Western Carolina University

Grant Writer Travel Award Guidelines for FY20

Objective

The Western Carolina University (WCU) Grant Writer Travel Award (GWTA) provides funds to offset travel costs for faculty and staff to improve their grant writing skills and the competitiveness of external grant proposals. Travel awards of up to $1,500 will pay for faculty and staff to attend a conference, meeting, workshop or other training program that will help to increase competitiveness for grant funding. The total budget in FY20 is $9,000.

Eligibility and Priority

Tenured or tenure-track faculty and staff at all career stages and from all disciplines are eligible. Priority is given to early career faculty, Provost’s Scholarship Development Award recipients, and those who have received prior positive reviews and are in the process of revision and resubmission of a grant proposal. Priority will be given to applicants that have not already received funding through this award.

Application Instructions

Applicants for GWTA must provide the following components in a single PDF:

__ Cover Page

__ Abstract (up to 1 page, single spaced, 12 point font) of the applicant’s proposed research or program

__ Description of grant writer training (up to 1 page, single spaced, 12 point font)

- Location and dates
- Estimated costs (airfare, lodging, meals, registration, and other costs of attendance [consistent with university travel guidelines] at events aimed at improving grant writing. GWTAs are NOT intended for travel, attendance, or presenting research at international or domestic conferences, workshops or exhibits.) If the award does not cover the entire cost of the travel, include other sources of support.
- How the identified training will improve the competitiveness of the applicant’s external grant proposals
- Why the identified training is most appropriate
- Department head concurrence

__ Biosketch/CV (up to 2 pages)

Email Alison Krauss (alkrauss@wcu.edu), attaching your application in a single PDF. The subject line of your email should read Grant Writer Travel Award Application. Incomplete applications will not be accepted.
Application Deadlines

Applications are accepted on a revolving basis until all funds have been allocated. We encourage applicants to apply early.

Reporting Requirements

Award recipients must submit a report documenting the outcomes of the training to the Office of Research Administration within a month of completion. The report must include plans to follow-up, including submission of an external proposal, and should be presented at an official University faculty meeting or event.

Suggested Events

This list is not intended to be exhaustive; rather it provides a sampling of the types of events supported through this funding opportunity.

NSF Grants Conference, offered spring and fall at various locations
This two-day conference offers new faculty, researchers and administrators insight into a wide range of current issues at NSF including the funding environment; new and ongoing policies and procedures; and proposal preparation. NSF program officers representing each NSF directorate will provide up-to-date information about specific funding opportunities and answer questions. Registration fee estimated at $425.

NIH Regional Seminars on Program Funding and Grants Administration, offered spring and fall at various locations
These seminars are intended to help demystify the application and review process, clarify Federal regulations and policies, and highlight current areas of special interest or concern. Staff experts on NIH policy, grants management, review and programs offer their expertise and personal interaction. The seminars are appropriate for grants administrators, researchers new to NIH, and graduate students. Registration fee estimated at $350.

Council on Undergraduate Research Proposal Writing Institute
http://www.cur.org/conferences_and_events/institutes/proposal_writing_institute/
“This institute will bring together faculty and administrators interested in preparing proposals for submission to external funding agencies. The four-day institute will consist of one-on-one work with a mentor, writing, small-group discussions, and critiquing of proposals. The institute assists novice to experienced proposal writers in drafting complete proposals for submission. Prior to the institute, participants will be able to access information that will help them begin to draft their proposal.” 2020 institute registration cost $1550 to $1775 (includes meals and lodging).
**COVER PAGE**

Grant Writer Travel Award

Title:

Key Personnel:

(Name, Department, Role)

I am: (check all that apply)

__ Early Career Faculty
__ Provost’s Scholarship Development Award recipient
__ Revising a Previously Unfunded Proposal

Department Head Approval:

(Electronic signature will suffice.)

**Checklist**

__ Cover page
__ Abstract (1 page maximum)
__ Description of Training (1 page maximum)
__ Biographical sketch for each key person, 2 page maximum for each person

(Templates available on request.)

*Please note: Omitting components, or exceeding page limits, may cause this application to be returned without review.*