

Graduate School and Research Internal Research Grants Program

Killgore Faculty Research Grant
President's Undergraduate Student Research Program
Graduate Student Research Program

Proposal Information, Preparation Guidelines, and Award Instructions Document



GRADUATE SCHOOL AND RESEARCH

The Graduate School and Research Internal Research Grants Program provides seasoned as well as aspiring researchers competitive opportunity for funding of their respective research initiatives. Internal research grants are a springboard for faculty and students alike in advancing respective research impacts to the Texas Panhandle and beyond. Internal research grants can also serve as an instrument for increased federal and industry external grant awards to further WTAMU regional and world impact. On average, forty to fifty research recipients are evaluated by expert peers, the Killgore Research Committee, and awarded a respective share of approximately \$250,000 annually with individual awards averaging around \$5,000 for faculty and \$3,500 for students. As a reflection of WT's long term generational plan, WT125, the Internal Research Grants Program ensures a foundation of sharp focus as WT leads the development of a Regional Research University.

The following document is a compilation of proposal, preparation, and award information as applicable to faculty, undergraduate and graduate students. While every effort has been made to be as thorough as possible, issues, questions, and / or obstacles related to the internal research grants program should be directed to the Business and Compliance Coordinator, VPRC/Graduate School, 806-651-2732, or via email: SRSinternalgrants@wtamu.edu.

Killgore Faculty Research Grant Program Goals:

1. To discover new knowledge leading to publication, performance, or exhibition appropriate to the applicant's discipline.
2. To discover new knowledge or reinforce practice in the philosophies, techniques, and tools of research as appropriate to the applicant's discipline.
3. To increase grant writing and administration knowledge leading to potential external funding awards. Recipients are strongly encouraged to use the Graduate School and Research Internal Research Grants Program as a springboard for submitting external funding proposals.

President's Undergraduate and Graduate Student Research Program Goals:

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

Research embodies many different formats as a function of field, discipline, and other factors. The internal grants program encourages inclusivity of principle investigators from all disciplines across the university. These programs are designed to support research and creative activities that have the potential to make a significant impact on society.

Faculty Eligibility:

All full-time faculty members, including those with split appointments, are eligible to apply. A faculty member may submit a proposal individually and as a member of a team; however, please note that the Killgore Research Committee will not normally fund more than one proposal per person per fiscal year. Faculty may only be funded two times in a five-year period, or three times if the faculty have also submitted an external grant. 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.

Student Eligibility:

Any active West Texas A&M University (WTAMU) 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 Faculty Research 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:

As applicable, no course credit is provided by this program. 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. Faculty research projects funded by this grant must be entirely separate and standalone, without any association or connection to a Student Research grant. Faculty intending to involve students in Killgore Faculty Research grants should directly include them in the respective grant applications. 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 faculty proposal is **\$5,000** and **\$3,500** for student proposals respectively. These funds may be used for student wages (\$2,500 maximum and as appropriate) as well as the purchase of supplies, services, etc., to conduct the

research and / or project. Faculty wages are not allowed. Travel expenses may be considered only if travel is integral to the collection of data.

Proposals are to be submitted electronically with all appropriate signatures, to SRSinternalgrants@wtamu.edu. 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 provided below. Should applicants require submission assistance, please contact the Business and Compliance Coordinator, VPRC/Graduate School, 806-651-2732 or SRSinternalgrants@wtamu.edu.

Proposal Requirements:

To be considered for funding, all associated documentation as well as final reports and posters from prior internal grants must be submitted to the Business and Compliance Coordinator, VPRC/Graduate School. Failure to complete required training timelines or other deadlines associated with previous KRC awards may exclude applicants from further proposal awards.

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

1. Proposal Cover Page

This document provides the Committee a brief overview of the proposal, pertinent information about the applicant, necessary signatures, a layperson's summary, and must demonstrate alignment with the WTAMU and WTAMU Graduate School and Research mission statements. A student must also include a letter of support from their faculty advisor.

2. Narrative

- No smaller than 10-point font and within margins provided on the form.
- Extra pages will be redacted.
- **At the end of the narrative, include a timeline of your project 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 items, as applicable and not limited to, may be used as a guide in writing the narrative:

- What are your objectives for this research and / or project? Is this a new direction for you? If not include a discussion of previous work you have done related to this endeavor and / or the history of the idea for the project.
- What is the nature, scope, and design of the artistic activity? Focus on the overall goals and specific objectives.
 - 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.
- What method(s) will 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 grant 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 pursuance of external grants as appropriate to the research and / or project?

3. Bibliography

Include a relevant and brief bibliography.

