PURPOSE:

Provide monetary support for research and scholarship development.

Funds are intended to

* generate preliminary data or activity that leads to external funding or expand the scope of a currently funded project
* enhance the competitiveness for resubmission of proposals considered highly meritorious but previously unfunded
* support junior faculty and established investigators in the pursuit of new research or creative scholarly inquiry
* support cross-disciplinary teams of faculty in their efforts to prepare competitive proposals for multi-investigator grants
* positively impact teaching or student learning

|  |
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| ***Award recipients must articulate where and how this seed money will be directed in pursuit of external funding.*** |

ELIGIBILITY:

Principal investigators must be tenured faculty, tenure-track faculty, or staff. Non-tenure track faculty (fixed-term, adjunct, and/or visiting professors) are eligible to serve as a co-principal investigator with a tenured faculty, tenure-track faculty, or staff member as the lead principal investigator.

# AWARD TYPES AND AMOUNTS:

**Large Grants -** 1-2 expected awards. Any amount *up to* $10,000 (up to $15,000 for multi-disciplinary proposals)

**Small Grants -** 2-3 expected awards. Any amount *up to* $5,000 (up to $8,000 for multidisciplinary proposals)

**Diversity, Equity, and Inclusion Grants -** 1 expected award. Any amount up to $5,000 to support research or projects that benefit diverse scholars or populations will be prioritized.

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| **KEY DATES:** |  |
| **Application deadline** | October 1, 2022, 11:59 pm |
| **Announcement of awards** | November 19, 2022 |
| **Award period** | January 1, 2023 – December 31, 2023 |

REVIEW PROCESS:

Members of the Research Council will serve as the primary reviewers of proposals with a panel review facilitated by the Office of Research Administration. Proposals will be discussed and scored using the criteria below. The overall score for the proposal will be the average of all reviewer scores. The overall proposal scores and award recommendations will be tabulated by the panel and submitted to the Dean of the Graduate School and Research. Preference will be given to applicants who have not received either the Provost’s Internal Funding Support Grant or Faculty Research and Creative Activities Award in the previous three years.

# APPLICATION REQUIREMENTS:

1. A **cover page** with title, following the format attached
2. A 2-page **biographical sketch** or **resume** for each key person (following any format that details your relevant qualifications)
3. **Project Narrative** (maximum of 3 pages, singled spaced, minimum 10 pt. font)
* Briefly describe your proposed project in the following order:
	+ Results from prior support - If applicable, please describe results from internally supported research activities. Include the source, amount, and date of funding. Also indicate if this is a new line of research or related to prior supported research.
	+ Purpose—Brief project description
	+ Significance—How the research or project is significant in the field
	+ Plan of Activities—Research or project plan, including a timeline for the 12-month project period. Timeline must account for compliance committee approval if research needs IRB/IACUC/IBC approval.
	+ Expected Outcomes
	+ Impact on teaching or student learning at WCU
	+ Impact on specific funding opportunities OR how this funding will help to expand the scope of a currently funded project. Include specific examples of targeted external opportunities or agencies and their deadlines.
* *Bibliography is not required but may be included and does not count against the 3-page limit.*
1. **Budget** (please use attached template and expand as needed). No page limit.
* Budget period is 12 months. No extensions will be granted.
* Personnel expenses are limited to non-faculty temporary/part-time employees or summer salary/fringe for 9-month faculty.
* Projects that include research requiring compliance committee approvals (IRB, IACUC, IBC) will be required to obtain approvals if awarded. **Protocol must be approved before funds for those expenses are released.**
1. **Documentation of approval** from Department Head/Unit Director

REPORTING REQUIREMENTS:

A report of expenditures, activity, and outcomes will be required at the end of each semester. Recipients will be asked to share the results of their award via an interview with the Office of Research Administration that will be shared through campus media.

SUBMIT APPLICATION PACKAGE AS ONE PDF DOCUMENT TO: <https://wcu.az1.qualtrics.com/jfe/form/SV_b4oDfBsqlATwAhn>

|  |  |
| --- | --- |
| QUESTIONS OR MORE INFORMATION:  | Office of Research Administration |
| Alison Krauss, Director, Office of Research Administration |
| Email: alkrauss@email.wcu.edu |
| Phone: 828-227-2575 |

# SCORING CRITERIA:

Scoring will be based upon the following five criteria:

1. Significance of the research or project: How important is the project? Will others in the field find it important?
2. Quality of research or project plan: Are the researchers/coordinators using appropriate methods? Is a detailed plan presented for conducting the project, performing the study, collecting and analyzing data, interpreting results? Are any components missing?
3. Expected outcomes and direct impact on WCU. Describe the expected results of the research or project and how the outcome will directly enhance WCU. Will students be educated in the process of completing this project? Will faculty and/or students present results at conferences or performances? Will journal articles be written? Is appropriate funding in the budget to support these activities?
4. Impact on acquiring / enhancing external funding. Will the research or project provide preliminary data or outcomes needed to be competitive in the pursuit of external funding? What specific funding source(s) is targeted? If external funds are obtained, what impact will this have on WCU (indirect benefit)?
5. Qualifications of the investigators, partnerships, and facilities: Are the key personnel qualified to perform the proposed research or project? Are additional collaborators needed? Are appropriate facilities and laboratory equipment available to complete the work?

# COVER PAGE

**Provost’s Scholarship Development Award**

|  |
| --- |
| Project Type: (Check one)  |
|  | Large Grant  |
|  | Small Grant  |
|  | Diversity, Equity, and Inclusion Grant |

# Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Key Personnel:

|  |  |
| --- | --- |
| Name: |  |
| Department: |  |
| Role on the Proposed Project:  |  |

# Suggested Reviewer:

|  |  |
| --- | --- |
| Name: |  |
| Department: |  |
| Title: |  |

\_\_\_I have been the PI of a Provost’s Internal Grant or Faculty Research and Creative Activities Award in the last three years. Year funded \_\_\_\_\_\_\_\_\_\_\_\_

# Department Head Approval:

(Electronic signature will suffice.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Checklist

\_\_ Cover page

\_\_ Proposal (3-page maximum)

\_\_ Budget and justification

\_\_ Biographical sketch for each key person, 2-page maximum for each person (Templates available on request)

\_\_ Bibliography (optional, no page limit)

\_\_ Letters of collaboration from external partners (optional)

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

BUDGET(Edit and expand as needed.)

|  |  |
| --- | --- |
| **Budget Category** | **Amount Requested** |
| Personnel |  |
| Student Support |  |
| Travel  |  |
| Materials and Supplies |  |
| Equipment |  |
| Other |  |
| Total |  |

# Budget Justification

|  |
| --- |
| Personnel  |
| Student Support |
| Travel  |
| Materials and Supplies  |
| Equipment  |
| Other  |