

# **WSU Spokane Faculty Seed Grant Program 2012 Competition**

## **Application Guidelines**

### ***Purpose***

The central purpose of the WSU Spokane Faculty Seed Grant Program is to support the development of faculty research and scholarship by funding projects that have a high potential to result in publications, professional presentations, and extramural funding. Funding may be requested for research and scholarship broadly defined. The review process and critiques are intended to be both evaluative and instructive.

### ***Eligibility***

All Spokane WSU faculty (tenure track, clinical, research professors) embarking on a previously unfunded research project are eligible to apply. Faculty members at the Assistant Professor level are given priority, but funds will also be available to faculty (all ranks) developing new lines of investigation. Funding priority is given to faculty from Colleges that have contributed funds to the seed grant program and to those faculty members who have not received any WSU seed grants funding in the past 3 years.

### ***Types of Support***

Funding is not allowed for the following items: Classified staff salaries, benefits, publication of manuscripts, supplemental awards to existing projects, and/or conference support. Support will be considered for items such as, but not limited to: supplies, non-capital equipment, personal computers for field data collection, software, domestic and international travel, and field data collection. Also permitted are funding for advanced training or specialty education, consultant fees, faculty salary support for one summer month, graduate student summer tuition, time-slip, and student supplies. A request for postdoctoral fellow and resident support requires strong justification that explains how the funding will continue a line of research by the faculty member following the trainee's period of education. A budget justification is required to explain how the requested items will contribute to achieving the purpose(s) of the project.

### ***Funding Level, Terms, and Conditions of Support***

The maximum individual award is \$7,500. The review panel may recommend awards for amounts less than requested depending on reviewers' evaluation of the fit between the specific aims, overall merit of the proposed study, and budget justification.

Funding begins September 1, 2012 and projects are to be completed by August 31, 2013. A request for a one-time limited extension is required in writing by August 1, 2013; however, extensions are discouraged and will only be granted due to extraordinary and unforeseen circumstances. The seed grant award may be withdrawn if the applicant receives funding for the same project from another internal or extramural funding source. It is expected that awardees will submit within 6 months after the completion of the project an extramural grant,

papers(s) for publication, and /or conference presentation(s). Awardees will also be required to complete follow-up reports will document any publications, presentations, exhibitions, media coverage, sales or marketing projects, lay publications, grants or other accomplishments that resulted from the Faculty Seed Grant Award. Recipients will be expected to give a presentation of their findings at a WSU research seminar.

### ***Review Process and Announcement of Awards***

The proposals will be evaluated by a peer review panel convened by the Vice Chancellor for Research at WSU Spokane. Each grant will be reviewed by selected faculty members whose expertise is consistent with the area of the application. Applications will be returned to applicants without undergoing peer review if they do not follow the guidelines for submission. The Vice Chancellor for Research at WSU Spokane will collate the recommendations of all reviewers. The list of recommended award recipients will be given to the Chancellor of WSU

The narrative language of the proposal must be directed to an educated lay audience, e.g., a faculty member or reader with a different research or educational specialty. The reviewers will evaluate the proposal's originality, significance, clarity of specific aims, critical review of literature, selection of appropriate design; feasibility of accomplishing the specific aims within one-year, analysis plan, availability of adequate facilities and research participants, appropriateness of the budget and justification, and fit of the project with the purpose of the seed grant program. Those projects that are evaluated as representing the beginning of a solid, significant, long-term program of research or scholarship and that have the potential for generating external funding or other scholarly outcomes will be given highest priority.

### ***Submissions and Deadlines for All WSU Faculty***

**Electronic Copy Deadline: Thursday, June 29, 2012  
5:00 p.m.**

**One electronic copy of the application in PDF format should be uploaded into the eREX form and submitted as an email attachment to Deb Cox [dkcox@wsu.edu](mailto:dkcox@wsu.edu) by the deadline date and time. Receipt of your application will be acknowledged. The eREX is available at <http://www.oqrd.wsu.edu/forms>.**

#### **Final Reports Due by October 1, 2013**

**A final scientific report and a budget report must be submitted by October 1, 2013 to Deborah Cox at [dkcox@wsu.edu](mailto:dkcox@wsu.edu). The forms for both reports will be included in the packet of award materials.**

# WSU Spokane Faculty Seed Grant Program 2012 Competition

## *Application Guidelines*

The instructions and the attached forms for the WSU Faculty Seed Grant application are intended to assist you in preparing your proposal. In general, be brief, but explicit. *All applications will be screened prior to review. Those that are incomplete or do not follow the provided guidelines will be returned without further review.*

### *Application Checklist*

12-point font size only, Times New Roman or Arial, single-spaced.