4. Budget Justification

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

5. Budget Breakdown (Excel Spreadsheet)

Each proposal must contain a detailed budget prepared to represent the costs of the proposed research. Awards are made in the amount of **\$5,000 or less (\$3,500 or less for students)**. While not required, it is suggested that applicants experiencing any budget questions, issues, and / or obstacles, discuss with the Business and Compliance Coordinator, VPRC/Graduate School at 806-651-2732 or SRInternalgrants@wtamu.edu to schedule an appointment or email/discuss by phone. Applicants must use the Budget Breakdown 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. Students planning to use equipment in a WTAMU lab must arrange a meeting with their faculty advisor, as well as the PI of the laboratory housing the equipment (if outside the faculty advisor's lab) to discuss the research.

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 Breakdown, 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 wages must be justified and must not exceed \$2,500. The hourly wage rate is \$12.50 per hour, and no more than 20 hours a week for all student worker positions combined can be billed. Overtime is an unallowable cost on this grant, certain exceptions may apply during work conducted during the summer semesters. A fringe rate of 3% of wages is also charged to the grant; the Budget Breakdown calculates this automatically. NOTE: Students already on payroll and receiving a monthly salary (graduate assistants, etc.) are not eligible for wages through this grant program. \$10 per employee has been 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 grant related work. Students who do not complete training within the required timeframe will be terminated and not rehired for the associated grant project. Students must be hired by the date listed within the timeline of this document provided below, and complete work by July 31st the following calendar year.

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 is limited to 20 total hours per week during the fall and spring semesters. Employment more than 20 hours per week is an unallowable expense on this grant as well as being unlawful during the fall or spring semesters for F-1 status students. 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, will be considered for funding when integral to the research and appropriately justified. This is not intended to be a travel grant, nor pay for travel to and from WT campus locations; any requested travel must be for the purpose of gathering data needed for the project. Funding for international travel is contingent not only on Committee and the

Vice President of Research and Compliance'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 will be consumed during the project or will have no residual value after use. Please note, taxes charged on any item cannot be reimbursed through grant funds.

d. Chemicals

All chemicals and chemical usage for purposes of these grant procedures must be approved by WTAMU AR-EHS personnel. Failure to do so may result in termination of the research grant.

e. Information Technology/Software/Tech Equipment

Many items such as laptops, recording equipment, etc. are available for use through the Marmaduke Internet and Innovation Center (MIIC). Generally, computer hardware and software are not funded by this grant program.

f. Equipment

This category will include items that retain value after the completion of the project. All equipment must be returned to the Business and Compliance Coordinator, VPRC/Graduate School at the end of the project.

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 grant funds. Approval processes are a function of the dynamics of federal, state, and local laws, and / or TAMU System regulation 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. Since posters are required, the cost is included on the Budget Breakdown. Include shipping and any special handling costs in your budget.

6. Faculty Curriculum Vitae / Student Transcripts

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/Co-PI for the proposed project endeavor. Students 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 and / or additional documentation as appropriate.

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.

Additional Requirements and Information for Applicants:

Faculty advisors are to act as mentors to the student applicants as they prepare their proposals. Additionally, applicants may 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 can be found on the WTAMU Intranet). 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 a current Killgore Research Committee member wishes to apply for a faculty grant while serving on the Committee, they must recuse themselves from scoring the faculty proposals and being part of the related deliberations.

Proposal Presentation

All applicants, faculty, and students alike, will be required to make a short presentation to the Killgore Research Committee summarizing the project. The oral summary should clearly and concisely state the project's objectives, the method of study, and the significance of the research.

The Committee will have read the proposal, so a detailed description of the project, handout and / or visual is not necessary. Applicants will have 3 minutes to present their research project, and there will be an additional 3-5 minutes for questions from the Committee. Applicants will be notified by the SRS and / or the Business and Compliance Coordinator, VPRC/Graduate School of their respective presentation date and time.

Criteria for Faculty Proposal Evaluation:

To ensure your proposal receives the maximum scoring potential, use the following evaluation criteria to determine if your proposal satisfactorily addresses the questions used to evaluate 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 learners in the philosophies, techniques and tools of research, and align with WTAMU's mission.
 - c. To encourage grant writing and administration knowledge leading to potential external funding awards. Awardees are strongly encouraged to use the Graduate School and Research Internal Grants Program as a springboard for submitting external funding proposals.
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 within the timeline provided? (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? As applicable, applicants may wish to address these criteria via the bibliography section listed above and with an updated curriculum vitae to be provided within the appropriate section of the proposal. (10 points)

Criteria for Student Proposal Evaluation:

1. Are the project objectives adequately addressed by the proposed activities and aligned with WTAMU's mission (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)

All applicants will be notified in writing (normally via e-mail) regarding the action taken on their proposal. Those not funded may wish 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 and constructive feedback from the Committee to enhance future proposals.

