2014
GRADUATE STUDENT RESEARCH PROGRAM
Creative Arts Track
Proposal Information and Preparation Instructions

KILLGORE RESEARCH COMMITTEE MEMBERS

GRADUATE SCHOOL and RESEARCH
Angela Spaulding - Chair
KRC 102C
aspaulding@wtamu.edu

SPONSORED RESEARCH SERVICES
Kaaren Downey - Ex-Officio
KRC 178
kdowney@wtamu.edu

COLLEGE OF AGRICULTURE, SCIENCE and ENGINEERING
Gary Barbee – Life, Earth and Environmental Sciences
ANS 324
David Khan – Math, Chemistry and Physics
KRC 158
gbarbee@wtamu.edu
dkhan@wtamu.edu

COLLEGE OF BUSINESS
Sharon Burnett – Accounting, Economics and Finance
CC 222E
Dmitriy Nesterkin – Computer Information and & Decision Mgmt
CC 208F
sburnett@wtamu.edu
dnesterkin@wtamu.edu

COLLEGE OF EDUCATION and SOCIAL SCIENCES
Keith Price – Criminal Justice & Sociology
OM 408A
Susan Nix – Education
OM 205
kprice@wtamu.edu
snix@wtamu.edu

SYBIL B. HARRINGTON COLLEGE OF FINE ARTS and HUMANITIES
Butler Cain – Communication
FAC 269
Leslie Williams – Art, Theatre and Dance
MMN 269
bcain@wtamu.edu
lewilliams@wtamu.edu

COLLEGE OF NURSING and HEALTH SCIENCES
Matt Kuennen – Sports and Exercise Sciences
VHAC 233
Howard Wilson – Communication Disorders
VHAC 242R
mkuennen@wtamu.edu
hwilson@wtamu.edu
Research takes different forms depending on the discipline; the Creative Arts Track is complementary to the Traditional Research Track. The goal of the Creative Arts Track is to provide an avenue of support to those projects of creation and/or presentation of works of creative art.

Eligible projects are those in areas supported by the National Endowment for the Arts: Arts Education, Dance, Design, Folk & Traditional Arts, Literature, Media Arts (Film/Radio/Television), Museums, Music, Music Theatre, Opera, Presenting, Theatre, and Visual Arts.

Some examples of projects that will be considered under the Creative Arts Grant are:

**Music**
Composition
Instrumental or vocal performance, live or recording

**Theater**
Original scripts and screenplays
Original set, costume, or makeup design
Stage or film/video performance

**Dance**
Original choreography
Stage or film/video performance

**Art**
Original studio art (painting, printmaking, sculpture, ceramics, photography, etc.)

**Creative Writing**
Fiction, creative nonfiction, poetry, plays, and screenplays

**Goals of Creative Arts Track:**

1. To educate the student in the philosophies, techniques, and tools of creative arts research.
2. To discover new knowledge leading to publication, performance, or exhibition appropriate to the applicant’s discipline.

**Eligibility:**

Any active West Texas A&M University (WTAMU) graduate student who is in good standing at the time of the project and is being advised in his/her research by a faculty member is eligible to apply. Students may apply for funding to support their own thesis or dissertation research. The research conducted for this grant must not be in association with a Killgore Faculty Research grant. Faculty who seek student participation on Killgore grants should include students directly on those grant
applications. Termination of the student’s relationship with WTAMU will result in termination of
the grant.

General:

Proposals must be submitted on current forms. Forms from previous years will not be accepted. Proposals for grants will be considered on an individual basis by members of the Killgore Research Committee. All proposals must be able to be completed without collaborative input or materials from another project submitted for funding. Final approval of proposals is contingent on the availability of funds and is subject to approval of the Vice President of Research and Compliance. The maximum amount allowable for a proposal is $3,500. These funds may be used for student wages ($2,500 maximum) as well as the purchase of supplies, services, etc. to conduct the creative arts research. Travel expenses may be considered only if travel is integral to the collection of data. Requests for travel funds to perform will not be considered. International travel is not allowed. Completed proposals (hard copy) with all signatures must be delivered to Sponsored Research Services, Killgore Research Center, Room 184, by 5:00 p.m. on Thursday, October 31.

