

<p>RESEARCH ENHANCEMENT and KILLGORE RESEARCH FACULTY GRANT PROGRAMS</p> <p>Proposal Information and Preparation Instructions</p>

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KILLGORE RESEARCH COMMITTEE MEMBERS
2009 - 2010

GRADUATE SCHOOL and RESEARCH Angela Spaulding, Chair	Ext. 2730
OFFICE OF SPONSORED RESEARCH AND ADMINISTRATION Kaaren Downey, Ex-Officio	2983
COLLEGE OF AGRICULTURE, SCIENCE and ENGINEERING Richard Kazmaier, Life, Earth and Environmental Sciences Guy Loneragan, Agricultural Sciences	5278 2287
COLLEGE OF BUSINESS Karyn Friske, Management, Accounting, Economics, and Finance Anne Macy, Management, Accounting, Economics, and Finance	2517 2523
COLLEGE OF EDUCATION and SOCIAL SCIENCES Ashley Campbell, Education Gary Byrd, Psychology	2906 2589
SYBIL B. HARRINGTON COLLEGE OF FINE ARTS and HUMANITIES Jean Stuntz, History and Geography Alex Hunt, English	2409 2457
COLLEGE OF NURSING and HEALTH SCIENCES Larry Barnes, Communication Disorders Adam Parker, Sports and Exercises Sciences	5108 2383

I. GENERAL PROGRAM POLICIES AND INFORMATION

A. PROGRAM GOALS

The programs' goals are:

Research Enhancement Program

- To discover new knowledge leading to publication, performance or exhibition appropriate to the applicant's discipline.
- To educate students in the philosophies, techniques and tools of research.

Killgore Research Grant Program

- Restricted to proposals that impact directly the Panhandle of Texas and secondarily the State in the following areas: agriculture, rural health, rural education K-12 (math and science), business for small communities, environmental science, and energy.

It is expected that an awarded grant will produce publications, performances, exhibitions, etc.

B. ELIGIBILITY

- All full-time faculty members including those with split appointments are eligible to apply.
- Faculty members may not apply for funding to support their own dissertation research.
- A faculty member may file an application individually and also as a member of a team. However, please note that the committee will not normally fund more than one proposal per person per fiscal year. (September 1 through August 31) Faculty may only be funded for 3 out of a 5 year period.
- Favorable consideration will be given to Junior Faculty.
- 2009-2010 Time Table:

Sept. 16-Oct 1, 2009 – Killgore Committee organizational meeting

October 1, 2009 – Call goes forth to the WTAMU university community

November 1, 2009 – Deadline for submissions

November 15, 2009 – Committee deliberates and makes selections/recommendations

December 1, 2009 – Notification of awards

August 31, 2010 – All budget expenditures completed; research completed

November 1, 2010 – Final research report submitted to the Dean of Graduate School and Research

Note: All grant recipients will be expected to present the results of their Killgore or Research Enhancement Grant at a university provided venue during the year following their grant award.

Proposals will not be accepted unless all previous Research Enhancement and/or Killgore Grant status reports from previous awards are on file with the Dean of Graduate School and Research.

C. METHOD OF REVIEW

Applicants are strongly encouraged to discuss their proposals with committee members prior to formal proposal submission. After proposal is submitted, committee members are prohibited from discussing the proposal until after award announcement.

Research Enhancement and Killgore Research proposals are carefully evaluated using a peer review process. The Killgore Research Committee is composed of faculty members from across the University. Members are appointed by the Dean of Graduate School and Research with the approval of the Provost/VPAA from nominees submitted from each college. The Dean serves as the committee's chair.

In order to provide for the fair and equitable selection of the most meritorious research projects, the Killgore Research Committee has established criteria for their review and evaluation. The criteria will be applied to all research proposals in a balanced and judicious manner. Review and evaluation criteria will address the following questions and rating will be done on a scale of 1 to 10 where 10 is best:

<p>1. To what degree does the proposed research meet the following goals? <u>Research Enhancement:</u></p> <ul style="list-style-type: none"> • To discover new knowledge leading to publication, performance or exhibition appropriate to the applicant's discipline. • To educate students in the philosophies, techniques and tools of research. <p><u>Killgore Research:</u></p> <ul style="list-style-type: none"> • Restricted to proposals that impact directly the Panhandle of Texas and secondarily the state in the following areas: agriculture, rural health, rural education K-12(math and science), business for small communities, environmental science, and energy. 	
<p>2. To what degree is the problem/issue/need to be addressed by the proposed research identified and documented.</p>	
<p>3. Are the proposed research objectives clearly stated, specific, and attainable?</p>	
<p>4. Is the research methodology appropriate, clearly defined, and realistic for the time frame of the proposal?</p>	
<p>5. Is the budget request reasonable and justified? (Faculty salary must not exceed \$1,500.00)</p>	
<p>6. To what extent is the principal investigator/co-principal investigator qualified to complete the proposed research?</p>	

All proposals submitted to the Dean of Graduate School and Research and determined to be eligible will be reviewed by the Killgore Research Committee. Proposals determined to be ineligible for review will be returned to the proposer. Killgore Research Committee members will review and evaluate all eligible proposals submitted.

