



## UNIVERSITY RESEARCH/CREATIVE PROJECTS AWARD (URCA)

### Award Dates:

**Round 2 (FY19): Dec. 1, 2018 – Dec. 31, 2019**

**Established and New Categories**

**Due 5:00 PM – October 5, 2018**

### **GENERAL:**

- URCA's are to retool or reestablish productive research/creative projects agenda. In areas where external funding is available, the URCA may be used as seed money to develop pilot data.
- Areas where access to external sources is limited may receive special consideration.
- Grants may be for up to \$4,500 awarded in two separate competitions: New - tenure-eligible faculty in their first or second year of probation to initiate research/creative projects, and Established - tenured faculty or probationary faculty in their 3rd (or more) year of probation.
- Applicants MUST follow all instructions and should prepare their application using plain language. Remember reviewers may not be experts in your subject area.

### **ELIGIBILITY:**

- Full time current tenured, tenure eligible and probationary faculty members of WSU are eligible. Distinguished and endowed professors, as well as temporary and visiting faculty, are ineligible.
- A faculty member may only participate on one application as a PI or Co-PI in any round of funding
- A faculty member may receive only one of the following in a fiscal year: an URCA, an Award for Research/Creative Projects in Summer (ARCS), or a Multidisciplinary Research Project Award (MURPA).
- Faculty receiving URCA awards are ineligible in this competition for the following three years. If you receive an URCA this year, you will not be eligible to receive one until FY22.

### **ALLOWABLE COSTS:**

- Costs up to \$4,500 for salary and fringes of student/technical assistants, supplies, travel, equipment, duplication and communication.
- Fees for health services provided to subjects involved in medical research (if the subject is part of the research/creative project plan) are acceptable.
- Each item should be explained clearly; the roles of student/technical assistants must be clearly defined.

- Costs **not** allowed include: faculty salaries and fringes; materials readily available from the department; travel to present findings; course development; text book writing or typing; page review, and reprint charges; dissertation preparation; food/catering service; gift certificates/cards.
- Allowable costs must be incurred and processed during the grant period: Dec. 1, 2018 – Dec. 31, 2019. Extensions will NOT be granted.

#### **CRITERIA FOR EVALUATION:**

- Soundness and significance of the proposed research/creative project
- Validity of approach or methodology,
- Qualifications of applicant,
- Adequacy of resources and,
- Adherence to allowable costs

#### **AWARDS:**

- Awards are made by the Vice President for Research and Technology Transfer based on recommendations of the Faculty Support Committee and are subject to availability of funds.
- Awards will be announced late November to be effective no earlier than December 1, 2018.
- **Due to the nature of the funds, NO extensions will be allowed.**

#### **FINAL REPORT:**

- A final report with all data/manuscript(s)/product(s) generated is due in Office of Research and Technology Transfer within 90 days of your project's end date.
- The filing of the report is a precondition to any future award.
- Please reference your grant number when submitting and send electronically to [proposals@wichita.edu](mailto:proposals@wichita.edu)

#### **DEADLINES:**

- Fully completed applications should be returned to Karen Davis, Office of Research and Technology Transfer (RTT) either electronically to [proposals@wichita.edu](mailto:proposals@wichita.edu) or hardcopy to Campus Box 7 no later than **5:00 p.m. on October 5, 2018**. Electronic applications should be submitted as one document either in Microsoft Word or as a PDF. Hardcopy applications must be single-sided. If you need help assembling your submission into one document, please work with a member of the Pre-Award Team **prior** to submission. **Incomplete or late applications will not be reviewed.**

## WHAT TO SUBMIT

Applications should use the section headings below in the order listed and be assembled as a single document. If you need help creating a single document, contact [proposals@wichita.edu](mailto:proposals@wichita.edu) PRIOR to the deadline. **Incomplete or late applications will not be reviewed.**

### PROJECT APPLICATION FORM

- Complete and return the Project Application form as part of your submission. Please note that this form includes endorsements from the Chair and Dean. It is the responsibility of the PI to collect signatures and ensure an on-time submission.

### PROJECT DESCRIPTION –

- The text needs to include enough detail about the project so that reviewers can assess the quality, feasibility and significance of the project. Proposals should also be written in **plain language**. The project description is **limited to 5 pages excluding references**. Any page(s) exceeding the limitation will be removed before circulation to the reviewers.
  - Abstract. Provide a brief narrative in non-technical language describing the project, overall goals and specific objectives, and the approach/methodology to be employed.
  - Background. Present the project to be addressed and the importance of the proposed project.
  - Methodology/approach.
    - Provide both a description of and a justification for the project.
    - For research projects, this might include design, sample size, measurement techniques, instrumentation and data analysis. For creative projects, this might include an outline of the project, a sample of the material, a description of the plot and main characters, or evidence that the project reflects aesthetic investigation, e.g., slides, audio or videotape, written description.
    - Include a timetable for accomplishing specific tasks.
    - If student assistance is required, clearly delineate the activities of the faculty investigator and student.
  - Significance.
    - For research projects, describe the expected outcomes and their impact on current understanding, knowledge or practice. For creative projects, describe the significance of the project both to a particular field and to the arts and humanities in general; include relevant information on galleries, events, judges, juries, etc. For either type of project, describe how the project contributes to the applicant's professional development as a scholar.
  - Adequacy of resources.
    - Describe relevant experience, and what space, facilities and equipment are available.
    - Provide evidence for access to facilities elsewhere if necessary to carry out the proposed research/creative project.
    - For artistic endeavors, include information on galleries, events, judges/juries, etc.
  - Planned proposal development. Indicate funding agencies identified for proposal submission upon completion of this project and include a time schedule.

## **CURRICULUM VITAE/BIOSKETCH –**

- Limited to **2** pages.
- Include date and institution of terminal degree, publications, and/or creative projects within the past 10 years (in print or accepted).
- The vitae must delineate the applicant's role in multi-authored citations (e.g., primary author, secondary author, principal investigator, co-principal investigator, data collection, data analysis, director, choreographer, etc.). As there are different ways of interpreting authorship order across disciplines, you **must** indicate your role on all publications listed or state the significance of author order for your discipline. Failure to include this information may result in your application being deemed non-compliant.
- Any page(s) exceeding the limitation will be removed before circulation to the reviewers.

## **BUDGET –**

- Submit a **detailed** budget with an explanation justifying the amount requested under each category. See "Allowable Costs".
- Budget and justification of costs should be on a **separate page** from the Project Description and is not included in the page limit.
- If Student or Technical Assistant salaries are budgeted, the appropriate Fringes must also be budgeted.
- Please see the Rate Sheet on the RTT website when developing your budget. Applicants are encouraged to contact the Pre-Award Team in the Office of Research and Technology Transfer for assistance in preparing their budget at 316-978-3285 or email proposals@wichita.edu.
- The cost of animal care, costs of disposal of radioactive wastes and hazardous wastes/biohazards must be included in the budget.

## **ALLOWABLE COSTS:**

- Costs up to \$4,500 for salary and fringes of student/technical assistants, supplies, travel, equipment, duplication and communication.
- Fees for health services provided to subjects involved in medical research (if the subject is part of the research/creative project plan) are acceptable
- Each item should be explained clearly; the roles of student/technical assistants must be clearly defined.
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- Allowable costs must be incurred and processed during the grant period: December 1, 2018 – December 30, 2019.

## **OTHER DOCUMENTS**

- If you have previously received an URCA, MURPA or ARC you are **required** to include a copy of your most recent final report.
- Other support documents may be included as appropriate.

**Failure to follow ALL application instructions will result in your application not being reviewed/considered for funding.**