

Grant Program: Extraordinary D&I Service: Faculty Research Award

Funding Source: UWL Provost's Office

I. Introduction

UWL's Extraordinary D&I Service: Faculty Research Award is designed to acknowledge the additional service obligations associated with faculty who actively advance UWL's goals in the area of equity and diversity by providing support for the production of scholarly work among tenure-track faculty members. The term "research" is meant to denote investigative activities – scholarly efforts to advance knowledge, increase skills, and improve understanding – in any academic discipline.

II. Program Description

The goal of the Extraordinary D&I Service: Faculty Research Award is to recognize the demands on faculty who provide extraordinary service related to UWL's stated strategic and/or mission-driven goals as associated with diversity and inclusion. The award provides release time from teaching obligations for categories of individuals (see section IV. Eligibility Information) who are **tenure-track faculty members at UWL**. An award serves to partially free the individual from teaching responsibilities during the spring semester for up to 3 credits or 4 contact hours (see section III.A. Project Dates of Award), thus allowing the individual to focus more fully on research/scholarly activities. Alternately, release during fall semester or a summer stipend can be requested. Applicants should consult early with their department chairs to identify a period that best accommodates department and faculty needs.

Successful recipients must agree to not to teach any additional courses during the applicable semester – the goal of the program is a reduced teaching load. Furthermore, those who receive an award are not to begin or undertake any additional faculty governance or service activity that would reduce the time devoted to research/scholarly activities.

All applicants must select a distinguished senior scholar to serve as their scholarly mentor during the award period (see section V.A., Mentor Requirement.). Ideally, this mentor should have a strong scholarly record in the applicant's specific area of study, and this will be a criterion in proposal evaluations. The mentor is expected to assist the applicant in developing the research/creative activity agenda and methodology, aid in the production of materials for publication or creative display, and generally provide guidance in developing the individual's scholarly career and in identifying possible publication/dissemination outlets. Applicants should identify a mentor early and apprise them of the development of this application and the proposed project.

III. Award Information

- A. Project Dates of Award: As enrollments in UWL courses are lower in the spring, and faculty most often speak to the need for time during the academic year, the program is designed to provide release time during the spring semester. However, after consulting with their department chair, the applicant can request either a fall release or a summer stipend in lieu of the spring release. If a summer stipend is selected, the grant is for a \$6,000 stipend to the individual to be paid during the same fiscal year the spring release would have been provided.
- B. Estimated Number of Awards: One award will be made per fiscal year.
- C. Anticipated Funding Amount: The Provost's Office will provide for (1) the backfill costs associated with a 3-credit or 4-contact hour re-assignment or a \$6,000 stipend if the project takes place in the summer; and (2) mentor support of \$500 in the form of a supplies and expenses transfer (for UW System faculty) or an honorarium payment (for non-UW System faculty) to support the mentor's scholarly work or professional development.
- D. Deadline: Proposals must be submitted via the [Canvas grant submission course](#) by the **third Friday in May at noon** to be considered for the following academic year. There is one deadline annually.

IV. Eligibility Information

- A. Who Is Eligible to Apply: Probationary tenure-track faculty members at UWL with evidence of significant service contributions to UWL's stated strategic and/or mission-driven goals as associated with equity and diversity. All candidates must hold a full-time, probationary, tenure-track faculty appointment at UWL at the time of submittal. Those who have been awarded tenure, denied tenure, given a terminal contract or notice of non-renewal are *not* eligible to apply, nor are those beginning their sixth year of probationary service. Applicants must have

completed all requirements for a Ph.D. or other terminal degree at the time of application. Candidates must have completed a full academic year at UWL and been recommended for a 2-year contract in their second year by the department/Dean/Provost.

- B. Faculty/staff from fully self-supporting programs are not eligible to receive funds from UWL-sponsored grant programs. Faculty/staff from self-supporting programs are encouraged to contact their department chair/unit director to request funds in support of their research, scholarly, pedagogical, and professional development endeavors. However, faculty/staff in these programs may submit an application to UWL-sponsored grant programs for review by the designated committee. The committee will evaluate applications as part of the standard review process with all other applications and identify those recommended for funding. A list of applications from faculty/staff in self-supporting programs that have been recommended for funding will be forwarded to the applicant(s)' department chair/unit director for allocation of funding. Funding is contingent upon availability of adequate resources within the program.
- C. Limit on Number of Proposals: *Previous recipients of the award are not eligible to apply.*

V. Proposal Preparation and Submission Instructions

Applications must include all components listed below and be submitted via the [Canvas grant submission course](#). Applicants should self-enroll in the Canvas course. All items should be submitted in PDF format for easier viewing by the committee.

Formatting Instructions: For the letter of interest, proposal narrative, and applicant vitae summary, a font size of at least 11 should be used. Line spacing for the narrative should be no less than 2.0, and margins should be no less than 1 inch.

A. Cover Page and Abstract

Use of the [Cover Page & Abstract template](#) is required. Upload as a PDF file. Delete all instructions in blue font and replace with the requested information. The following information must be addressed:

- *Project Title:* Provide a self-explanatory title.
- *Start and End Dates of Project:* Enter the intended dates of the release.
- *Investigator(s):* Enter the applicant's name and department, as well as the name and affiliation (e.g., department, organization) of the identified mentor.
- *Amount of Proposal:* Leave listed as \$6,500. (See section V.B. Budgetary Information.)
- *Additional Funding Sources Applied for:* If you have already submitted or intend to submit this project to other internal or external sources, please indicate to which sources and when. If this proposal is part of a larger project, and you are requesting additional funding from other sources, please explain this as well, and specify the amount requested. Otherwise, indicate "not applicable."
- *Abstract:* Summarize your scholarly agenda and the role of the release time in attaining a scholarly goal in 250 words or less.