Committee members will complete an evaluation form on each proposal based upon the above criteria. The written evaluation will consist of a score for each criterion, a total proposal score with comments, and a recommendation for approval or rejection. Evaluations will be collected from committee members and the totals tallied for each proposal to determine its ranking before the committees review meeting. At the review meeting, all proposals are reviewed, discussed, and funding decisions made at that time.

All faculty members submitting proposals will be notified in writing regarding the action taken on their proposal. Those not funded may discuss the review and evaluation of their proposal with the Dean of Graduate School and Research.

Killgore Research Committee members, while members of the committee, may receive neither Research Enhancement nor Killgore Research funding. To be eligible for consideration of funding, current Killgore Research Committee members must notify the Dean of Graduate School and Research no later than October 15th of the year in which the member seeks funding. The Dean will remove said member from the committee for the academic year, replacing him/her with another representative from the appropriate college. At the conclusion of the academic year, said member will return to the committee for completion of his/her appointed term.

II. POST AWARD REQUIREMENTS

All Research Enhancement and Killgore Research grant awards are subject to university policies and procedures. Please note the following purchasing procedures, regulations for expenditures and reporting requirements, in particular:

- Requisitions are required for all purchases. The secretary of KRC is responsible for all requisitions.
- Deadlines from the Business Office for purchases will be strictly enforced.
- Funds cannot be carried forward from one fiscal year (September 1st thru August 31st) to the next fiscal year.
- Grant status reports must be submitted to the Dean of Graduate School and Research no later than **November 1st** of the year following the grant award period.
- Two copies of the reprints of published articles, the program of exhibitions of original works of art, concerts of original musical compositions, or original musical compositions arising from the grant award should be filed with the Dean of Graduate School and Research as soon as available.
- West Texas A&M University must be given credit as the source of funds in any publication, news release, etc.
- Results of the project must be presented to WTAMU faculty and/or students through a scheduled seminar arranged by the Killgore Research office.
- Budget amendments may be submitted at any time for consideration by the Dean of Graduate School and Research (in consultation with the Killgore Research Committee).
- Grant awards are not a vested property interest, and the award recipient has no interest or claim to the award funds until such time as WTAMU distributes the money and/or equipment to the recipient. No funds will be allocated to any faculty member post effective date of termination.
- Any intellectual property, publication rights, equipment fabricated, patent, or patent application, is the sole property of WTAMU; and only WTAMU can award a license or use agreement.

III. INSTRUCTIONS FOR PROPOSAL PREPARATION

A. GENERAL INSTRUCTIONS

The original signed proposal must be received in the office of the Dean of Graduate School and Research by the announced deadline. An electronic copy of the proposal must be emailed to April Swindell at aswindell@mail.wtamu.edu by the announced deadline, as well. **No late proposals will be accepted under any circumstances.** The effective date of approved proposals will be specified in the award letter and the grant award period is from that date through August 31st. Final approval of an award is contingent on the availability of funds and is subject to the approval of appropriate administrative officers. **Proposals must be submitted in the format prescribed in this document (use MS Word form on WTAcess).**

It is highly recommended that applicants discuss their proposed research and budgets with committee members in their college or other committee members in advance of the application deadline. Remember, the better the committee members understand your proposal, the better their presentation and defense of your proposal in the review process will be.

B. INSTITUTIONAL REVIEW BOARD/INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE REQUIREMENTS

Research projects requiring IRB approval need not be submitted to the IRB committee prior to proposal submission. However, IRB approval must be received on the approved grant proposals prior to receipt of funding.

Research projects requiring IACUC approval need not be submitted to the IACUC committee prior to proposal submission. However, IACUC approval must be received on the approved grant proposals prior to receipt of funding.

C. INSTRUCTIONS FOR SECTIONS OF THE PROPOSAL

Submit the original signed copy of the research proposal with all required signatures and an electronic copy.

1. Title Page

The title page provides summary information about the proposed research. It should be completed with the layperson in mind. Use plain, non-technical language in composing the proposal's title and summary. Keep in mind that Killgore Research Committee members come from across the university and may not be knowledgeable in your field. **The summary is limited to 100 words. Proposals exceeding 100 words will be rejected.**

The following are examples of items to consider:

- Objectives or project outline
- Problem/issue/need addressed
- Research methodology

Sign and date the title page. You must also obtain the signatures of your Division/Department Head and Dean. **Proposals without these signatures will not be accepted.**

2. Research Narrative

- The proposed research narrative should be a clear statement of the work to be undertaken.
- Type must be double-spaced.
- On 8 1/2" x 11" paper.
- No smaller than 10 point with margins of at least 0.75".
- The narrative is a maximum of three pages.
- Include a pertinent bibliography at the end of the narrative or on a fourth page.