Proposal Requirements:

To be considered for funding, the following items must be included in the proposal and turned in before the deadline:

1. Proposal Cover Page

This document provides the Committee a brief overview of the proposal, pertinent information about the applicant, and necessary signatures. The applicant must provide the requested information, acquire all signatures, write a layperson's summary, and acquire a letter of support from their faculty advisor.

2. Proposal Narrative

- Type must be double-spaced.
- No smaller than 10 point font and within margins provided on the form.
- On three-page form provided. Extra pages will be redacted.
- Include a timeline of your project activities within the narrative.
- Include a pertinent, one-page bibliography.
- The proposed research narrative should be a clear statement of the work to be undertaken. A good proposal will address the evaluation criteria listed on page 6.

Description of the Project – The proposed creative arts research narrative should be a clear statement of the work to be undertaken. Material should also be organized in such a way that a clear outcome of the project is readily discernible.

- The narrative should make the following very clear to the reviewer:
  - the nature, scope, and design of the artistic activity that will be supported by the funding
discuss the scope of the project, focusing on the overall goals and specific objectives

- the history of the idea for the project
- definitions of any terms needed to facilitate a lay reader’s understanding of the project
- the potential significance to your discipline and/or to your creative arts research
  - for instance, the significance of an artistic project might lie in its contribution to the ongoing productivity, body of work, or artistic development of the applicant; or the significance might be related to its contribution to the history, tradition, achievement or state of the art to which the project pertains
- plans for dissemination, publication or presentation

3. Budget Justification

A brief, written justification of each budget item is required.

4. Budget

Each proposal must contain a budget prepared to represent the costs of the proposed research. Awards are made in the amount of $3,500 or less. All applicants are required to meet with Steve McLean, Grant Coordinator with Sponsored Research Services, by Tuesday, October 29, 2013, to complete the budget. Please contact Mr. McLean at 651-2983 to schedule an appointment. Grant awards are made by the Committee on the proposal and its budget as submitted. Requests for budgetary changes after the grant award must be reviewed by the Vice President of Research and Compliance and/or the Killgore Research Committee. It is not guaranteed that requested budget changes will be approved. For students graduating in May 2014: Budget items (other than wages) must be purchased by April 15, 2014. Wages must be allocated by April 26, 2014. For all other students: Budget items (other than wages) must be purchased by August 15, 2014. Wages must be allocated by August 20, 2014. **Unspent funds cannot be carried forward into the next fiscal year.** Applicants must use the budget form provided. Round all subtotals to the nearest dollar. Bring this form to the budget meeting with the Grant Coordinator.

a. Student Wages

Please approximate the required number of hours necessary to complete the project when student wages are requested. (The Killgore Research Committee reserves the right to adjust wage requests.) The wages must be justified and must not exceed $2,500. Also, **the hourly wage rate must be from $7.25 - $10 per hour, and no more than 19 hours a week can be billed.** If wages are approved, the student must complete the appropriate paperwork at Student Employment Services to be paid from the grant. The student's time will be entered into TimeTraq and the pay schedule is biweekly. There are no exceptions to the method of payment for wages. **NOTE: Students already on payroll, (graduate assistants, etc.) are not eligible for wages through this grant program.**

b. Travel

Travel for research, including travel to libraries and research archives, will be considered for funding when integral to the research and appropriately justified. This is not intended to be a travel grant; any requested travel must be for the purpose of gathering data needed for the project. International travel costs are not allowed on this grant.
c. Supplies and Services

This category will include items/services that will be consumed during the course of the project. They will typically have no residual value after use.

d. Equipment

This category will include items that retain value after the completion of the project. Such items must be returned to April Swindell when the final report is submitted (see page 7.) Computer hardware and software will not be funded by this grant program, with the possible exception of specialized software necessary for the project.

5. Transcript

The student must provide their WTAMU transcript. An unofficial copy printed from Buff Advisor is sufficient. The committee may request additional transcripts from past coursework at a different higher education institution.

6. Appendices

Additional ancillary information that is pertinent to the proposal may be attached in an appendix. Information included in an appendix should only supplement and/or clarify information already contained in the proposal narrative. Be aware that the Committee is not required to read the appendices.

Additional Requirements for Applicants:

Advising from Committee Member and Faculty Advisor

The applicant is required to schedule an appointment with a Killgore Research Committee member from his/her college to discuss the proposal prior to submission (a list of Committee members is on page 1). Committee members are to act as mentors to the applicants as they prepare their proposals. The Committee member that meets with the student is required to sign the proposal.

