

Grant Program Name: Faculty Research Grants

Funding Source: UWL

I. Introduction

To promote and support scholarly activities campus-wide, the University of Wisconsin-La Crosse provides funds on a competitive, peer-reviewed basis to eligible faculty. This includes **all full-time faculty and instructional academic staff with faculty status and a continuing appointment.**

II. Program Description

The term “research” is meant to denote investigative activities - scholarly efforts to advance knowledge, increase skills, and improve understanding, in any academic discipline. Proposals clearly designed to improve instruction on this campus will not be considered for funding under this program. Similarly, grants cannot be made in support of studies leading to an advanced degree for the applicant. The Faculty Research & Grants Committee recognizes the fact that different disciplines call for differing methods of inquiry. Methodologies used in the physical and social sciences will likely be different from those in the arts and humanities. Nonetheless, all proposals will need to meet certain common criteria: Projects must demonstrate originality and must yield results which are potentially publishable in a reputable journal, in book form, or through other recognized forms of presentation and dissemination. It is highly recommended, though not required, that applicants seek additional or alternative sources of funding from external sources.

III. Award Information

- A. Project Dates of Award: July 1 – June 30, beginning the year following submission
- B. Number and amount of awards is contingent upon funding availability.
- C. Past Funding Range and Averages (past 3 years): \$1,980 - \$16,750, mean: \$8,212, median: \$7,942

Funds requested for international airfare may not exceed \$3,350.

IV. Eligibility Information

A. PI Eligibility:

All current, full-time faculty members, including instructional academic staff with faculty status and a continuing appointment, are eligible.

B. PI Number Limit:

Projects may be proposed by one or more researcher(s).

C. Limit on Number of Proposals per PI:

Researchers may be funded twice within a three (3) year period.

V. Proposal Preparation and Submission Instructions

All items should be saved in PDF format for easier viewing by the committee. Please verify the links within your Digital Measure grant report work properly before submission.

- A. Letter of Intent (if applicable): N/A
- B. Full Proposal Preparation Instructions

Plan and design your scholarly project. Write a draft proposal for critical review by a colleague. The [proposal narrative template](#) is required. Write your final draft and design a budget. You may wish to consult the Office of Research & Sponsored Programs (ORSP) for budgetary advice. Selected copies of previously funded projects are available on the grant program [website](#) or can be requested from ORSP.

Digital Measures Entry: Internal Grant Proposals Page

Funding Source: Select “UWL Grant.”

UWL Grant Program Name: Select “Faculty Research Grants.”

Project Title: Provide a self-explanatory title.

Area of Focus: Select “Scholarship/Research”.

Date of Grant Proposal Submission: Enter the date the grant will be submitted. Make note of the date, which is later used to generate the Grant Proposal Report.

Start and End Dates of Project: The project starts July 1 the year following submission and ends the subsequent June 30 (e.g., if applying in October 2020, the start date would be July 1, 2021, and the end date would be June 30, 2022).

Current Status: Select “Currently Under Review”. You will update this once you receive your letter from the committee at the end of the semester.

Grant Award Letter: Leave this blank. If your proposal is funded, attach your award letter here.

Amount Funded: Leave this blank. If your proposal is funded, enter the amount funded.

Final Report: Leave this blank. If your proposal is funded, you will upload your final report here. See VII.C. and the [final report webpage](#) for more information.

Investigator(s): Designate your role in the project. If there is more than one applicant or project director/principal investigator, add each person, their role, and affiliation (e.g., department, organization).

Amount of Proposal: Enter the total amount requested.

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 whom 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. Note: you must also complete the separate [Scholarship Support Form](#).

Abstract: Include a 350-word maximum **structured** abstract in the box provided using the following section headings. Be as concise and specific as possible. Avoid needless technical jargon, considering the multidisciplinary audience who will

review the grant.

- **Purpose:** What is the purpose of the project?
- **Originality/Value:** What is new or innovative about the proposed project? State the value of the project, to whom it is valuable (e.g., you, discipline, community, society), and why.
- **Objectives:** What are the aims/objectives/measurable outcomes of the project?
- **Design/Methodology/Approach:** How will the objectives be achieved? Address the main method(s) to be used for the project. What is the approach to the project, and/or what is the theoretical or subject scope of the project?
- **Anticipated Findings/Results/Final Product(s):** What are the anticipated results of the project, including any expected findings and/or finished work product(s)?