\*\*\*\*At the time of electronic submission of the application, a required, completed hard copy of the OGRD eREX form with all required signatures and credit divisions must be received (intercampus mail is acceptable). A late eREX form may jeopardize the review of your application. The eREX is available at <http://www.ogrd.wsu.edu/forms.asp>.\*\*\*\*

1. General Information, Title and Cover Sheet (use the page provided)
2. Non-Technical Abstract (use the page provided)
3. Proposal Narrative (no more than five single-spaced pages for sections a-f)
  - a. Background
  - b. Objectives and Significance
  - c. Procedure and Feasibility
  - d. Statistical analysis plan to answer each specific aim or hypothesis
  - e. Facilities and Resources
  - f. Timeline
4. Attachments
  - a. References (use the page provided plus two additional pages as needed)
  - b. Biographical Sketch (use the page provided plus one additional page as needed)
  - c. Budget and Justification (use the page provided and one additional page for the justification)
  - d. Current, Pending and Past Support (use page provided plus one additional page as needed)
  - e. Assurances and University Commitments, if applicable

## Format and Preparation

### PART I: Title, Cover Letter, and General Information

Use the pages provided. Project title should be brief, but descriptive. Also, include a short title limited to 30 characters for computer abbreviation. You may suggest appropriate reviewers for your proposal in the cover letter.

### PART II: Non-Technical Abstract

Use the page provided. The abstract should be succinct, using plain language, explaining what you want to do and how you will do it. The abstract must be in lay terminology so it can be disseminated as written by the WSU communication's staff.

### PART III: Proposal Narrative

The narrative section consists of 7 sections. Proposals with narratives longer than five single-spaced pages will not be accepted. Direct the narrative to an educated lay audience (e.g., a faculty member or reader with a different specialty). Title each section as follows:

1. **Background.** A. extensive review of the literature is not required; however, about one-page of the narrative section should provide a critical review of what is known and not known about your topic. Provide citations in APA 5<sup>th</sup> or 6<sup>th</sup> edition format. Explain the problem or project to be pursued and the expected outcome. What special talents, training or ability do you bring to the resolution of your project or the solution of the problem? Discuss any relationship with other WSU programs or faculty. Applicants in year two or three of their appointments should indicate what efforts they have initiated toward research, scholarly, or artistic activities appropriate to their discipline. What is the relation of the study to additional research, creative, and/or scholarly activity you intend to pursue?
2. **Objectives and Significance.** This section should be an explicit statement of the demonstration aims, research questions, specific aims, or hypotheses to be tested. Define the significance of the proposed project to a lay audience.
3. **Design and Procedure.** Identify the design, sample, and method/procedures. Give enough detail to indicate the appropriateness of the suggested approach to each question, aim, or hypothesis. Show that your design and procedures are appropriate and adequate to accomplish your aims.
4. **Statistical Analysis Plan.** The plan should address the approach to the analysis or formal evaluation of each hypothesis, specific aim, or research question. The analysis of qualitative data must be explained fully. A power analysis is needed to justify the sample size if you are conducting a randomized controlled trial or group comparison study.
5. **Facilities and Resources.** Specify the facilities to be used. List existing major equipment and/or computers to be used noting the location and pertinent capabilities of each. Provide any information describing other resources available for the project including available support services and any key personnel.
6. **Timeline.** Identify a monthly "schedule of events" for the project.
7. **Future Funding Strategy.** Describe the strategy you will pursue to solicit future external funding for this project. Indicate what sources of funding you will seek, e.g., name of federal agencies, type of award mechanism (R15, R03, R21, R01, etc.), foundations, corporations, or private donors.