B. Letter of Interest

In no more than two (2) double-spaced pages, applicants should discuss their interest in the award and its potential importance in contributing to their achievement of tenure. Applicants must directly reference their eligibility for the award and include a statement regarding their personal and professional contributions to equity and diversity initiatives and/or goals at UWL. Candidates should indicate how the mentor was selected and why. Finally, candidates should acknowledge the expectation of the grant that they are not to begin or undertake any additional faculty governance or service activity that would reduce the time devoted to research/scholarly activities.

C. Proposal Narrative

The proposal narrative should not exceed three (3) double-spaced pages. It should discuss the research or creative topic, its significance, the specific research or creative activities and methodology, publication possibilities (or similar peer reviewed outcome if in the visual or performing arts), and a timetable for the implementation of the project. The narrative should be written for a general audience rather than a discipline-specific reviewer. If appropriate, a list of references cited/bibliography may be included, which does not count toward the page limit. Follow your disciplinary standards for formatting citations. Within the references

cited/bibliography, do not include additional content that should otherwise be addressed in the narrative (e.g., linking to further content).

D. **Vitae Summary**

The vitae summary for the candidate should not exceed 2 (two) double-spaced pages. Include references to previous grants funded by the candidate's school/college and/or the university. Additional possible content could include publications, products, presentations, inventions, collaborations, projects, grants, fellowships, and/or other work that is most relevant to the proposed project and the PI's related expertise.

E. **Letter of Support**

Include a letter from the candidate's department chair. The letter should speak to the candidate's scholarly potential and state specifically that, should an award be granted, the candidate will be released from a full course (not to exceed 3 credits or 4-contact hours) of teaching responsibilities during the semester of the award. If a fall release or summer project, rather than a spring release, is more desirable to the department and faculty member, the reasons why should be stated. The expected course to be released should be indicated in the letter. Whenever possible, it is expected that the department will endeavor to provide the successful candidate with a teaching schedule that best accommodates scholarly activity (either a full day without teaching obligations or two free mornings or afternoons). Furthermore, the letter from the chair should speak to the candidate's role in advancing the mission and strategic goals at UWL regarding diversity and equity.

F. **Mentor Requirement & Materials**

Mentor requirement: Applicants must identify a distinguished senior scholar in their academic discipline to serve as their scholarly mentor. The mentor, who may be from a UW System campus or from an institution outside of UW System, should possess a scholarship and publication record that lends itself to the applicant's research or creative topic. The mentor is expected to assist the individual in developing the research/creative activity agenda and methodology, aid in the production of materials for publication or creative display, and generally provide guidance in developing the individual's scholarly career and in identifying possible publication/dissemination outlets. Applicants should identify a mentor early and engage them in the development of this application and the proposed project. In return for the mentor's guidance, UWL will make the sum of **\$500.00** available to the mentor in the form of a supplies and expenses transfer (for UW System faculty) or an honorarium payment (for non-UW System faculty) to support the mentor's scholarly work or professional development.

Mentor materials to be included with application: Include a letter from the mentor (a simple declarative letter indicating a willingness to serve) and a summary or full CV for the mentor. Mentor materials should be uploaded as a single PDF file in the Canvas grant submission course.

G. **Budget Information**

No budget form or budget justification is required for the application. The award will provide the following:

1. Backfill costs of \$6,000 associated with a 3-credit or 4-contact hour re-assignment or a \$6,000 stipend for the candidate if the project will take place in the summer
2. Mentor support of \$500 in the form of a supplies and expenses transfer (for UW System faculty) or an honorarium payment (for non-UW System faculty) to support the mentor's scholarly work or professional development

H. **Submission Requirements**

1. Self-enroll in the [Extraordinary D&I Service: Faculty Research Award Canvas grant submission course](#).
2. By the deadline, upload and submit all proposal materials in PDF format via the submission course in Canvas. Only applications submitted by the deadline will be considered. Each application component must be submitted as a separate assignment in Canvas:
 - a. Cover Page & Abstract
 - b. Letter of Interest
 - c. Proposal Narrative
 - d. Vitae Summary
 - e. Letter of Support
 - f. Mentor Materials

VI. Proposal Processing and Review Procedures

A. Review and Selection Process

Application review will be completed by the academic Deans and the Provost in addition to either a past recipient or a Division of Diversity & Inclusion representative. One grant will be awarded per fiscal year, and previous recipients are not eligible.

VII. Award Administration Information

A. Notification of Award

Applicants will be notified of the award decisions before the end of the spring semester in which they apply.

B. Award Conditions

Successful recipients must agree to not to teach any additional courses during the applicable semester – the goal of the program is a reduced teaching load. Furthermore, those who receive an award are not to begin or undertake any additional faculty governance or service activity that would reduce the time devoted to research/scholarly activities. Additionally, if the award takes place during the summer, the recipient cannot teach summer school, be a recipient of a UWL Faculty Research Grant, or undertake other paid, professionally related time commitments during the same period.

Should a recipient submit a resignation that becomes effective prior to the completion of the applicable academic year, UWL retains the right to rescind the award, and/or the recipient's department retains the right to have the individual fulfill any contractual teaching obligations from which they were relieved due to the award.

C. Reporting Requirements

A [final report](#) on project outcomes/accomplishments must be submitted electronically to grants@uwlax.edu and is due by the end of the semester following the release/summer stipend.

VIII. Contact for More Information

Questions regarding the UWL Extraordinary D&I Service: Faculty Research Award program can be directed to the Provost's Office at 608.785.8042 or provost@uwlax.edu.