Proposal Narrative: Upload a single document that contains the proposal narrative, references, and vitae summary. Use the [required template](#).

Budget: Upload the completed [budget template](#).

Budget Justification: Upload the budget justification. Use the [required template](#).

Revised Budget and Revised Budget Justification: Leave this blank. If your proposal is funded, you may be instructed to upload revised budget materials here.

Letters of Support: These are optional and are allowed only to document commitments of support that are required for the completion of your project. (No content beyond what appears in your narrative should be included.)

Additional Supporting Documents: Upload the completed [Scholarship Support Form](#).

Approvals: Enter your initials to indicate you will acquire the required approval from your department chair prior to submission. See Section V.E. Submission Requirements.

Proposal Narrative

Use of the [proposal narrative template](#) is required. Proposal narratives are capped at 5 pages. A font size of at least 11 should be used. Line spacing should be no less than 1.5, and margins should be no less than 1 inch. Avoid jargon.

The Faculty Research & Grants Committee makes comparisons and judgments across disciplines and methodological lines. The scope of the project must fit within the one-year timeframe, with the bulk of the work being completed over the summer. This may be a component of a larger project.

The review committee requires the use of the [proposal narrative template](#). This outline is intended to be broad enough to allow for the nuances and idiosyncrasies of the diverse disciplines represented in a comprehensive university. Be sure to use all the headings, unless noted as “if applicable”, from this required list. When a section has multiple headings divided by “/”, choose the heading(s) most relevant for your project.

Statement of the Problem / Significance of the Project: Present an up-to-date and pertinent review of the relevant literature, theory, scholarly discussion, and/or creative context of your project. Clearly and succinctly support the proposed project with documentation and up-to-date references. Address the project’s

originality / value. What is new or innovative about the project? State the value of the project, to whom it is valuable (e.g., individual, discipline, community, society), and why, if not addressed later in the “Project Implications” section; or these sections may be combined here for succinctness and clarity.

Objectives / Specific Aims / Anticipated Findings / Anticipated Results: Define the specific, measurable outcome(s) and/or product(s) of the project. What will be known or accomplished after your project has been completed that was not known or in existence before? If the request for funding is to cover only a portion of a larger, more comprehensive project (e.g., a sabbatical), the proposer(s) should differentiate clearly between the larger project and the portion this grant would support.

Design / Methodology / Approach: Your design/methodology/approach must be clearly aligned with your stated project objectives. Design and describe a work plan in keeping with your academic discipline. The work plan should include a timeline, which describes who will be doing what and when they be doing it. How will the outcome(s) or product(s) be achieved? What is the approach to the project, and/or what is the theoretical scope or subject scope of the project? Clearly describe the design / methodology / approach to be used and justify its use for the proposed project. The work plan may include descriptions of, but is not limited to, the following:

- scientific research
- use of primary and secondary data, population samples, experimental and control groups, or other methods of data gathering and statistical analysis
- archival research, translating, ethnographic fieldwork, solitary thinking, or other forms of analysis and synthesis of ideas and concepts
- description of process(es) used to create artistic works

Project Limitations (if applicable): Identify potential limitations in the proposed project. If not applicable, omit this section.

Project Implications (if applicable): What implications for theory, practice, or application will the project have? How might the project impact your discipline? What is the potential social, commercial, and/or economic impact of the project? Could outcomes lead to extramural funding, and if so, to which sponsors could proposals be submitted? Not all projects will have definitive implications. If not applicable, omit this section.

Final Product(s) and Dissemination: Describe possible forms of the final product(s): publishable manuscript, conference paper or presentation, invention, software, exhibit, performance, etc. Be specific about the methods to be used to disseminate your work to a wide audience. Discuss how the final product and its dissemination is viewed by your department in terms of productivity for retention, promotion, and tenure.

References / Bibliography / Works Cited: List any literature and/or other works cited in the proposal. Follow your disciplinary standards for formatting citations. References do *not* count toward the proposal narrative 5-page limit. There is not a specific page limit for the references section. Do not include additional content that should otherwise be addressed in the narrative (e.g., linking to further content). References should be

included at the end of the same file as the narrative.