Compliance Committees

Research projects requiring compliance committee approval (IRB for human subjects and IACUC for animal subjects) need not be submitted to the respective committee prior to proposal submission; however, approval must be received prior to the start of the project if awarded. Any questions about whether a particular proposal needs compliance committee approval should be sent to SRSinternalgrants@wtamu.edu with the subject line “compliance approval.”

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 is required to 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.

Additional information regarding the WTAMU IRB may be found on the WTAMU website: <https://www.wtamu.edu/research/compliance-safety-resources/academic-and-research/research-compliance/institutional-review-board/index.html>

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: <https://www.wtamu.edu/research/compliance-safety-resources/academic-and-research/research-compliance/institutional-animal-care-use/index.html>

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.

Final Report, Equipment Return, Poster, Poster Presentation

Upon completion of the project, a Final Report (in Microsoft Word format using the “Final Report Form”) outlining the results of the study along with the Final Report Poster (in Microsoft PowerPoint format) must be submitted in electronic format to the Business and Compliance Coordinator, VPRC/Graduate School, via email: SRSinternalgrants@wtamu.edu. Please submit this report no later than the end of the grant period, August 31st. All equipment must be returned to the Business and Compliance Coordinator, VPRC/Graduate School, KRC 158, by the same date. We encourage all Killgore internal grant recipients to share their research in the annual WT Faculty and Student Research Poster Session and Research Fair as well as other viable outlets.

Outcomes if Grant Requirements are not fulfilled

It is imperative the recipients complete all requirements of the grant, including the Research Skills Development Workshop. 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 or unwilling to meet the deliverables, you should decline the award. Future participation in internal funding opportunities is

dependent upon completion of all requirements.

Assembly Instructions / Checklist

Please assemble your proposal in the following order:

1. Proposal Cover Pages
2. Narrative (3 pages maximum & must include your project timeline)
3. Bibliography (1 page)
4. Budget Justification (1 page)
5. Budget Breakdown (Excel spreadsheet). Please note: Total of Budget Breakdown must equal proposal total.
6. Faculty Vitae / Student Transcripts
7. Appendices (if needed)

All proposal documents are to be submitted electronically *with appropriate signatures*, to SRStinternalgrants@wtamu.edu. Proposal cover pages, narrative, bibliography and Budget Justification should be in Microsoft Word and / or Adobe PDF format. Budget Breakdown should be in Microsoft Excel format. Applicants are responsible for the electronic submission of their proposal documents; separate documents attached to the same email thread are acceptable. Given the fast-paced nature of the research cycle, ***incomplete proposals will not be accepted***. Completed proposals must be received on the submission due date provided in the timeline below. All submission, dates/times, unless otherwise directed, reflect respective end of day, 11:59PM, Canyon, Texas time.



WT Internal Grants Program Timeline

August 14—Initial Call for Proposals

September 6—Deadline for proposal submissions (11:59PM, Canyon, Texas time)

September 18&19—Proposal Presentations scheduled

Week of September 30—Notification of intent to award

Post award and other notes related to timelines: Student workers should be hired no later than March 7th. 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).

March 6—Faculty and Student Poster Session and Research Fair, please plan to be in attendance to observe

March 7—Last day to submit student workers names (if needed)

March 10-14—Spring Break

March 21—Last day to make purchases/pay for services for May graduates (if needed)

April 18—Students final time sheets submitted for May graduates (if needed)

April 25—Equipment to be returned for May graduates and final reports and posters due for May graduates

May 7—Last class day

June 13—Last day to make purchases/pay for services

July 31—Students' final time sheets to be submitted (if needed)

August 31—Equipment to be returned (if needed)

August 31—Final reports and posters due*

*Research/Project and/or other extensions will not be granted

WT Internal Grants Program 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 Breakdown. Maximum total requested is \$5,000 for faculty, and \$3,500 for students.

1. Personnel - \$1,270
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 \$12.50 per hour for each student plus fringe benefits. \$10 per student is requested for background checks.
2. Travel - \$825
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.
3. 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 the based-on quotes from (specific vendor) at the time of the writing of this proposal, and there is no additional cost for shipping.
4. Equipment - \$2,030
The special assembly table to be constructed by (specific vendor), and it is necessary for the experiments in this proposal.
5. Poster - \$50 for presentation at the WT Faculty or Student Research Conferences.
Required deliverable (already built into the Budget Breakdown).
6. External Funds/In-kind - \$200
(Specific Vendor,) is providing the specially designed glue for the assembly process, valued at \$200.