

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

Mini grant applications can be submitted at any time and must include:

- *RSEL Mini-Grant Application Cover Sheet*
- *Project Budget and Justification Summary Sheet*
- *Narrative* and *References & Appendices*
- *Statement of Assurance* from faculty mentor
- 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) present the outcome of the project at the UWL Research and Creativity Symposium (ReCS).

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) present the outcome of the project at a public venue (e.g. ReCS, a public talk, or a classroom presentation.)

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 improve their practice within their given field, but that are not part of any research project and are not service related. Examples of this include educational leadership training, an honorarium to fund a speaker, action research, and advanced certification. Like 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) present the outcome of the project at a public venue (e.g. ReCS, a public talk, or a classroom presentation).

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).

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.

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 may receive one RSEL Mini-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 the 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 expenses. Within any mini RSEL grant proposal, travel expenses should be limited to \$300.

- 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 (ReCS) 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

Applications 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_bKHUTrV8IzfhGEB :

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 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 \$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 written signatures of Graduate Faculty Advisor and appropriate Department Chair/Program Director (typed names in the place of signatures will not be accepted and will result in denial of funding).

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

- a. A maximum of \$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 or publishing costs.

- i. 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 www.uwl.edu/graduate-studies for more details.
 - b. An itemized budget request must be included (via 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. If participant incentives are included, make sure that you are in compliance with the incentives policy (<https://www.uwlax.edu/grants/payment-of-incentives-to-research-participants/>) and that the total amount and the amount for each individual participant is well justified in your proposal. RSEL funds may not be used to purchase “chance to win” incentives.
 - 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 Dean of Graduate & Extended Learning reserves the right to adjust budgets.
- 3. Statement of Assurance** *(for this section, documents with multiple pages must be submitted as a single PDF).*
This form provides confirmation that the faculty advisor has reviewed the grant application and supports the project.
- 4. Narrative & References and Appendices** *(for this section, documents with multiple pages must be submitted as a single PDF)*
- a. **Narrative** - (not to exceed two, single-sided, double-spaced pages, 10-pt font minimum).
The Dean of Graduate & Extended Learning must make comparisons and judgments across academic disciplines and methodologies. 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. Statement of the Problem/Significance of the Project - Be succinct; clearly support statement with documentation and references and include a current review of the relevant literature.
 - ii. Objectives - Discuss specific outcomes and products of the project. If the anticipated outcomes are quantifiable, explain how they will be measured.
 - iii. Research, Service, or Educational Leadership Project Methods - 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. Research proposals: The measures/instruments used to conduct the study must be included in the methods section.
 - b. Service proposals: 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. Educational leadership proposals: 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. Detailed Budget Explanation - 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. Final Products and Dissemination – 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. UWL Research and Creativity Symposium (ReCS) Presentation - All Research grant recipients are required to present project outcomes at the annual, spring ReCS. Service and Educational Leadership grant recipients are encouraged to present at a ReCS as well, but if the nature of the project makes that unreasonable, another form of sharing back with the campus community can be proposed, e.g. a public lecture or a class presentation. All proposals should include a statement acknowledging the importance of dissemination of information to the campus community, as well as a proposed year of ReCS participation or detailed plans about an alternative presentation.
 - i. Mid-year, graduates may either present “work in progress” during the ReCS event prior to graduation or return to campus for the ReCS 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 & Extended Learning concerning a possible exception.
 - ii. While participation in a ReCS is strongly encouraged, the ReCS 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*.

SUBMISSION OF COMPLETED APPLICATION

Completed applications should be submitted to Graduate Studies via the Qualtrics system. The RSEL Mini-Grant proposal submission link is available on the [Graduate Studies website](#). This form will allow applicants to upload each of the five required items (detailed above) as separate PDFs. All application materials should be uploaded via this system.

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.