The Faculty Advisor is required to provide a supporting narrative on the appropriate form provided and to sign page one of the student’s research proposal. The Faculty Advisor’s form is included as a part of the “Proposal Cover Page” document. Faculty members may advise more than one student. **If the Faculty Advisor is also a Killgore Research Committee member, the student should acquire the signature of the other Killgore Research Committee member from their college.**

Proposal Presentation

Applicants will be required to make a short presentation to the Killgore Research Committee summarizing the project. The summary should clearly and concisely state the project’s objectives, the method of study, and the significance of the project. The Committee will have read the proposal so a detailed description of the project is not necessary. Electronic media will not be available for the presentation; however, additional information may be conveyed in a one-page handout for the Committee. **Handouts are limited to one 8 1/2" x 11" sheet of paper.** Applicants
will have 5 minutes to present their research project, and there will be an additional 5 minutes for questions from the Committee. Applicants will schedule their presentation time when meeting with the Grant Coordinator.

**Criteria for Proposal Evaluation:**

To ensure your proposal receives the maximum number of points, use the following evaluation criteria to determine if your proposal satisfactorily addresses the questions used to judge your project.

1. Are the project objectives adequately addressed by the proposed activities? (10 points)
2. Are the proposed objectives clearly stated, specific, and attainable? (10 points)
3. Is the methodology appropriate, clearly defined, and realistic for the time frame of the proposal? (10 points)
4. Is the budget request reasonable and justified? (10 points)
5. Is the project potentially significant? (10 points)
6. Does the student’s proposal and presentation before the Committee indicate they are well-prepared to pursue this project? (10 points)

**Additional Requirements for Recipients:**

**Publications, Presentations, and Posters**

West Texas A&M University must be credited as the source of funding on any publication, presentation, poster, etc. related to a project funded by this grant. **All recipients are required to present the results of their work in a poster that will be displayed in Killgore Research Center.**

Printing costs of the poster will be paid by the Vice President of Research and Compliance. May graduates will prepare their posters for presentation at the post-research presentation luncheon in the spring. Other participants will prepare their posters by the end of August.

**Research Status Luncheon**

Recipients are required to attend a research status luncheon in the spring to report findings to the academic deans.

**Compliance Committees**

Research projects requiring compliance committee approval need not be submitted to the committee prior to proposal submission; however, approval must be received prior to the start of the project. Any questions about whether a particular proposal must be approved should be referred to April Swindell, KRC 106, by phone at 651-2270 or by email at aswindell@wtamu.edu.

Proposals that deal with humans must go before the Institutional Review Board (IRB) for Human Subjects. Use the following statement to determine if your proposal must go before the IRB: Human beings may be studied in many ways and under a variety of circumstances and conditions. **All research involving human subjects shall be subject to review by the Institutional Review Board (IRB).** This includes interviews, tests, observations, and inquiries designed to elicit or obtain non-public information about individuals and groups; a trial or
special observation which aims to test a hypothesis to discover some unknown principle or effect; systematic studies in which any substance or stimulus is administered to a subject by any route or method; and studies which involve changes in physical or psychological state or environment, changes in diet, and to the pertinent methods for studying alterations in body functions and behavior under such conditions.

Responsible Conduct for Research Training

All grant recipients must complete Responsible Conduct for Research training online. WTAMU uses the Collaborative Institutional Training Initiative (CITI) training materials, which are available at https://www.citiprogram.org. Recipients will need to choose the course best suited to their field of research. April Swindell (651-2270) can provide direction concerning the selection of courses suited to your particular area of research. Training must be completed before funds can be released. The completed certificate should be brought to April Swindell, KRC 106. (NOTE: Training is not required of all applicants, but all grant recipients.)

Final Report and Equipment Return

Upon completion of the project, a Final Report outlining the results of the study must be submitted (using the “Final Report Form”) and equipment returned. Both must be turned in to April Swindell, KRC 106. For students graduating in May 2014, both are due no later than April 26, 2014. For all other students, both are due no later than August 29, 2014.

Recruitment Activities

If still on campus, grant recipients will be expected to help recruit others into the research program during the following year. Guidance for this activity will be provided.

