. Accordingly, the narrative should be written following the outline below. This outline has been specifically designed to be the basis of the evaluation process. Since the terms used to identify each part of the narrative will not have the same meaning for each person, a list of sample questions has been included to help clarify the requested information. This list of sample questions is **NOT** an exhaustive list. It should not be interpreted as a restriction of information supplied. These questions will be relevant for some proposals, but may not always be relevant, and should therefore be interpreted as suggestions, and not necessarily as requirements.

1. **Description and Nature of the Research Project** – In what activities will you be engaged and when? Will other people participate? What is the rationale for the proposed research? Is there any relevant background information that would help the reviewers place the proposed project in perspective? How will the project be implemented? Where will the activities take place? How does the proposed project fit in with an existing body of knowledge? How will you comply with requirements for treatment of subjects? How will informed consent be secured?
2. **Goal/Purpose of the Research** – What hypotheses will be tested? What questions do you hope to answer? What predictions will be made? Are there anticipated results? What are the potential outcomes from the project?
3. **Project Significance/Professional Contribution** – What is the potential professional significance of the proposed research? What is the anticipated contribution to your discipline? How will the project advance the body of knowledge in your discipline? How might the results of the project enhance the quality of life for humankind?
4. **Methodology** – Describe in detail your methods and research design.
5. **Implementation Schedule** – **A schedule or timeline must be submitted to show when the research will start, what date equipment/supplies should be ordered by** and an anticipated schedule of activities. When will the project be completed? Will your activities be contingent on the acquisition of equipment or materials?

**Equipment/supplies must be ordered and implementation must begin no later than January 1 of the Academic Year the grant was awarded**. **If equipment and supplies are not ordered by January 1, allotted funds will be returned for reallocation to other grant requests. If there is a legitimate reason, based on the research, to order equipment/supplies after this date, please provide justification within the research proposal.**

1. **Evaluation Plan/** **Publication Potential** – What criteria will be used to determine whether or not the goal of the project was achieved? What sort of statistical evaluation might be appropriate? Are there potential publication or presentation outlets for the results? Will you attempt to measure or ascertain the professional impact of this project?
2. **IRB Approval (if applicable)** – Report the approval status (e.g., pending, approved, etc.)

PROPOSAL PREPARATION

The first two pages of the proposal should always be the **Cover Sheet** and the **Detailed Budget** (provided with the proposal information packet). The **Narrative** portion of the proposal should always conform to the preparation guidelines with respect to both the order and content of each section. Please avoid unnecessary jargon or technical language in drafting the narrative.

**If you have received funds for this project from the Research Committee, or if you have applied for or received funds from another source, please indicate the amount and date received on the application form where indicated.**

**FINAL REPORT**

Upon signing the application and agreeing to accept Research Grant funds, you are agreeing to submit a **FINAL PROJECT REPORT** to the Associate Vice President for Academic Affairs **NO LATER THAN THE LAST DAY OF THE FISCAL YEAR OF THE GRANT AWARD**. **FAILURE TO SUBMIT THE REQUIRED REPORT BY THE DEADLINE WILL NEGATIVELY IMPACT THE AWARDING OF FUTURE GRANT FUNDS**.

APPLICATION

**This application is specifically for Academic Year 2022-2023. Previous versions of this application will not be accepted. Handwritten applications will not be accepted.**