## PART IV: Attachments

1. **References** Use APA 5<sup>th</sup> or 6<sup>th</sup> edition format on the page provided plus two additional pages as needed.
2. **Biographical Sketch** Use the page provided plus one additional page as needed for the Principal Investigator and other Co-Investigators, if applicable. Include no more than five recent publications. You may attach your NIH biosketch as long as it is shortened to not exceed two pages.
3. **Budget** Use the page provided. Contact Deborah Cox, Grants and Contracts Manager (358-7576) in the WSU Spokane Office of Research, or your department financial/budget manager if you need assistance in preparing the budget. **The finance officer of your College, department, or unit must sign the budget page or else the grant will not be reviewed.**

Object 00 (Salaries). Specify the rate of pay and the specific time period. The relevant category would be faculty support for one summer month in 2012. Do not incorporate benefit charges.

Object 01 (Wages). Specify hours and rate of pay, and if employee will be a non-student or student (indicate if undergraduate or graduate student). Do not incorporate benefit charges.

Object 02 (Personal Services Contracts). Specify the person(s) and the amount to be paid.

Object 03 (Goods and Services). Contact the responsible personnel for cost estimates of services. Itemize by major items. The review panel looks with disapproval at requests for funding “miscellaneous” goods and services.

Object 04 (Travel). Domestic and international travel for field work to collect data, receive training or for educational purposes. Check with a University approved travel agent for the most cost-effective travel to applicants’ destination.

Object 16 (Non-capital Equipment). The applicant’s chair or director must certify that the equipment to be purchased is not already available for use on this project. Major (capital) equipment items (\$5,000 or more) are not supported. Personal computers may be purchased for field data collection or other special applications other than general office use.

Justification. Attach an additional page for budget justification. All requested budget items must be accompanied with a strong justification of how they will contribute to successful completion of the project.

### 4. Assurances and University Commitments

Government compliances, use of central services, project location and facilities. If needed, an additional page may be included. A copy of the approval letter for using human or animal subjects must be submitted to the Vice Chancellor for Research WSU Spokane prior to the release of any awarded funds on September 1, 2012. The time-line for the project will not be extended due to late IRB or animal use approval.

### 5. Current, Pending and Past Support - include any previous WSU Seed Grants

Use the page provided. If needed, an additional page may be included.

**WSU Spokane Faculty Seed Grant Program  
2012 Competition**

*Cover Sheet*

Principal Investigator \_\_\_\_\_ Position Title or Rank \_\_\_\_\_

WSU Identification No \_\_\_\_\_ Initial WSU Appointment Date \_\_\_\_\_

Phone No \_\_\_\_\_ Fax No \_\_\_\_\_ E-mail Address \_\_\_\_\_

Department/School \_\_\_\_\_ Zip Code \_\_\_\_\_

Chair/Director's Name \_\_\_\_\_ E-mail Address \_\_\_\_\_

Appropriate Dean's Name \_\_\_\_\_ E-mail Address \_\_\_\_\_

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**PART I: General Information**

Project Title \_\_\_\_\_

Short Title for Computer Abbreviation (30 Characters) \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

Period of Support Requested September 1, 2012 to August 31, 2013

\_\_\_\_\_  
\_\_\_\_\_

**Lists names, departments of all key personnel:**

**Names, departments of any suggested reviewers for your application:**

**PART II      Non-Technical Abstract**

Use this one page. The abstract should be succinct, using plain language, explaining what you want to do and how you will do it.

### **Part III: Proposal Narrative**

Five single-spaced pages. Direct the narrative to an educated lay audience, i.e., a faculty member or reader with a different specialty. Title each section and address the criteria as indicated in Part III of the application guidelines.

1. *Background.*
2. *Objectives and Significance.*
3. *Design and Procedure.*
4. *Statistical Analysis Plan.*
5. *Facilities and Resources.*
6. *Timeline.*
7. *Future Funding Strategy.*

**PART IV: Attachments**

**1. References.** Use this page provided plus two additional pages as needed in APA 5<sup>th</sup> or 6<sup>th</sup> edition format.