Consequences if Grant Requirements are not Met

It is imperative that recipients complete all requirements of the grant, including the research status luncheon. If requirements are not met, the grant may be terminated, funding and reimbursements cancelled, and your name and project removed from promotional publications. If you have received partial funding at the time of termination, you may be required to provide reimbursement of received funds, materials, or resources. All awardees are provided a research contract to sign. By signing you are agreeing to meet all deliverables associated with the grant and grant program. If you are unable to meet the deliverables, you should decline the award.
2014
GRADUATE STUDENT RESEARCH PROGRAM
Assembly Instructions & Timeline

Assembly Instructions

Please assemble your proposal in the following order:
1. Proposal Cover Pages
2. Research Narrative (3 pages maximum)
3. Bibliography (1 page)
4. Budget Justification (1 page)
5. Budget Form (Excel Sheet)
6. WTAMU Transcript
7. Appendices (if needed)

Submit this information (hard copy only, unstapled) to Sponsored Research Services, Killgore Research Center 184, before the deadline.

Timeline

October 29 – Deadline for meeting with Grant Coordinator for budget approval
October 31 – Deadline for proposal submissions (5:00 p.m. @ KRC 184)
November 6 – Project presentations before Committee (specific time will be assigned)
November 13 – Committee deliberations
November 19 – Notification of awards
November – *Before the project can start the Responsible Conduct for Research training requirement must be completed and Compliance Committee approvals received (if needed).
April 25, 2014 – Deadline for Final Report (for May 2014 graduates only)
Spring 2013 - Research status luncheon to share research results (date to be determined)
August 29, 2014 – Deadline for submitting the Final Report for students NOT graduating in May 2014
Provide a justification (in a sentence or two) for each item requested in the budget. Please follow the same order found on the budget spreadsheet.

1. Personnel
   It will take approximately 150 hours to conduct the assembly of the widgets and the experiments described in the research narrative. I am requesting $9 per hour.

2. Travel
   One round-trip to Gooberville, TX will be necessary to acquire the special assembly table, since this is less expensive than projected shipping costs.

3. Supplies and Services
   As described in the research narrative, 15 widgets and 30 thingamabobs are needed for the experiments to be conducted. The prices listed are the best available at the time of the writing of this proposal, and there is no additional cost for shipping. Supplies will come from Lackluster, Inc. of Walla Walla, WA.

4. Equipment
   The special assembly table has already been constructed by Clarence Goober, and it is necessary for the experiments in this proposal. It will remain with the Department of Engineering and Computer Science after the conclusion of this study.
## Proposal Budget

### Personnel

<table>
<thead>
<tr>
<th>Amount per hour ($10 maximum)</th>
<th>$9.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total hours for project</td>
<td>150</td>
</tr>
<tr>
<td><strong>Total Personnel (Maximum $2,500)</strong></td>
<td><strong>$1,350</strong></td>
</tr>
</tbody>
</table>

### Travel

<table>
<thead>
<tr>
<th>Mileage reimbursement</th>
<th>$55</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/car rental</td>
<td>$0</td>
</tr>
<tr>
<td>Hotel/meals</td>
<td>$0</td>
</tr>
<tr>
<td>Other</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Travel</strong></td>
<td><strong>$55</strong></td>
</tr>
</tbody>
</table>

### Supplies and Services (Itemize and add entries as needed)

<table>
<thead>
<tr>
<th>Item/Service</th>
<th>widgets</th>
<th>Price each</th>
<th>$25</th>
<th>Number needed</th>
<th>15</th>
<th>Subtotal</th>
<th>$375</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item/Service</td>
<td>thingamabobs</td>
<td>Price each</td>
<td>$15</td>
<td>Number needed</td>
<td>30</td>
<td>Subtotal</td>
<td>$450</td>
</tr>
</tbody>
</table>

| **Total Supplies and Services** | **$825** |

### Equipment (Itemize and add entries as needed)

<table>
<thead>
<tr>
<th>Item</th>
<th>special assembly table for widgets</th>
<th>Price Each</th>
<th>$1,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td>Number Needed</td>
<td>1</td>
<td>Subtotal</td>
</tr>
<tr>
<td>Item</td>
<td></td>
<td></td>
<td><strong>Total Equipment</strong></td>
</tr>
</tbody>
</table>

| **Total (Maximum $3,500)** | **$3,230** |