Vitae Summary: Provide a vitae summary for each PI and co-PI. The document should not exceed two pages per person and does not count toward the proposal narrative 5-page limit. In addition to your education, appointments, and other credentials, it is recommended this section note publications, products, presentations, inventions, collaborations, projects, grants, fellowships, and/or other work that is most relevant to the proposed project and the PI's/co-PI's related expertise. The vitae summary should be included at the end of the same file as the narrative and references (as a single PDF file).

Sabbatical: Additional Requirements

If you are seeking funding for activities to be conducted during sabbatical leave, there are additional narrative requirements and budget considerations. Please see the [UWL Sabbatical Guidance website](#) for further information. If you are seeking funding for activities to be conducted on other types of institutional leave, consult with your dean.

Proposal Approval Process

The PI is responsible for obtaining approval from their department chair prior to submitting an application (see section V.E. Submission Requirements for further instructions). The PI must copy their department chair and any co-PIs in the CC line of the grant submission email. Please note that a department chair has the right to rescind an application that has not received their approval prior to submission.

C. **Budgetary Information**

An itemized budget request must accompany each proposal. While the committee reserves the right to adjust budgets, it is important that applicants carefully assess their needs and ask for funds accordingly. Applicants must remember to correlate budget items with references to such items in the proposal narrative; e.g., if student help funds are requested in the budget, the applicant must explain in the narrative what the students will be doing. Items included in broad categories (e.g., "miscellaneous," "other") will not be considered by the committee for funding unless additional detail is provided in the budget justification. The committee requires using the [budget justification template](#) to guide you in writing the justification of your proposed expenses.

a. *Faculty Summer Stipends:* The applicant may request a summer stipend to undertake the proposed project activities. Although the applicant may request any lesser amount, the maximum amount may not exceed \$5,000. The stipend may **only** be received for work during the summer, although project work may take place throughout the one-year grant period. Generally, the stipend is paid in four installments, on the approximate payroll dates of June 1st, June 30th, August 1st, and September 1st. If an applicant anticipates other grant or teaching commitments during the summer, they should refer to the UWL [institutional overload and compensation policy](#) to determine whether they are eligible to request a stipend. If the proposal includes more than one faculty applicant, the equivalent of 1-1/2 stipends, or a total of \$7,500 may be requested. In such cases, however, the

committee requires a rigorous defense of the need for multiple PIs, and an explanation of the proposed division of labor. Supervising students does not constitute research or creative activity. If you have student workers, differentiate your role and your students' role(s) for your proposal.

b. Replacement Costs: Funds for replacement costs **are not allowed**.

c. Student Workers: The budget justification should provide clear, concise descriptions of the roles/duties and expected time commitments of students being compensated as part of the grant. If more than current minimum wage is to be paid for student help, explain why. Current minimum wage is \$7.25 per hour. The maximum amount of funds requested for student wages may not exceed \$5,000 **unless** the faculty member is willing to forego their own stipend partially or fully. **The cumulative total for faculty and student compensation may not exceed \$10,000.** If additional student assistance is needed, faculty members are encouraged to mentor student(s) in obtaining a [UWL Undergraduate Research & Creativity Grant](#). Faculty may also consider providing students with course credits for research. Faculty are expected to conduct the bulk of project activities and not only oversee student work. The effort justification should clearly outline faculty's primary role in the proposed project.

d. Equipment: Fully justify the need for any equipment (i.e., items of \$1,000 or more per unit) in the proposal narrative. Generally, all equipment and other tangible property acquired with Faculty Research Grant funds becomes property of the institution. If the equipment can also be used for instructional purposes, the applicant is advised to seek a cost-sharing arrangement with their department and/or Dean. Before requesting funds for equipment, please explore existing UWL resources and indicate you have done so in the budget justification.

e. Travel: Travel costs to disseminate research (e.g., conference attendance to present the results of research) are not eligible expenses. Funds requested for travel must clearly relate to and be **necessary for conducting** the research project proposed. In the proposal and/or budget justification, you must justify why the travel is integral to your project and discuss specific scholarly outcomes that will happen as a result of the proposed travel (e.g., collaboration, access to facilities or archives). Refer to travel guidance on the [UWL Business Services website](#), [UW TravelWise](#), and the [UW TravelWise Calculator](#) for policies and rates for mileage reimbursement, airfare, per diem meal & incidental allowances, lodging allowances, etc. Budget limitations may constrain the committee in awarding full travel reimbursement. Travel funding may be requested in two categories:

