# Research, Service, and Educational Leadership (RSEL) - FULL GRANT PROCEDURES AND GUIDELINES

> Full grant applications are solicited twice per academic year and must include:
> - *RSEL Full-Grant Application Cover Sheet*
> - *Project Budget and Justification Summary Sheet*
> - *Letter of support*
> - *Narrative* and *References & Appendices*
> - Responsible Conduct of Research (*CITI Completion Certificate*)

## GENERAL GRANT INFORMATION

UWL provides funding on a competitive basis to support graduate student research, service, and educational leadership (RSEL) projects. Full and part time graduate students who are enrolled in a graduate degree program are eligible and encouraged to apply for these grants. Special, non-degree graduate students are not eligible for this program. Students must be registered for a minimum of one graduate credit during the term (summer or semester) following the semester of the grant award.

If a proposal is not funded during one funding cycle, it may be resubmitted for a subsequent funding cycle. The Graduate Council equally welcomes single or multidisciplinary proposals. Multiple student investigators may submit a single proposal and work collaboratively on a RSEL project. Funding for the RSEL Grant Program comes from the following sources: UWL Academic Initiative, and Graduate Studies.

## Grant Components Defined

### Research

For the purposes of this grant program, the Graduate Council defines the term "research" as any original, investigative, or other type of scholarly activity. The proposed work may include a variety of original and creative efforts directed toward the advancement of knowledge and understanding within any academic discipline. The Council recognizes that methods of inquiry vary among disciplines. Methodologies used in the basic and applied sciences, for example, will likely differ from those in education. Nonetheless, all proposed projects must meet the following criteria: (1) demonstrate a degree of originality and independence on the part of the student/s; (2) clearly stated research goals; (3) a realistic methodology that appropriately addresses the goals; (4) a clear and reasonable timeline; and (5) results or products with potential for publication, presentation, and/or dissemination through other acceptable means of professional communication or expression.

### Service

For the purposes of this grant program, the Graduate Council defines the term "service" as any original project that directly serves the local, regional, national, or international community through the application of a student's professional knowledge and expertise to a real-world problem or issue. The intent of this part of the grant program is to recognize that some graduate students may undertake major projects that directly benefit governmental and/or non-governmental organizations, but are not "research" as defined above. The rigor of service projects should be comparable to that of research projects and must meet the same standards in that they (1) demonstrate a degree of originality and independence on the part of the student/s; (2) have clearly stated goals; (3) follow a realistic methodology that appropriately addresses the goals; (4) adhere to a clear and reasonable timeline; and (5) produce results or products that not only benefit a service agency, but also have potential for publication, presentation, and/or dissemination through other acceptable means of professional communication or expression.

### Educational Leadership

For the purposes of this grant program, the Graduate Council defines "educational leadership" as any activity that enhances or improves the practice within one's academic discipline. The intent of this part of the grant program is to recognize that

some graduate students may seek experiences that directly improves their practice within their given field or improves current practice (e.g. action research, district initiative, advanced certification), but that are not part of any research project and are not service related. These projects may be designed to enhance licensed school personnel ongoing development of educational leadership within a particular district and/or school. Like the research and service projects, educational leadership projects must meet certain criteria as follows: (1) demonstrate a degree of originality in that the activity is not normally attended by the student; (2) have clearly stated goals; (3) a methodology and/or action plan that appropriately addresses the goals; (4) a clear and reasonable timeline; and (5) produce results or products that directly benefit one's educational practice and also have potential for publication, presentation, and/or dissemination through other acceptable means of professional communication or expression.

Educational leadership opportunities must fall into the category of Diversity, International, or Professional Development as defined below.

> **Diversity.**  The intent of this part of the grant program is to recognize that some graduate students may benefit from an experience in a more diverse environment than the one in which they are currently studying/working. This experience should directly relate to the degree program of study currently being sought through UWL.

> **International.**  The intent of this part of the grant program is to recognize that some graduate students may benefit from an international experience. This experience should directly relate to the degree program of study currently being sought through UWL.

> **Professional development.**  The intent of this part of the grant program is to recognize that graduate students may benefit from attending a workshop, training program, or other relevant professional activity.  In order to receive funding, students must clearly show that participation in the activity is directly related to and supportive of culminating/capstone project(s). Within a RSEL grant proposal, expenses for travel related to professional development (e.g., transportation, meals, and lodging) should be limited to $600.

> _Graduate Student Professional Travel Grants_ are available to students interested in attending and/or presenting research at a professional conference. Please visit the Graduate Studies website for more details.

