

Terry B. Rogers College of Education and Social Sciences Faculty Research Award Application

Faculty Research Award Funds Request Instructions Document



The Terry B. Rogers College of Education and Social Sciences provides *non-competitive* research awards for qualifying faculty to fund their respective research initiatives. These awards are provided to facilitate the research needs of the faculty in the college. The award is intended for a research project *or a subcomponent* of a larger and ongoing research initiative. Moreover, it is designed to serve as a springboard for qualifying faculty to advance their respective research impacts to the Texas Panhandle and beyond. The research awards are intended to serve as an instrument to further the college's regional and world impact, while simultaneously advancing the research agendas of the faculty. The research awards are capped at \$2,000. As a reflection of WT's long term generational plan, WT125, the college's research award is designed to advance WT's goal of becoming a Regional Research University.

The following document is a compilation of proposal, preparation, and award information as applicable to TBRCOESS faculty. While every effort has been made to be as thorough as possible, issues, questions, and or obstacles related to the research award should be directed to the Dean of the TBRCOESS, Dr. Gary Bigham, in person in Old Main 410, by phone at 806-651-2600, or via email at gbigham@wtamu.edu.

TBRCOESS Research Award Goals:

1. To discover new knowledge leading to publication in upper-tiered peer-reviewed journals appropriate to the college faculty's discipline.
2. To discover new knowledge or reinforce practice in the philosophies, techniques, and tools of research as appropriate to the college faculty's discipline.
3. To encourage grant writing leading to potential internal and external funding awards.
[Faculty are strongly encouraged to use the college research award along with Graduate School and Research Internal Grant Programs as a springboard for submitting external funding proposals].

Faculty Eligibility:

All full-time faculty members whose appointment letters include “scholarly activity” as a duty, **excluding those who hold professorships or who have been awarded or have access to significant research funding**, are eligible to apply.

General:

Proposals must be submitted on current forms. Proposals for research awards will be considered on an individual basis by Department Heads and the Associate Dean, to ultimately be awarded by the College Dean.

Final approval of requests is contingent on the availability of funds and is subject to approval of the Dean. The maximum amount allowable for a faculty proposal is **\$2,000**. These funds may be used for student wages (\$1,000 maximum and as appropriate) as well as the purchase of supplies, services, etc., to conduct the research. Faculty wages are not allowed. Travel expenses will be considered only if travel is integral to the collection of data or presentation of results. An award $\leq$ \$2,000 does not result in discretionary funds making up the difference (e.g., an \$1,800 award does not entitle the awardee to \$200 to spend at their discretion). All funds awarded must be applied to the approved research project. Any unused awarded funds remaining on August 1st of the current fiscal year will not carry forward to the next fiscal year. A final report will be due on August 31st.

Proposals are to be emailed to your Dean and copied to your Associate Dean and Department Head. Separate documents attached to the email are acceptable. Completed proposals must be received by the submission due date within the timeline allowed.

Proposal Requirements:

The following items must be included in the request and submitted by the deadline provided within the timeline section of this document:

1. Proposal Cover Page

This document provides a brief overview of the proposal, pertinent information about the applicant, a layperson's summary, and must demonstrate alignment with the WTAMU and TBRCOESS mission statements.

2. Narrative

On the three-page form provided, using ≥ 10 -point font, compose a three-page or less double-spaced research proposal narrative, ending with a timeline of projected activities. The proposed research narrative should be a clear statement of the work to be undertaken. A good proposal will address the evaluation criteria as described in this document.

The following list, as applicable but not limited to, may be used as a guide in writing the narrative:

- What are your objectives for this research and or project?
- What method(s) will/did you use to conduct your research and or project? Include an explanation of why this is the most appropriate method; consider the budgetary and time constraints of this funding period (current academic year) in your explanation.
- Does this project require review by the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), or the Institutional Biosafety Committee (IBC)?
- What is the potential significance of this study to your development and/or to your discipline?
- What are your plans for dissemination, publication, or presentation of your findings?
- What are your plans for utilizing your findings for future instructional and/or intellectual endeavors, including pursuance of external grants as appropriate to the research and/or project?

3. References

Include a relevant and brief list of references.

4. Budget Justification

A brief, written justification of each budget item is required. (See sample justification at the end of these guidelines.)

5. Budget Form (Excel Spreadsheet)

Each proposal must contain a detailed budget prepared to represent the costs of the research. Awards are made in the amount of **\$2,000 or less**. Applicants must use the Excel budget form provided. Round all subtotals to the nearest dollar. Faculty planning to use equipment in a WTAMU lab must arrange a meeting with the PI of the laboratory housing the equipment to discuss the research and get a written statement of support and estimate of any associated costs from PI. The signed statement of support (if necessary) and/or cost estimate is required for the project budget.

a. Student Wages

Approximate the required number of hours necessary to complete the project when student wages are requested. The wages must be justified and must not exceed \$1,000. Also, the hourly wage rate must be

from \$10.00 - \$12.50 per hour, and no more than 15 hours a week can be billed. *Overtime is not an allowable cost.* A fringe rate of 3% of wages is also charged; the budget spreadsheet calculates this automatically. **NOTE: Students already on payroll. (graduate assistants, etc.) are not eligible.** \$10 per employee will be added to the budget to cover background checks. Note: Students are required to take TrainTraq training, and any additional required training as appropriate and assigned, before starting work. **Students who do not complete training within the required timeframe will be terminated and not rehired for the associated project.** Students must be hired by the date listed within the timeline of this document, and complete work by August 1st of the current academic year. Department head approval is required before making any hires.