1. *Domestic travel:* Includes travel in the United States, Canada, Mexico, and US possessions.
2. *International travel:* Includes travel outside the United States, Canada, Mexico, and US possessions. Funds requested for international airfare should not exceed \$3,350. If an extended stay at an international destination is planned, in lieu of UW System lodging per diem rates, an applicant should obtain a quote for extended stay lodging, which typically provides substantial cost savings. Consult with UWL Accounts Payable staff for assistance determining what is allowable for extended stay lodging.

f. Other Costs:

1. *Supplies, materials, and equipment less than \$1,000:* Itemize and justify necessary supplies and their costs, being mindful of university [purchasing procedures](#). All supplies purchased with grant funds are, by definition,

university property. If requesting software, contact ITS to explore site licensing cost efficiencies; indicate you have done so in the budget justification. Institutional discounted software prices can also be found at the following website: www.wisc.edu/wisc. Likewise, before requesting funds for common equipment (laptops, recording devices, etc.), please explore existing UWL resources and indicate you have done so in the budget justification.

2. *Publication costs/documentation/dissemination*: Funds to support dissemination **are not allowed** as part of this grant program.
3. *Services (external/internal)*: Itemize required services and their costs, such as consultants or translators. External services are those provided by personnel not employed by UWL. Internal services are those provided by UWL personnel or departments.
4. *Other*: Itemize other incidental costs that cannot be classified under another budget category. Items included in broad categories such as this (e.g., “miscellaneous,” “other”) will not be considered by the committee for funding unless additional detail is provided in the budget justification.

Budget Justification: (not to exceed two pages) The review committee requires using the [budget justification template](#). On a separate line at the end of your budget justification, indicate the month and year in which you expect to be done spending your grant funds. Please note your project does not need to be complete at this time, but your spending timeline might be different. The date you provide will assist UWL in tracking any funds that still need to be spent or that might be available for another grantee to use on their upcoming project. If your spending timeline will differ from the initially indicated date, please contact the Internal Grants Coordinator for guidance.

Project activities begin on July 1, **following the review cycle**. Activities, including all project-related spending, must be concluded by the following June 30. Note Business Services’ deadlines typically require expenditures to be completed several weeks in advance of June 30. Funds will not be carried forward into the next fiscal year unless prior approval is sought through the Office of Research and Sponsored Programs, and such extensions are extremely rare and must be for extenuating circumstances.

D. Deadline

Proposals are due to grants@uwlax.edu by **4:00 pm on the fourth Wednesday in October**.

E. Submission Requirements

1. Upload all proposals materials into Digital Measures and run a “Grant Proposal Report” (in PDF format) in the system.
2. Email a copy of the Digital Measures report to your department chair, allowing sufficient time prior to the submission deadline for your chair to review.
3. Communicate with your department chair to verify their approval of the application.
4. By the deadline, email the Digital Measures report of the approved application to grants@uwlax.edu. Copy your department chair and any co-PIs in the CC line

of the submission email.

Please note that a department chair has the right to rescind an application that has not received their approval prior to submission. If the proposed project involves international travel, the PI/PD should consult with the Office of International Education & Engagement.

VI. Proposal Processing and Review Procedures

A. Merit Review Criteria

Possible merit review criteria that may be considered by the committee are listed below. Following each criterion are potential considerations that the reviewer may employ in the evaluation. These are suggestions and not all will apply to any given proposal. Each reviewer will be asked to address only those that are relevant to the proposal and for which they are qualified to make judgments. Please note that the committee will consider the completeness of previous projects when determining whether a proposal will be funded.

What is the intellectual merit of the proposed activity?

How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields? How well qualified is the proposer (individual or team) to conduct the project? (If appropriate, the quality of prior work may be considered.) To what extent does the proposed activity suggest and explore creative and original concepts? How well conceived, organized, and communicated is the proposed activity? Is there sufficient access to required resources in the department? Is the budget appropriate for the proposed work? Are the proposer's purpose and methods clear and achievable?

What are the broader impacts of the proposed activity?

How well does the activity advance discovery and understanding? To what extent will it enhance the PI department's ability to offer quality scholarship and education in the PI's discipline? Will the results be disseminated broadly to enhance understanding in the PI's discipline? What may be the benefits of the proposed activity to the community or society?

