2014
KILLGORE FACULTY RESEARCH PROGRAM
Traditional Research Track
Proposal Information and Preparation Instructions

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2014
KILLGORE FACULTY RESEARCH PROGRAM
Killgore Research Center

Program Goals:

1. To discover new knowledge leading to publication, performance, or exhibition appropriate to the applicant’s discipline.
2. To collaborate with students in the philosophies, techniques and tools of research as appropriate to the applicant’s discipline.
3. It is expected that the recipient of a grant will submit an external funding proposal within the 12 months following submission of the final report.

Eligibility:

All full-time faculty members, including those with split appointments, are eligible to apply. A faculty member may submit a proposal 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. Faculty may only be funded three times in a five-year period. Favorable consideration will be given to new and non-tenured faculty. Termination of the faculty member’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 $5,000. These funds may be used for student wages ($2,500 maximum) as well as the purchase of supplies, services, etc. to conduct the research. Travel expenses may be considered only if travel is integral to the collection of data. International travel will not be funded. 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, all final reports from prior internal grants must be turned in to April Swindell (see page 6). 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, necessary signatures, and a layperson’s summary.
2. Research 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 plans for dissemination, publication or presentation.
- 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 5.

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 $5,000 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. 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. Budget items (other than student wages) must be purchased by August 15, 2014. Wages must be allocated by August 28, 2014. No faculty salary is allowed. Unspent funds cannot be carried forward into the next fiscal year.

Applicants must use the budget spreadsheet provided. Round all subtotals to the nearest dollar. Bring this form to the budget meeting with the Grant Coordinator.

Be sure to include any funding external to WTAMU that has been appropriated for the project, whether 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.) Include this information at the bottom of the budget spreadsheet, in the budget justification, and provide documentation of the commitment in the appendix.

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. Overtime will not be paid on this grant. Also, students already on payroll, (graduate assistants, etc.) are not eligible for wages through this grant program. Funds budgeted for student wages cannot later be transferred to another category.
b. Travel

Travel for research, including travel to libraries and research archives, will be considered when integral to the research and appropriately justified. Dissemination activities are not funded. 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. Books will be the property of WT but may be assigned to the faculty member for whom they were purchased.

d. Equipment

This category will include items that retain value after the completion of the project. Equipment funds must be encumbered by June 1, 2014. After the grant period the equipment may be placed in a common location for use by authorized personnel, or it may remain assigned to the faculty member for whom it was originally purchased. Computer hardware and software will not be funded by this grant program, with the possible exception of specialized software.

5. Vitae

A two-page vitae for the PI and each Co-PI should be included. Extra pages will be redacted from the proposal before submission to the Committee.

6. Appendices

Additional information that is pertinent to the proposal such as survey instruments, etc. 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:

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). The Committee member that meets with the applicant is required to sign the proposal.

Current Killgore Research Committee members, while serving on the committee, are not eligible for funding unless they notify the Vice President of Research and Compliance no later than October 15, 2013. The Vice President will remove said member from the Committee for the academic year, replacing him/her with another representative from the same college. At the conclusion of the academic year, said member will return to the Committee for completion of his/her appointed term.
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. To what degree does the proposed project meet the following goals? (10 points)
   a. To discover new knowledge or validate data leading to external proposal development, publication, performance or exhibition appropriate to the applicant’s discipline.
   b. To educate students in the philosophies, techniques and tools of research.
   c. Ability to translate into an externally funded grant proposal.

2. To what degree is the problem/issue/need to be addressed by the proposed project identified and documented? (10 points)

3. Are the proposed objectives clearly stated, specific, and attainable? (10 points)

4. Is the methodology appropriate, clearly defined, and realistic for the time frame of the proposal? (10 points)

5. Is the budget request reasonable and justified? (10 points)

6. To what extent is the PI/Co-PI qualified to complete the proposed project? (10 points)

All applicants will be notified in writing (normally via e-mail) regarding the action taken on their proposal. Those not funded are encouraged to meet with their college’s Killgore Research Committee member within 45-60 days after the funding announcement for a debriefing. The Committee member will be able to provide helpful feedback from the Committee to enhance future proposals.

Additional Requirements and Information for Recipients:

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. Results of the project must be presented to WTAMU faculty and/or students through an event arranged by WTAMU during the year following their grant award. Two copies of the reprints of published articles arising from the grant award should be filed with the Sponsored Research Services office as soon as available. Requisitions are required for all purchases. April Swindell (651-2270) is responsible for all requisitions, and funds cannot be carried forward to the next fiscal year.

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 supplies/equipment to the recipient. 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.

It is expected that the recipient of a grant will submit an external funding proposal within the 12 months following submission of the final report.

Compliance Committees

Research projects requiring compliance committee approval need not be submitted to the respective 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 by
any of these committees 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.

Proposals involving vertebrate animals must have approval from the Institutional Animal Care and Use Committee (IACUC).

A Biohazardous Use Authorization (BUA) is required for laboratory research involving biohazardous materials and for clinical research involving human gene transfer. Obtaining a BUA will help ensure that your research is conducted in compliance with biohazardous materials regulations (e.g., NIH, CDC, OSHA, etc.). Authorization must come from the Institutional Biosafety Committee (IBC).

Responsible Conduct for Research Training

All grant awardees, and all personnel working on the grant, 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.” This is due to April Swindell, KRC 106, no later than August 29, 2014.
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. Vitae (2 pages maximum)
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 – Meet with Grant Coordinator for budget approval
October 31 – Deadline for proposal submissions (5:00 p.m.)
November 13 – Committee deliberations
November 19 – Notification of awards
November – *Before the project can start the Responsible Conduct for Research training must be completed and Compliance Committee approvals received (if needed).
August 29, 2014 – Deadline for Final Report
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 100 hours of labor by undergrad students (2 students, 50 hours each) to assemble the widgets and 100 hours for a graduate student to complete the experiments described in the research narrative. I am requesting $10 per hour for each student.

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.

5. External Funds/In-kind
   Lackluster, Inc. is providing the specially-designed glue for the assembly process, valued at $200.
## 2014 KILLGORE FACULTY RESEARCH PROGRAM
Proposal Budget

### SAMPLE

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**Total (Maximum $5,000)** | **$3,880**

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