### RSEL Dates and Deadlines
Actual dates for the current academic year can be found on the Graduate Studies website.

| Application Deadline - Fall | early October (fall) & early February (spring) |
|---|---|
| Notification of Awards | ~mid-December (Fall) & mid-April (Spring) |
| Availability of Funds | ~ January 15 (Fall) & ~May 15 (Spring) |
| Final Report Due | Two weeks prior to graduation/within 30 days of project completion |

### Restrictions
Full/part-time on-campus students, enrolled in a graduate program at UWL and in good academic standing are eligible. Special non-degree graduate students are not eligible for these funds.

Students and may receive one RSEL Full-Grant (individually or as a collaborator on a project with multiple investigators) per graduate degree. _Funding from this source will not be available for any work already completed._ Failure on the part of applicants to precisely follow all procedures and guidelines as described in this document will result in automatic disqualification.

### Compliance with Regulations
Applicants must be aware of the regulations to which the University must comply. Among the most important to consider are compliance with regulations for responsible conduct of research, protection of human subjects, animal care, and use of hazardous biological and chemical materials. For more information please visit the  Responsible Conduct of Research (RCR) Requirement section on the Graduate Studies website.

UWL has chosen the CITI Program as an ethical training tool. Completion of this program is a requirement of grant funding. A link to the CITI program as well as additional information is available on the Graduate Studies website.

*Please note: Each student submitting a RSEL grant application must also submit a "CITI Completion Certificate" *(as opposed to a CITI Report).*

## Funding Limits

A maximum of $2,500 (subject to budgetary restraints) in total RSEL funding may be awarded to a student during his/her status as a graduate student at UWL. Students who have received a full grant may still receive a mini grant, although the total of the two grants must not exceed $2,500. Funds will be made available following award notification, RSEL project related activities may begin only at that time (assuming compliance with regulations).

### Eligible Expenses

1.  Actual costs for conducting the project (equipment, consumables, etc.)

2.  Travel to conduct research. Within any RSEL grant proposal, expenses for travel field sites, training facilities, etc. (e.g., transportation, meals, and lodging) should be limited to $600.

    a.  If funds are requested for overseas travel, the applicant should provide evidence of consultation with the Office of International Education regarding insurance and other requirements.

    b.  *Graduate Student Professional Travel Grants* are available to students interested in attending and/or presenting research at a professional conference. Please visit the Graduate Studies website for more details.

## Final Report

Grant recipients are required to present at the annual UWL Research and Creativity Symposium and submit a Final Report (see page 6). Recipients may also be asked to participate with the Graduate Council the year following their award to assist in the review of new applications.

## APPLICATION PROCEDURES

Proposals are evaluated for potential, significance, suitability and merit. There is no guarantee of funding. Applications that are missing parts or are poorly written are not likely to be funded. The proposal must consist of the following sections. Each section will need to be uploaded to the corresponding link within the Qualtrics submission form https://uwlax.ca1.qualtrics.com/jfe/form/SV_cZ8aH91ty4G9GKx :

1.  **Application Cover Sheet** *(for this section, documents with multiple pages must be submitted as a single PDF)*

    a.  *Title of Research, Service, or Educational Leadership Project* -  (self-explanatory)

    b.  *Applicant Information* - If the proposal has multiple applicants, supply complete information for each applicant on a separate sheet.

    c.  *Graduate Faculty Advisor Information* -  (self-explanatory)

    d.  *Synopsis of Proposed Project* - Be clear, concise, and specific. Avoid jargon and undefined abbreviations. Do not exceed the space provided (10-point minimum font size) and do not submit additional information.

    e.  *Grant Period* - Expected project start and completion dates. *Please note: awarded funds requested for current fiscal year, generally become available within 4 weeks of the date on the award letter.*

    f.  *Amount Requested* - Enter the total amount of funding requested on Budget Summary sheet (not to exceed $2,500). This must match your budget page.

    g.  *Compliance with Regulations* – Failure to complete this section serves as an automatic decrease in possible funding. In addition to completing this section, please note that Responsible Conduct of Research (RCR) training is required of all RSEL grant proposals.  This can be completed at

www.uwlax.edu/grants/responsible-conduct-of-research-rcr/. A copy of your CITI completion certificate *(not a CITI Report)* should be included as the final page of your RSEL proposal.

    h. *Signatures* – Applicants must obtain signatures of Graduate Faculty Advisor and appropriate Department Chair/Program Director (electronic signatures are acceptable).