B. Review and Selection Process

Proposals are reviewed and recommended for funding by the Faculty Research & Grants Committee before the end of the fall semester.

Applicants will be asked to present their research in a Zoom meeting with the Faculty Research & Grants Committee. Applicants will be notified via email to sign up **online** for an available slot. Presentations are limited to a total of 10 minutes, even though the time slot is for 15 minutes. For the 10 minutes, presentations should be 5 or 6 minutes, leaving 4 to 5 minutes for questions and answers. Applicants should be prepared to briefly summarize the proposed project and answer specific questions posed by committee members. Refer to the [Presentation Guidance document](#) for

content recommendations.

Ranking Process for Proposals:

After the committee has reviewed all the proposals and heard the presentations, they will score each proposal on a scale of 0 to 10. Each committee member has a maximum number of points they can award equal to 5 points per proposal that they will be scoring and must assign no less than 95% of the points available. Note: committee members may recuse themselves from scoring proposals for a few reasons including nepotism, being against animal testing, etc.

Once all the scores have been submitted and totaled, they are divided by the number of committee members scoring a proposal to arrive at an average score.

Using the average score, the proposals are ranked from highest to lowest. Higher ranking proposals are funded to the extent possible based on recommended budget revisions and reductions.

Failure on the part of applicants to follow the guidelines and procedures described in this document could result in automatic disqualification of the proposal.

Applicants should be aware of the various regulations and compliance requirements to which the university must adhere (*see Compliance Information, Section VII.B.*).

VII. Award Administration Information

A. Notification of Award

Applicants will be notified of the committee's decisions before the end of the fall semester. At this stage, the grant recipients may have to provide an amended budget and/or budget justification.

Generally, Business Services establishes separate accounts for each grant awarded in June, and funds become available on July 1st. A UDDS/new account form (including the account number assigned) is sent to grant recipients prior to July 1st. Please be advised that spending award funds before July 1st requires prior approval from ORSP.

B. Award Conditions

If an award is made to an individual whose appointment is not renewed for the subsequent year, or they resign, all funds awarded shall be returned to the university.

Generally speaking, project activities, including all project-related spending, must be concluded by the following June 30. Please refer to the Business Services [fiscal year end spending deadlines](#), which vary by expenditure type and typically require expenditures be completed several weeks prior to June 30. Funds will not be carried forward into the next fiscal year unless prior approval is sought through ORSP. Note: Approval is not guaranteed, rare, and only granted for extenuating circumstances.

If your project is funded, please review the following links and obtain necessary approval(s) prior to commencing the project. Questions can be directed to ORSP at 785-8007 or grants@uwlax.edu.

Compliance Information:

- [Institutional Review Board \(IRB\) for the Protection of Human Subjects](#)
- [Institutional Animal Care and Use Committee \(IACUC\)](#)
- [Hazardous Materials/Bio-hazards \(IBC\)](#)
- [Chemical & Physical Safety](#)
- [Payments of Incentives to Research Participants](#)
- [Scientific Misconduct](#)
- [Other Compliance/Policies](#)

C. Reporting Requirements

A **final report** on project outcomes/accomplishments must be submitted electronically to ORSP and is due by **August 31st** in the year immediately following the completion of the research project. For example, the final report for a grant funded July 1, 2020 – June 30, 2021, would be due August 31, 2021. This allows approximately 14 months for Faculty Research Grant projects to be completed. A reminder will be sent to grant recipients via email in May and August each year. The report must be created as a Digital Measures report that needs to be emailed to grants@uwlax.edu. Failure to fulfill this obligation will make faculty ineligible for future research funds until such a report is submitted.

If a project results in publication at any time, ORSP would appreciate receiving a copy.

VIII. Contact for More Information

Questions regarding the Faculty Research Grant program can be directed to the Office of Research & Sponsored Programs at 785-8007 or grants@uwlax.edu.

Questions regarding international travel and setting up an international program should be directed to the Office of International Education & Engagement at 785-8016 or international@uwlax.edu.

Questions regarding funding for undergraduate students engaged in scholarship should be directed to Undergraduate Research & Creativity at 785-8040 or urc@uwlax.edu.

Questions regarding funding for graduate students engaged in scholarship should be directed to Graduate Studies at 785-8124 or gradstudies@uwlax.edu.

Statistical consulting services are available through the [Statistical Consulting Center](#) in the Mathematics & Statistics Department.