The above bulleted rules will be strictly enforced.

A good proposal will address the review and evaluation criteria listed on page 3.

Additional information that is pertinent to the application such as survey instruments, etc. may be attached in an appendix. Do not include copies of previous publications, etc. Keep in mind that the reviewer is not required to read the appendices. Information included in an appendix should only supplement and/or clarify information contained in the proposal narrative.

3. Budget Request

Each proposal **must** contain a budget prepared in accordance with the proposed research. Generally, awards are made in the amount of \$5,000 or less. The committee considers the proposal and its budget as submitted. Carefully plan budget items within the regulations for expenditures and be able to adequately justify all funds requested. **Unspent funds cannot be carried forward into the next fiscal year.**

Use the budget forms provided or you may use a spreadsheet with the same format. Round all items to the nearest dollar. Be sure to include any funding external to WTAMU, cash or "in-kind". ("In-kind" is defined as a non-monetary contribution of equipment, supplies, property, office/lab space, staff time, etc. as distinguished from cash. Do not include in-kind from yourself or WTAMU.)

a. Faculty Salaries

While faculty salary support is not a primary priority of the Killgore selection committee, there may be cases when including a faculty salary request is appropriate. In such cases, faculty salary must be justified in the context of the research proposal (and not simply a request to provide summer salary for the faculty submitting the proposal). The salary must

not exceed \$1,500.00. All appropriate federal and state reporting and deductions (including applicable taxes) will be applied to salary. When faculty salary for research is requested, please approximate the required time necessary to complete the project. (The Killgore Research Committee reserves the right to adjust salary requests.)

b. Other Personnel

Funds for support personnel (graduate students, undergraduate students, computer programmer, statistician, technical, etc.) will be approved if they are essential to the project and will be funded according to university policy. **You are encouraged to include students in research projects. Priority should be given to hiring students, unless specialized skills are needed and justified. All salary funds budgeted and awarded for the hiring of students must be used for the intended and originally submitted purpose (i.e., the hiring of students); these funds cannot be transferred to other budget categories.**

c. Supplies and Services

Items that have no appreciable value after use should be included in this line item. List these items by category under this heading. Books purchased are the property of WTAMU but may be assigned to the faculty member for whom they were purchased.

d. Equipment and Software

List equipment needed by specific category. Permanent equipment may be funded according to university policy if justified on the basis of need for the research work proposed and unnecessary duplication is avoided. Equipment funds must be encumbered by June 1st. The equipment purchased with Research Enhancement and Killgore Research Center funds will be under the exclusive control of the faculty member(s) making the request for the grant period. If no time period is stated in the proposal, it will be assumed to be one year. After this time period and depending on the demand for a particular type of equipment, the equipment may be placed in a common location in the Killgore Research Center for use by authorized personnel, or it may remain assigned to the faculty member(s) for whom it was originally purchased. **Computer hardware or software, with the exception of specialized software, will not be purchased with Killgore Research or Research Enhancement funds.**

e. Travel for research, including travel to libraries and research archives, will be considered for funding when integral to the research and appropriately justified. Travel for dissemination activities will not be funded.

4. Budget Justification

Completion of the Budget Justification form is necessary to document and justify amounts requested in each category. Failure to justify the need for each budgeted item will result in that item being deleted from the request. List any external funds that will be used in conjunction with Killgore Research and Research Enhancement awards.

5. Results of Previous Killgore Research/Research Enhancement Grants

List title, year, and amount of your last three Research Enhancement and/or Killgore Research grants on the form provided. Summarize the results; research, publication(s), performance, show, related grant activities. A list of your research and scholarly activities must be on file at the Killgore Research Center as part of the review process. Be certain that your file is up-to-date and it should be completed two weeks before the due date of the proposals. **Do not attach articles, reprints, etc. to the proposal.**

6. External Grants

List all external grants (non-WTAMU funds) you have received in the last five years. Include the source, whether cash or in-kind, and amount (or value if in-kind).

7. Vitae A two page vitae of education and academic achievement is required.

8. Appendix (if applicable)

IV. OTHER

CHECKLIST FOR PROPOSAL PREPARATION

Submit an original and an electronic copy of the completed proposal. The proposal should be assembled in the following order:

___ Title Page

___ Layperson's Summary

___ Proposal Narrative:

Typed, using no smaller than 10 point type and 0.75" margins, double-spaced on 8 1/2" X 11" paper. Do not exceed three pages for narrative, one additional page for bibliography.

___ Budget

___ Budget Justification

___ Results of Previous Research Enhancement/Killgore Research Grants

Do not attach articles, reprints, etc. Be certain that your research and scholarly activities file is up-to-date at the Killgore Research Center.

___ Previous External Grants

___ Vitae

___ Appendix

Other attachments