**2. Biographical Sketch.**

Use this page provided plus one additional page as needed.

**Principal Investigator** \_\_\_\_\_ **Position Title or Rank** \_\_\_\_\_

**Department/School** \_\_\_\_\_ **Initial WSU Appointment Date** \_\_\_\_\_

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**EDUCATION/TRAINING**

(Begin with baccalaureate, other initial professional education and include postdoctoral training.)

<b>INSTITUTION AND LOCATION</b>	<b>DEGREE(s)</b>	<b>YEAR(s)</b>	<b>FIELD OF STUDY</b>

**RESEARCH, CREATIVE AND PROFESSIONAL EXPERIENCE:** Indicate, in chronological order, previous employment, experience, and honors. Include current professional memberships. List no more than five recent publications or other visible productivity pertinent to this application.

### 3. Budget

Contact Deborah Cox (358-7576) or your department financial/budget manager if you need assistance in preparing the budget. Refer to the Application Instructions to complete this section.

Budget/Objects	Amount	Description of Budget Item
00 Salaries (Do <u>not</u> include employee benefits)		
Object 00 Total		
01 Wages		
Object 01 Total		
02 Personal Services Contracts		
Object 02 Total		
03 Supplies/Services		
Object 03 Total		
04 Travel		
Object 04 Total		
16 Non-capital Equipment		
Object 16 Total		
REQUESTED TOTAL		

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Signature of finance/budget manager

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Date

**BUDGET JUSTIFICATION: \*Attach an additional page for budget justification. All requested budget items must be accompanied with a strong justification of how they will contribute to successful completion of the project.**

#### 4. Assurances and University Commitments

1. **Assurances:** The proposals must be reviewed by the appropriate University committee for human subjects, biosafety and animal subjects considerations. Forms can be downloaded from the Office of Research Assurances Institutional Review Board website (<http://www.irb.wsu.edu/forms.asp>).

a. Will human subjects be involved? Yes  No   
If so, complete and forward Memo No. 4 for the Human Subjects IRB to OGRD

b. Will recombinant DNA, carcinogens, mutagens or infectious diseases be involved? Yes  No   
If so, forward a completed MUA for the Biosafety Committee to OGRD

c. Will animals be involved? Yes  No   
If so, complete and forward the Animal Subjects Approval Form to the LARC

#### **University Commitments:**

a. Will a centralized service(s) be required for this project? Yes  No   
If so, indicate the facility(ies): \_\_\_\_\_

b. Has space been identified where this project will be conducted? Yes  No   
If so, indicate the building and room: \_\_\_\_\_

c. Will the project be conducted off campus? Yes  No   
If so, indicate the location: \_\_\_\_\_

d. Is more than one department, school, college, or branch campus involved in the project? Yes  No   
If so, indicate the units involved and principal investigator(s) or collaborators at other sites  
\_\_\_\_\_

**5. Current, Pending and Past Support**

1. Give dates, project numbers and amounts of all other internal WSU or other institutional support (exclude start-up funds) you have received in the last three years.

\_\_\_\_\_

2. Indicate agencies to which you have applied for extramural support in the last three years.

\_\_\_\_\_

3. Indicate the awards of any extramural support you have received. Include the agency, title, amount and time period.

\_\_\_\_\_

4. Has extramural support been solicited by you or a colleague for this project? Yes  No   
If so, where? \_\_\_\_\_

What is the status of this request(s)? \_\_\_\_\_

If a request has not been submitted, will it? Yes  No

5. Do you intend to publish or in other ways make public the results of this project? Yes  No   
If so, to what periodicals or to what venues do you intend to submit relevant project outcomes?

\_\_\_\_\_

By signing below, I confirm that the information provided in this application is accurate. If funded, I agree to conduct the project in accordance with the terms and conditions of the award, submit a proposal to an extramural funding source within 18 months after the funding period begins, and to present the findings of the study to the Spokane research and health sciences community.

\_\_\_\_\_  
Principal Investigator's Signature

\_\_\_\_\_  
Date

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