

2020
GRADUATE STUDENT RESEARCH PROGRAM
Traditional Research Track
Proposal Information and Preparation Instructions

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2020 GRADUATE STUDENT RESEARCH PROGRAM

Goals of Student Research Program:

1. To educate the student in the philosophies, techniques, and tools of 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 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:

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. 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 research. Travel expenses may be considered only if travel is integral to the collection of data. **Completed proposals must be delivered to Steve McLean, both in electronic format via smclean@wtamu.edu and as a hard copy with all signatures to Sponsored Research Services, Killgore Research Center Room 176, by 5:00 p.m. on Friday, October 11.**

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, connect the proposal to the WTAMU mission statement, and acquire a letter of support from their faculty advisor.

2. 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.
- **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 listed on page 5.
- Use the following bullet points as a guide in writing the narrative:
 - What are your objectives for this research project?
 - Is this a new research direction for you? If not, include a discussion of previous work you have done related to this project.
 - What method(s) will you use to conduct your research? Include an explanation of why this is the most appropriate method; consider the budgetary and time constraints of this grant in your explanation.
 - What is the potential significance of this study to your development and/or to your discipline?

- 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 are your plans for dissemination, publication, or presentation of your findings?

3. Bibliography

Include a pertinent, one-page 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

Each proposal must contain a detailed 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, Internal Grants Administrator with Sponsored Research Services, **no later than Wednesday, October 9, 2019**, to complete the budget. Please contact Mr. McLean at 651-2983 to schedule an appointment. Applicants must use the budget form provided. Round all subtotals to the nearest dollar. Bring this form to the budget meeting with Mr. McLean. Students planning to use equipment in a WTAMU lab must arrange a meeting with their faculty advisor and the PI of the laboratory housing the equipment (if outside the faculty advisor's lab) to discuss the research and get a written statement of support and estimate of any associated costs from PI. The signed statement of support and cost estimate are required for the project budget.

Grant awards are made by the Committee on the proposal and its budget as submitted. Requests for budgetary changes after the grant is awarded must be sent to Steve McLean (smclean@wtamu.edu) for consideration using the budget change request form provided on the website. If deemed allowable, the request will go to the Vice President of Research and Compliance and/or the Killgore Research Committee for approval. It is certainly not guaranteed that requested budget changes will be approved. For students graduating in May 2020: Budget items (other than wages) must be purchased by April 20, 2020. Wages must be allocated by April 28, 2020. For all other students: Budget items (other than wages) must be purchased by July 31, 2020. Wages must be allocated by August 21, 2020. Unspent funds cannot be encumbered or carried forward into the next fiscal year.

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 cannot exceed \$2,500. Also, the hourly wage rate must be from \$7.25 - \$12.50 per hour, and no more than 20 hours a week can be billed. Overtime is an unallowable cost on this grant. **NOTE: Students already on payroll, (graduate assistants, etc.) are not eligible for wages through this grant program.** \$6 per employee must be added to the budget to cover background checks.

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 hours per week during the fall and spring semesters. Employment in excess of 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

Due to regulations regarding the use of State funds, travel funding on this grant is only possible if the student is employed by the University. If you are not already working for WTAMU, you will need to include hours on the salary portion of the budget. 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. Funding for international travel is contingent not only on Committee and the Vice President of Research and Compliance's approval, but on additional approvals by the President and Board of Regents as per [System Policy 6-13](#). International travel funding requests are discouraged.

c. Supplies and Services

This category will include items/services that will be consumed during the course of the project or will have no residual value after use. Many Amazon vendors will not honor WTAMU's tax exempt status, so we strongly discourage using Amazon quotes for budgeting purposes because we may not be able to make the purchase from that vendor. Taxes charged on any item cannot be reimbursed through grant funds. **NOTE: Gift cards may not be used as a form of payment or incentive for participants.**

d. Equipment

This category will include items that retain value after the completion of the project. Many items such as laptops, recording equipment, etc. are available for use through the library. Generally, computer hardware and software are not funded by this grant program. All equipment must be returned to Richard Smith at the end of the project.

e. Other Considerations

Since posters are required, they must be included on the budget; an average cost is included on the budget form. Publication costs are not allowable. Be sure to include shipping costs in your budget if applicable.

6. 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.

7. 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 and faculty advisors 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 research. 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 (15 copies). 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 Mr. McLean.

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 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. Do the student's proposal and presentation before the Committee indicate they are well-prepared to pursue this project? (10 points)

Additional Requirements and Information for Recipients:

"Responsible Conduct for Research" and Other Training

All grant recipients and all personnel working on the grant are required to complete Responsible Conduct for Research training online and attend the Research Skills Development Workshop Friday, November 8. WTAMU uses the Collaborative Institutional Training Initiative (CITI) training materials, which are available at <https://www.citiprogram.org>. Grant recipients must contact Richard Smith (651-2740); he will review your project and decide what training is required. ***Before your grant funds can be released or you can start your project, all required training must be completed!*** The completed certificate should be brought to Richard Smith, KRC 184A. Recipients' attendance at the Researcher Skills Development Workshop is required to gain a better understanding of the details, requirements and timing associated with administering the research project.