Foreign students with valid F-1 status are eligible for on-campus employment. No special authorization from the Department of Homeland Security is needed to obtain this type of employment. However, a social security card is required. On-campus employment with these funds is limited to 15 hours per week during the fall and spring semesters. For more information on international student employment, visit [U.S. Immigration and Customs Enforcement](#).

b. Travel

Travel for research, including travel to libraries and research archives, and research conferences where a proposal will be/has been reviewed and accepted, will be considered for funding only when integral to the research and appropriately justified. Funds may be expended for fees and associated travel only if the conference is directly associated with the requestor's scholarly activity and a proposal that will be / has been **peer-reviewed and accepted for presentation**. If a proposal is submitted to a conference for review and is rejected, the budget allocated to that conference will not be reallocated to another budget item. Any requested travel must be for the purpose of gathering data needed for the project, or presenting where a proposal has been accepted. Funding for international travel is contingent not only on the Dean's approval, but also on additional approvals by the President and Board of Regents as per WTAMU Policy 6-13. Given certain types of state appropriated funds are not conducive to international travel, applicants are discouraged from making such requests.

c. Supplies and Services

This category will include items/services that are required for the research and will be consumed during the project or will have no residual value after use. Purchases must be made on an approved college or department ProCard.

d. Chemicals

Chemicals needed for research must be ordered through AR-EHS. Guidance about handling, disposal, etc. should be sought from AR-EHS.

e. Participation Incentives

Funds requested for human subjects participation incentives may be proposed prior to IRB approval. However, funds will only be awarded upon receipt of payment distribution methods that have been approved by the IRB. Compliance is required with strict university-level limitations on payments to non-employees from funds flowing through university accounts.

f. Equipment

This category will include items that retain value after the completion of the project. Many items such as laptops, recording equipment, books, etc. are available for use through the Marmaduke Internet Innovation Center and the Cornette Library. A high level of scrutiny will be applied to equipment requests.

g. Other Considerations

Please note, projects of any nature involving information technology (IT) goods and or services, e.g., software, hardware, cloud computing, cloud storage, vendor software, etc., will need to disclose those related specifics. There are many approval processes related to supplies, services, and or equipment that must be fulfilled across the university prior to distribution of any funds. Approval processes are a function of the dynamics of federal, state, and local laws, and or TAMU System regulations and at times may be somewhat protractive in nature. If there are any questions of an IT nature prior to submission, you may route your inquiries to itsc@wtamu.edu for pre-proposal guidance. Include shipping and any special handling costs in your budget.

6. Faculty Curriculum Vitae

Faculty members should include a current curriculum vitae as part of their respective proposal. The CV does not have to be overly detailed, rather, provide additional depth and context beyond biographical information as to the qualifications of the PI/CI for the proposed project endeavor. The proposed research should be included in the CV as a proposed work in progress or working paper.

7. Appendices

Additional 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.

Compliance Committees

Research projects requiring compliance committee approval (IRB for human subjects and IACUC for animal subjects) need **not** be submitted **prior to proposal submission**; however, approval must be received prior to the start of the funded project.

Additional information regarding the WTAMU IRB may be found on the WTAMU website.

Proposals involving vertebrate animals must have approval from the Institutional Animal Care and Use Committee (IACUC). Additional information regarding the WTAMU IACUC may be found on the WTAMU website.

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). Contact AR-EHS for more information.

Assembly Instructions / Checklist

Please assemble your proposal in the following order:

1. Proposal Cover Pages
2. Narrative (3 pages maximum)
3. References (1 page)
4. Budget Justification (1 page)
5. Budget Form (Excel spreadsheet)
6. Faculty Vitae
7. Appendices (if needed)

Proposals are to be submitted electronically to your Department Head. Applicants are responsible for the electronic submission of their proposal documents; separate documents attached to the same email thread are acceptable. Completed proposals must be received by the submission due date within the timeline allowed.

Timelines

November 1—All requests for the current academic year must be received no later the stated date.

January 31—Student workers should be hired no later than January 31. Before the work can begin, all TrainTraQ, research related training requirements, and any additional required training as appropriate and assigned must be completed, and Compliance Committee approvals received (if needed)

July 15—Last day to order supplies, services, etc.

August 1—Deadline for expending award funds

August 31—Deadline for submitting the final report, poster, and or equipment return

Final Report must include:

- Amount of money awarded vs. amount expended. (Awardee is responsible for any amount that exceeded the awarded amount).
- Short narrative addressing the following questions:
 - How did this award benefit you as a researcher?
 - How did this award benefit students (if applicable)?
 - How did this award benefit the Texas panhandle, state, nation, profession, etc.?
- Evidence of project being included in the annual professional summary.
- Evidence of dissemination of results (presentation, publication, etc.) if applicable.

Sample Budget Justification

Sample

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 - \$1,050

It will take approximately 100 hours of labor by undergrad students (2 students, 50 hours each) to assemble the deliverables to complete the experiments described in the research narrative. I am requesting \$10 per hour for each student plus fringe benefits. \$10 per student is requested for background checks.

1. Travel - \$1,033

One round-trip to, (City & State), will be necessary to analyze murals painted by the local population as no pictures are available via the any sources.

2. Supplies and Services - \$825

As described in the research narrative, 15 products at \$25 each and 15 products costing \$30 each are needed for the experiments to be conducted. Prices are based on quotes from (specific vendor) at the time of the writing of this proposal, and there is no additional cost for shipping.

3. Equipment - \$2,050

The special assembly table has already been constructed by (specific vendor), and it is necessary for the experiments in this proposal.

4. Poster - \$50 for presentation at the WT Faculty or Student Research Conferences.