2020
KILLGORE FACULTY RESEARCH PROGRAM
Traditional Research Track
Proposal Information and Preparation Instructions

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2020
KILLGORE FACULTY RESEARCH PROGRAM

Program Goals:

1. To discover new knowledge leading to publication, performance, or exhibition appropriate to the applicant's discipline.
2. To educate 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. Faculty wages are not allowed. 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, all final reports and posters from prior internal grants must be turned in to Steve McLean (see page 6). The following items must be included in the proposal and turned in by the deadline:

   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 mission statement.

   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 4.

   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 **$5,000 or less**. All applicants are required to meet with Steve McLean, Internal Grant Administrator with Sponsored Research Services, **no later than Wednesday, October 9,** 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. 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 and cost estimate is 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. _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**.

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 - $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.** Funds budgeted for student wages cannot later be transferred to another category. $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

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 WTAMU 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: <u>Gift cards may not be used as a form of payment or incentive for participants.</u>**

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. Vitae

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

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:

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. 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. They will still score the student proposals, participate in the student presentations, and participate in those deliberations.

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, and align with WTAMU's mission.
    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:

"Responsible Conduct for Research" and Other Training

All grant recipients, 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. 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.

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 rcsmith@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.

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).

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, Posters, and More

West Texas A&M University and the Killgore Faculty 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 Faculty Research Poster Session held in early spring. Two copies of the reprints of published articles, the program of exhibitions of original works of art, concerts of original musical compositions, or original musical compositions arising from the grant award should be filed with the Sponsored Research Services office as soon as available.

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. You may not apply for Killgore Faculty Research grant funding again until this expectation is met.

Final Report, Equipment Return, and Poster

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. **Please submit this report no later than August 31, 2020.** All equipment must be returned to Richard Smith, KRC 184A, by the same date.

Posters (PowerPoint version) should be sent along with the Final Report if ready, but if extra time is needed to complete data analysis, the poster can be turned in later. The annual Faculty Research Poster Session is in the spring semester, so please submit the poster **no later than January 31, 2021**, so we can order the poster for you.

2020
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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. Vitae (2 pages maximum)
7. Appendices (if needed)

Submit this information, both an electronic copy and an unstapled hard copy, to Steve McLean, smclean@wtamu.edu, Internal Grants Administrator, 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 Internal Grants Administrator for budget approval

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

October 28 – Committee deliberations

October 31 – Notification of intent to award

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

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 - $2,018

      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. $6 per student is requested for background checks.

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. $50 is requested for printing the required poster.

5. External Funds/In-kind - $200

      Lackluster, Inc. is providing the specially-designed glue for the assembly process, valued at $200.

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Proposal Budget

Personnel		
$6 per employee - background check		$18
# of Undergrad Students	2	
Amount per hour ($12.50 maximum)	$10.00	
Total hours (per student) for project	50	
Subtotal		$1,000
# of Grad Students	1	
Amount per hour ($12.50 maximum)	$10.00	
Total hours (per student) for project	100	
Subtotal		$1,000
Total Personnel (Maximum $2,500)		**$2,018**
Travel		
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 $5,000)		**$3,948**
External Funds/In-kind		**$200**