2. **Project Budget & Justification Summary Sheet** *(for this section, documents with multiple pages must be submitted as a single PDF)*

    a. A maximum of $2,500 may be requested. The funds requested can be used for supplies, travel to conduct research, and other expenses required for completing the project. Funds cannot be used for student stipends, travel to present results of research, participant incentives, or publishing costs.

    b. An itemized budget request must be included (the Project Budget Summary sheet). It is very important that applicants carefully assess needs and request funds accordingly. Applicants must relate budget items with materials or expenses discussed in the proposal narrative (e.g., if travel funds are requested, the narrative should explain why the travel is necessary for completion of project). Any non-consumable supplies (i.e., software, books, etc.) become property of the academic department upon completion of project. **Be sure to address how any decrease in funding will Influence you're ability to complete the project.**

        i. Fall Proposals - Each June, all grants funds are swept (removed from departmental budgets), it is assumed that funding awarded fall semester will be completely spent by early June. If a student knows that he/she needs her funding to extend into the following fiscal year (starting July 1), that student must make special arrangements with Graduate Studies to split the grant funding over two fiscal years.

        ii. Spring Proposals – Spring RSEL grant recipients have the option to divide the proposed budget into two fiscal years. The fiscal year runs from June-June. On the budget sheet AND in the budget narrative, students must stipulate how much (if any) of the grant will be spent before mid-June and how much (if any) will be spent after July 1. Please be aware that each June, grant funds are swept from departmental budgets. As a result, grant funds awarded but not spent during the corresponding fiscal year will be lost.

    c. Applicants should not include broad categories such as "miscellaneous" or "other" without proper description and justification. These categories will not be considered for funding and may influence the evaluation of the overall proposal. Budget entries should be rounded to the nearest dollar. The Graduate Council reserves the right to adjust budgets.

3. **Letter of support** *The signed letter of support may be uploaded and submitted by the student along with the completed grant proposal (multiple pages must be submitted as a single PDF). Alternatively, the faculty advisor may email the Letter of Support directly to Graduate Studies (gradstudies@uwlax.edu).*

    a. Graduate Faculty Advisor letter (not to exceed 2 pages). The applicant should request a detailed letter of support from their Graduate Faculty Advisor. This letter is included as part of the proposal file given to the Graduate Council and is critical for the Graduate Council Review Committee (who are not necessarily experts in the field of study) in reviewing the proposal. The letter should convey any pertinent, critical information and speak directly to the study. "Boiler plate" letters of support are not sufficient and may result in a reduction or denial of funding. The letter should include the following:

        i. Evaluation of abilities of the student investigator to succeed in the project.

        ii. Clear explanation of how student will act as an independent investigator including a description of the role of student in conducting all phases of project.

        iii. Description of facilities and equipment available to the student. When equipment purchases are requested, the statement should address why the department is unable to provide the equipment.

       iv.      Justification of the proposed budget and/or where additional funds beyond those requested would be available.

       v.      Statement of how the advisor intends to serve in the role of mentor.

       vi.      Estimate of the time required by the student to complete the proposed work.

       vii.      Possible scholarly products anticipated as a result of the project.

  b.  <u>Curricular materials requests</u>. If requesting curricular materials to complete and implement action research in a classroom, a detailed letter from the school district, in support of this request must be included in proposal. The letter should include the following:

       i.      Permission for the graduate student to utilize the curricular materials in the classroom as part of action research.

       ii.      If desired, the school district could agree to financially support at least 50% of the amount of materials requested by the graduate student. If the school district pays for at least 50% of the materials they will be allowed to keep all materials. If the school district does not contribute monetarily for at least 50% of materials, all materials must be returned to the university.

  c.  <u>Substitute teacher pay requests.</u> If requesting substitute teacher pay, a detailed letter of support from the school district principal is required. The letter must be included as part of the proposal. The letter should include the following:

       i.      Permission for graduate student to be absent from the school district for the proposed rationale of the grant request.

       ii.      Recognition that the school district would pay for substitute teacher and then be reimbursed for amount agreed upon by grant upon submission of official paperwork.