Stay in Contact

On the first day of every month, awardees will be expected to email Steve McLean with a general update in regards to the status of their project. Please note that for security purposes, ALL correspondence must come from your @wtamu.edu email account. Please Cc your advisor on this correspondence.

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 needs compliance committee approval should be referred to Richard Smith, KRC 184A, by phone at 651-2740 or by email at rsmith@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 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.

Grant Purchases

Requisitions are required for all purchases, and Richard Smith (651-2740) is responsible for all requisitions; do **not** order supplies for yourself or purchase and then ask for reimbursement. Again, budget *changes* must go first to Steve McLean for

consideration (see the Budget section in the guidelines). Funds must be expended according to the published schedule and cannot be encumbered or carried forward to the next fiscal year.

Publications, Presentations, and Posters

West Texas A&M University and the Graduate Student Research Program 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. A poster presentation is required at the Student Research Poster Session held in early fall. Two copies of the reprints of published articles arising from the grant award must be filed with the Sponsored Research Services office as soon as available.

Final Report, Poster, and Equipment Return

Upon completion of the project, a Final Report outlining the results of the study must be submitted in electronic Word format (using the "Final Report Form") to Steve McLean, smclean@wtamu.edu. Posters (PowerPoint version) should be sent along with the Final Report. Equipment is to be returned to Richard Smith, KRC 184A. For students graduating in May 2020, **all are due no later than April 30, 2020**. For all other students, **all are due no later than August 31, 2020**.

Consequences if Grant Requirements are not met

It is imperative that recipients complete all requirements of the grant, including the Researcher 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.

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GRADUATE STUDENT RESEARCH PROGRAM
Assembly Instructions & Timeline

Assembly Instructions / Checklist

Please assemble your proposal in the following order:

1. Proposal Cover Pages
2. 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, both an electronic copy and an unstapled signed hard copy, to Steve McLean, smclean@wtamu.edu, Sponsored Research Services, Killgore Research Center 176, before the deadline. Proposal cover pages, narrative, bibliography and budget justification should be in Word format.

Timeline

October 9 – Deadline for meeting with Mr. McLean for budget approval

October 11 – Deadline for proposal submissions (5:00 p.m.)

October 23 – Project presentations before Committee (date and specific time will be assigned)

October 28 – Committee deliberations

October 31 – Notification of intent to award

November 8 – Researcher Skills Development Workshop

November – *Before the project can start, all training requirements must be completed and Compliance Committee approvals received (if needed).

April 20, 2020 – Last day for May graduates to order supplies

April 28, 2020 – Last day for May graduates to allocate wages

April 30, 2020 – Deadline for final report, poster, and equipment return for May graduates

July 31, 2020 – Last day to order supplies

August 21, 2020 – Last day to allocate wages

August 31, 2020 – Deadline for submitting the final report, poster, and equipment return

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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: \$1,356

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 + \$6.00 background check fee.

2. Travel: \$55

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: \$825

As described in the research narrative, 15 widgets at \$25 each and 15 thingamabobs costing \$30 each 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: \$1,050

The special assembly table has already been constructed by Clarence Goober, and it is necessary for the experiments in this proposal. Additionally, a request of \$50 is for printing the required poster.

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Proposal Budget

Personnel		
<i>NOTE: Students already on payroll are not eligible for wages through this grant program.</i>		
\$6 per employee - background check	\$6.00	
Amount per hour (\$12.50 maximum)	\$9.00	
Total hours for project	150	
Total Personnel (Maximum \$2,500)		\$1,356
Travel		
<i>NOTE: You must be a WTAMU employee to receive travel reimbursement.</i>		
Mileage reimbursement	\$55.00	
Airfare/car rental	\$0.00	
Hotel/meals	\$0.00	
Other (Parking)	\$0.00	
Total Travel		\$55
Supplies and Services (Itemize and add entries as needed)		
Item/Service		
Price each	\$25.00	
Number needed	15	
Subtotal		\$375
Item/Service		
Price each	\$30.00	
Number needed	15	
Subtotal		\$450
Total Supplies and Services		\$825
Equipment (Itemize and add entries as needed)		
Item	Required Poster	
Price Each	\$50.00	
Number Needed	1	
Subtotal		\$50
Item		
Price Each	\$1,000.00	
Number Needed	1	
Subtotal		\$1,000
Total Equipment		\$1,050
Total (Maximum \$3,500)		\$3,286