

Grant Program Name: Faculty Research Grants

Funding Source: UWL

I. Introduction

To promote and support scholarly research 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 with a continuing appointment.**

II. Program Description

The term "research" is meant to denote investigative activities, i.e., 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 and 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 of 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 Average: \$3,885 - \$16,600, average: \$8,234
- Funds awarded from the International Development Fund are limited to \$3,350.

IV. Eligibility Information

- A. PI Eligibility:

All current faculty members, including instructional academic staff with faculty status, with 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 (as of the beginning of the 2006-2007 academic year).

V. Proposal Preparation and Submission Instructions

It is recommended that all items be saved in PDF format if possible 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 research project. Write a draft proposal for critical review by a colleague. Write your final draft and design a budget. You may wish to consult the Office of Research and 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: Starting July 1 the year following submission, ending the subsequent June 30 (e.g., if applying in October 2017, the start date would be July 1, 2018, and the end date would be June 30, 2019)

Current Status: Select “Currently Under Review”. You will change 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 document 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, add each person, their role, and affiliation (e.g., department, organization).

Amount of Proposal: Enter the total amount being requested, including international travel funds if applicable.

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.

Abstract: Include a 350-word maximum **structured** abstract in the box provided using the following section headings as applicable to your project:

- **Purpose/Objectives:** What is the purpose, and/or what are the aims/objectives of the project?
- **Design/Methodology/Approach:** How will the objectives be achieved? Include

the main method(s) to be used for the project. Or what is the approach to the project, and/or what is the theoretical or subject scope of the project?

- **Anticipated Findings/Results:** What are the anticipated results of the project, including any expected findings and/or finished work product(s)?
- **Research Limitations (if applicable):** Identify potential limitations in the research process.
- **Research Implications - Social, Practical, or Other (if applicable):** What implications for practice or application will the research have? How might the research impact your discipline? What is the potential social, commercial, or economic impact of the research? Not all projects will have listed implications.
- **Originality/Value:** What is new in the research? State the value of the research and to whom, if not stated above in Research Implications.
- **Budget:** What are the major budget categories requested, and what is the total budget request?

Be as concise and specific as possible. Avoid needless technical jargon considering the multidisciplinary audience who will be reviewing these grants.

Proposal Narrative: Upload a single document that contains the proposal narrative and references followed by the vitae summary.

Budget: Upload the completed budget template.

Budget Narrative: Upload the budget narrative.

Revised Budget and Revised Budget Narrative: 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: Leave this section blank.

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 & Vitae Summary

Proposal narratives are capped at 5 pages. References should also be included as part of the narrative but do not count toward the page limit. References may not include additional content that should otherwise be addressed in the narrative (e.g., linking to further content). A font size of 11 (eleven) should be used and line spacing of no less than 1.5.

The Faculty Research and Grants Committee must make comparisons and judgments across disciplines and methodological lines. Therefore, all applicants are asked to follow the narrative outline set out below. It is intended that this outline is broad enough to allow for the nuances and idiosyncrasies of the diverse disciplines represented in a comprehensive university.

Statement of the Problem/Significance of the Project: Clearly support your statement with documentation and up-to-date references.

Objectives: Define the specific, measurable outcome(s) of your research. What will be known and/or contributed after your project has been completed that was not known before? If the request for funding is to cover only a portion of a larger,

more comprehensive project, the proposer(s) should differentiate clearly between the larger project and that part for which funding is requested from the Faculty Research and Grants Committee.

Research Methods: Design a work plan in keeping with your academic discipline. This may include use of population samples, experimental and control groups, and other methods of data gathering and statistical analysis. The proper work plan may call for archival research, translating, and solitary thinking, analysis and synthesis. The important point for the applicant is to describe clearly his/her methodology and to justify its use for the particular topic undergoing scrutiny. Include in the methods section who will be doing what and when will they be doing it.

Past Faculty Research Grant and/or International Development Fund Awards:

List title(s) and year(s) of all awards previously funded by the Faculty Research Grant program. Please briefly discuss the outcomes and products (external grants, publications, presentations, exhibits, etc.) from the two most recent proposals.

Vitae Summary: Not to exceed two pages per PI. Add it to the end of the proposal narrative and upload the document to Digital Measures 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 should 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 proposers 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. Applicants should note that items included in broad categories such as "miscellaneous" or "other" will not be considered by the committee for funding unless additional detail is provided in the budget narrative.

a. Faculty Stipends: The applicant may request a stipend to undertake the proposed research. Although the applicant may request any lesser amount, the maximum amount of the stipend may not exceed \$5,000. The stipend may **only** be received during the summer. 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 researchers, and an explanation of the proposed division of labor.

- b. Replacement Costs:** Funds for replacement costs **are not allowed** as part of this grant program.
- c. Student Workers:** The budget narrative should provide clear and concise descriptions of the roles/duties and expected time commitments of students being compensated as part of the grant award. 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 stipends may not exceed \$5,000 **unless** the faculty member is willing to forego his/her 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.
- 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 shall vest in 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.
- 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 research 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 and [UW TravelWise](#) for policies regarding 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 awarded from the International Development Fund are limited to \$3,350; however, additional funds for international travel may be requested. 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.
- f. Other Costs:**
1. *Supplies, materials, and equipment less than \$1,000:* Itemize necessary consumable supplies and their costs. Observe all established 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 narrative. 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 narrative.

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.
4. *Other*: Itemize other incidental costs that cannot be classified under another budget category.

Budget Narrative: (not to exceed two pages) If international travel is included in the budget, include justification for it in a separate, clearly labeled paragraph.

On a separate line at the end of your budget narrative, 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**. Research 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 p.m. 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 the services of University personnel overseas, the PI/PD should submit an informational copy to the Director of 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 while promoting teaching, training, and/or learning? To what extent will it enhance the PI department's ability to offer quality research 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 society?

B. Review and Selection Process

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

All applicants likely will be asked to present their research in a face-to-face meeting with the Faculty Research and Grants Committee. In past years, presentations have been limited to ten minutes. Grant submitters will be notified via email if they need to present, and at that time, grant submitters must sign up **online** for an open/available slot. Applicants should be prepared to briefly summarize the proposed projects and to answer specific questions posed by committee members. The committee will then review, rank proposals, and make funding decisions.

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

Researchers should be aware of the various regulations and compliance 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 narrative if the award amount is different than originally requested.

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 the grant recipients prior to July 1st. Please be advised that spending award funds before July 1st requires prior approval.

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 granted shall be returned to the university.

Generally speaking, research 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 the Office of Research and Sponsored Programs. 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 research. Questions can be directed to the Office of Research and Sponsored Programs 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 the Office of Research and Sponsored Programs 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, 2018 – June 30, 2019, would be due August 31, 2019. 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 researchers' ineligible for future research funds until such a report is submitted.

NOTE: If a project results in publication at any time, the Office Research and Sponsored Programs will appreciate receiving a copy.

VIII. Contact for More Information

Questions regarding the Faculty Research Grant program and international travel funding can be directed to the Office of Research and 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.

Questions regarding funding for undergraduate students engaged in scholarship should be directed to Undergraduate Research and 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 and Statistics Department.