4. **Narrative & References and Appendices** *(for this section, documents with multiple pages must be submitted as a single PDF)*

  a.  **Narrative** (not to exceed five, single-sided, double-spaced pages, 10-pt font minimum) The Graduate Council Review Committee must make comparisons and judgments across academic disciplines and methodologies. Due to the interdisciplinary nature of the Review Committee, proposal narratives should be directed toward a general audience and avoid excessive use of jargon.  All applicants MUST follow general narrative outline provided below:

       i.      <u>Statement of the Problem/Significance of the Project</u> - Be succinct; clearly support statement with documentation and references and include a current review of the relevant literature.

       ii.      <u>Objectives</u> - Discuss specific outcomes and products of the project. If the anticipated outcomes are quantifiable, explain how they will be measured.

       iii.      <u>Project Methods (Research, Service, or Educational Leadership specific)</u> - Design a project plan consistent with your academic discipline. This may include scientific research in the physical or biological sciences, use of population samples, experimental and control groups, action research, or other methods of data gathering and statistical analysis. The project plan may include archival research, translations, ethnographic fieldwork, solitary thinking, or other forms of analysis and synthesis of ideas and concepts appropriate to your disciplines. A reference page with supporting sources regarding methodology or plan of action is required.

          a.  <u>Research proposals</u>: The measures/instruments used to conduct the study must be included in the methods section.

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b. <u>Service proposals</u>: The methods section should include: (1) population to be served, (2) specific action steps to be taken during project, and (3) explanation of benefits for the people and/or agency being served.

c. <u>Educational leadership proposals:</u> Detailed description of an action plan and how that plan will be incorporated in a manner consistent with the *Statement of the Problem/Significance of the Project* as outlined earlier.

iv. <u>Detailed Budget Explanation</u> - Provide a detailed explanation of each budget item and explain succinctly why it is necessary for completion of project. Failure to provide a clear rationale for each requested item may result in reduced funding. If additional funds are required, please provide evidence of where these funds will be obtained.

v. <u>Final Products and Dissemination</u> – Describe possible forms of the final product, (e.g., publishable manuscript, conference paper, invention, software, exhibit, performance, etc.). Be specific about the methods used to disseminate results to a wide audience (e.g., state the target journal for publication of a manuscript, the conference for presentation of the results, or the site for a performance or exhibition).

a. <u>UWL Research and Creativity Symposium Presentation</u> - All grant recipients are required to present project outcomes at the annual UWL Research and Creativity Symposium (typically held in April). Proposals should include a statement acknowledging the importance of dissemination of information to the campus community as well as a proposed year of Symposium participation

i. Mid-year, graduates may either present "work in progress" during the Symposium event prior to graduation or return to campus for the Symposium event following their graduation. It is also acceptable for another student or a faculty advisor to substitute and showcase the work if a student is unable to attend. If none of these options are feasible, the student must contact the Dean of Graduate and Extended Learning concerning a possible exception.

ii. While participation in a UWL Symposium is strongly encouraged, the Symposium presentation model may not be realistic for some project types. In these situations, the grant proposal should include details suggesting how the project can be best shared with the campus community as well as a plan for how and when this will be completed.

b. **References and Appendices**

i. References should be included following the Narrative (on a separate page)

ii. Appendices should only be included, if absolutely necessary (i.e., essential information/diagrams), on a separate page following the References.

5. **Responsible Conduct of Research (RCR)** – *(for this section, documents with multiple pages must be submitted as a single PDF)* – attach *CITI Completion Certificate*.

### SUMBISSION OF COMPLETED APPLICATION

Completed applications should be submitted to Graduate Studies via the Qualtrics system. The RSEL Full-Grant proposal submission link is available on the [Graduate Studies website](). This link will allow applicants to upload each of the five required items (detailed above) as separate PDFs. All application materials (with the exception of the Letter of Support, which faculty may submit directly) should be uploaded via this system prior to the corresponding application deadline.

**COMPLETION REQUIREMENTS FOR PROPOSALS AWARDED FUNDING**

**Final Report**

Students awarded RSEL grant funds are required to submit a Final Report to Graduate Studies and to the Department Chair/Program Director listed in the proposal. Final Reports are a requirement for graduation for grant awardees. The report should be submitted upon exhaustion of funds awarded and/or project completion.

1. Reports will vary in content but should include the following items:

   a. Completed RSEL Final Report Cover Sheet

   b. Summary of grant expenditures and project progress to date

   c. Brief description of project. Description should be geared toward a non-academic audience. This description will be used to explain your work to an outside audience.

   d. Additional attachments - may be included (if applicable):

      i. Title of thesis, seminar paper, or other written culminating project.

      ii. Titles of presentations at professional conferences, exhibits, and/or performances.

      iii. Titles of manuscripts accepted and/or published in journals (include a reprint, if available).

      iv. Synopsis of conference/workshop attended and impact of attendance on goals of culminating/capstone project.