**.**

MAJOR RESEARCH GRANT FUNDS

# WASHBURN UNIVERSITY

**Research to be conducted during Academic Year July 1, 2022 – June 30, 2023**

|  |  |
| --- | --- |
| NAME |  |
| POSITION/RANK |       |
| DEPARTMENT/ACADEMIC UNIT |       |
| **Brief Descriptive Title of Proposed Research**:  |       |
| ASTRACT OF PROPOSED RESEARCH (Attach)The abstract should present the rationale of the research, the methods to be used, its objective, and an estimate of the significance to the field of research if the objective is reached. Include any appropriate documentation.* Include a proposed **timeline** indicating **start** and **completion** dates.
* Include an **explicit** and **detailed** budget (include estimated delivery/freight/postage charges).
 |
| **Proposed research requires the use of human or animal research subjects** (*funding is contingent upon the approval of the Institutional Review Board)* |  [ ]  YES [ ]  NO |
| **Has your research been approved by the Institutional Review Board?***(For more information about the required IRB training, please contact IRB Chair)* |  [ ]  YES [ ]  NO |
| **AMOUNT REQUESTED (Maximum $3,001 – Maximum $10,000 PER PROJECT):**  | $ |  |
| * 1. Have you received prior funds for THIS project from the Committee? [ ]  YES  [ ]  NO
 |
| If yes, indicate the amount  | $      | and date received |       |  |
| * 1. Have you applied for or received funds for THIS project from another source? [ ]  YES [ ]  NO
 |
| If yes, indicate the amount | $ | and source |       |
| * 1. Have you received prior funds for a SIMILAR OR RELATED project from the Committee? [ ]  YES [ ]  NO
 |
| If yes, indicate the amount | $ | and date received |       |
|  |
| * 1. **Have you received Research Grant funds within the last two (2) fiscal years?**
 |
|  [ ]  YES [ ]  NO | [ ]  Small Research [ ]  Major Research |
| If yes, indicate the year(s) funds were received and the project funded:  |       |

APPROVALS

|  |  |  |  |
| --- | --- | --- | --- |
|       |  |       |  |
| Applicant Signature |  | Date |  |

### By signing this application, you agree to submit aFINAL PROJECT REPORTto the Associate Vice President for Academic Affairs within 30 days of completion of your project but no later than ONe (1) YEAR FOLLOWING NOTIFICATION OF THE GRANT AWARD**.**

|  |  |  |  |
| --- | --- | --- | --- |
|       |  |       |  |
| Department Chair (if applicable) |  | Date |  |
|       |  |       |  |
| Dean |  | Date |  |

Dean’s signature indicates acknowledgement of proposal submission and the applicability of this project to the needs of the individual and Washburn University.

**DELIVER ONE (1) COPY TO VPAA OFFICE AFTER ALL REQUIRED SIGNATURES HAVE BEEN OBTAINED.**

## VPAA OFFICE USE ONLY

Date Application Received in VPAA Office \_\_\_\_\_\_\_\_\_\_\_ Previous Grant Report Submitted (if applicable) \_\_\_\_\_\_\_\_\_\_

Application Complete [ ]  YES [ ]  NO Comments:

MAJOR RESEARCH GRANT FUNDS

#### **DETAILED BUDGET**

Although a grantee can be allowed budget flexibility after a grant is awarded, an outline of the projected use of grant funds being requested will aid in the evaluation of the proposal. Justification for budget items should be summarized on an attached page, or included in the narrative. Please itemize anticipated expenditures under each of the following categories:

|  |  |
| --- | --- |
| * + - 1. Released Time
 |       |
| * + - 1. Assistance/Services
 |       |
| 1. Travel
 |       |
| 1. Equipment\*
 |       |
| 1. Supplies
 |       |
| 1. Freight/Delivery Charges
 |       |
| 1. Other Expenses (Describe)
 |       |
| TOTAL REQUESTED |       |

#### **PROPOSED TIMELINE**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date |       | Completion Date |       |

#### **NARRATIVE**

The narrative should enlarge upon the salient points presented in the Abstract. It should be as concise as is consistent with an adequate presentation and justification of the research idea. Organize your proposal to conform to the following categories with respect to order and content.

1. Description and nature of the Research
2. Goal of the Research
3. Project Significance/Contribution to Discipline
4. Methodology
5. Implementation Schedule **with timeline**
6. Evaluation Plan / Publication Potential
7. IRB approval process
8. Literature Review

*\*Equipment* ***must be purchased no later than January 1 (unless permission has been granted to order after this date). All equipment*** *purchased with grant funds remains the property of Washburn University.*