**This application is specifically for Academic Year 2022-2023.**

**Previous versions of this application will not be accepted.**

**Handwritten applications will not be accepted.**



Small Research Grant Guidelines

**(Maximum Award -- $3,000)**

**Research to be conducted during Academic Year July 1, 2022 – June 30, 2023**

These guidelines are to help clarify the application instructions detailed in the *Faculty Handbook* and to give insight into the decision-making process of the Research Committee. Not all of these guidelines will apply to every grant request, and there may be information unique to a request that should be included in the application. **Provide sufficient justification and information to avoid a delay in the approval of your application.**

**PURPOSE AND FUNCTION** (Excerpted from the *Faculty Handbook*)

The purpose of the Committee is to allocate funds for the support of scholarly activities of the **full-time faculty** of Washburn University. In this capacity, the Committee will review requests for funds to cover all reasonable expenses associated with scholarly activities.

1. Scholarly activity refers to original research that results in the advancement of the arts, humanities, sciences, social sciences, or professions.
2. Reasonable expenses may include the following types of items: reassigned time, travel, equipment\*, materials, supplies, services, and a variety of publication costs including the purchase of reprints. *\*Note: Equipment purchased with grant funds remains the property of Washburn University.*
3. The Committee will not review requests for the support of graduate course work or dissertation research, for the development of new courses or course materials, or for expenses augmenting Sweet Sabbatical funds.

**APPLICATION AND EVALUATION PROCEDURE**

The Research Committee evaluates Small Research Grant proposals **twice** during the academic year. In order for the committee to fairly evaluate proposals for disbursement of grant funds, faculty are encouraged to submit proposals **by the appropriate deadline** for the following academic year. The committee will meet to evaluate Major Research Grant proposals for the following spring semester, and will review proposals requesting current academic year funds for Small Research Grant proposals, if available. The proposed research or scholarly activity should be started no later than January 1 of the approval year so a report of progress made can be submitted no later than the last date of the fiscal year of the grant award.

**REQUEST FOR SUPPORT OF A PROJECT**

Provide a brief synopsis to include the following items: descriptive title, purpose, significance (be specific), hypothesis, methodology, function of investigators, and possible publication (be specific), performance, or exhibit avenues. If equipment\* is requested, comment on how it will be used to support the project, current availability of similar equipment, and its uniqueness to the project. Research involving the use of human or animal research subjects must also show compliance with the federal, state and local laws governing research involving human and animal research subjects (see *Faculty Handbook*, Appendices IV and V, for additional information). This information may be included in the narrative or in an appendix. **Funding is contingent upon approval of the Institutional Review Board.** All grant proposals should be written to have substantial research completed by the final day of the fiscal year in which the grant was approved. Additionally, it is expected faculty who apply and receive funding of research grants will remain employed with Washburn University through the grant funded academic year, otherwise the funds will be reallocated. *\*Note: Equipment purchased with grant funds remains the property of Washburn University.*

**REQUEST FOR PREPARING A MANUSCRIPT (BOOK, JOURNAL)**

Prepare a brief prospectus to include title, contents, purpose, significance, publisher, audience and all authors, emphasizing the applicant’s role.

**REQUEST FOR REPRINT AND/OR PAGE CHARGES**

To complete a literature search, provide the title, authors and their affiliation, the journal citation, acknowledgment of the article acceptance, and an invoice or copy of your personal check.

**BUDGET DETAILS APPLICABLE TO ALL REQUESTS**

**Provide a budget that is well thought out with details and justification**. For example, what is being copied, how many copies, and the cost per copy. Travel requests must include the particulars such as the number of days to be traveled, the number of overnights, cost of lodging and meals per day, miles traveled per day and total mileage, the dates of travel, and any airline trips and expenses. Items to be purchased must include estimated freight/delivery charges. The business office should be contacted to obtain information on budget items such as current travel reimbursement rates. **Grant approval is limited to items listed on the budget only. Substitutions will not be authorized without prior written approval from the AVPAA. Appropriate ordering information for equipment and supplies to be purchased through the grant should be outlined. Estimated costs for freight/delivery charges must be included in the budget. If the grant is approved, coordination between the VPAA office and faculty to order equipment and supplies will occur no later than January 1. \*\***

**If equipment and supplies are not ordered by January 1, allotted funds will be returned for reallocation to other grant requests. If there is a legitimate reason, based on the research, to order equipment/supplies after this date, please provide justification within the research proposal.**

**FINAL REPORT**

Upon signing the application and agreeing to accept Research Grant funds, youare agreeing to submit a **brief follow-up report to the Associate Vice President for Academic Affairs within 30 days of completion of the RESEARCH. Failure to submit the required report by the deadline will negatively impact the awarding of future grant funds.**

**If you have received funds for this project from the Research Committee, or if you have applied for or received funds from another source, indicate the amount and date received.**

APPLICATION

**This application is specifically for Academic Year 2022-2023. Previous versions of this application will not be accepted. Handwritten applications will not be accepted.**

## 

SMALL RESEARCH GRANT

# WASHBURN UNIVERSITY

http://www.washburn.edu/admin/vpaa/forms/index.html

**Research to be conducted during Academic Year**

**July 1, 2022 – June 30, 2023**

|  |  |  |
| --- | --- | --- |
| NAME |  | |
| POSITION/RANK | |  |
| DEPARTMENT/ACADEMIC UNIT | |  |

**NATURE OF PROPOSED PROJECT** (complete one of the attached forms as it relates to your specific request and attached supporting data.)

* Attach a description that presents the rationale of the proposal and its objective, along with any appropriate documentation.
* Include a proposed **timeline** indicating **start** and **completion** dates.
* Include an **explicit** and **detailed** budget (include estimated delivery/freight/postage charges).

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Proposed research requires the use of human or animal research subjects**  (*funding is contingent upon the approval of the Institutional Review Board)* | | | | | | YES  NO | | | | | |
| **Have you completed the IRB online training module?** *(For more information about the IRB training please contact IRB Chair.)* | | | | | | YES  NO | | | | | |
| **AMOUNT REQUESTED (Maximum $3,000 PER PROJECT): $** | | |  | | | | | | |  | |
| * 1. Have you received prior funds for THIS project from the Committee?  YES  NO | | | | | | | | | | | |
| If yes, indicate the amount | $ | and date received | | | |  | | | | |  |
| * 1. Have you applied for or received funds for THIS project from another source?  YES  NO | | | | | | | | | | | |
| If yes, indicate the amount | $ | and source | |  | | | | | | | |
| * 1. Have you received prior funds for a SIMILAR OR RELATED project from the Committee?  YES  NO | | | | | | | | | | | |
| If yes, indicate the amount | $ | and date received | | | |  | | | | | |
| and **attach information regarding the previous project.** | | | | | | | | | | | |
| * 1. If you are traveling abroad, have you applied for or received funds for THIS | | | | | | | | YES  NO | | | |
| project from International Travel? If yes, indicate the amount: $ | | | | |  | | | |  | | |
| * 1. **Have you received Research Grant funds within the last two (2) fiscal years?** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| YES   NO If yes, indicate the year(s) funds were received: | | | | | | |  | | | | |

APPROVALS

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Applicant Signature |  | Date |  |

### By signing this application, you agree to submit a **brief follow-up report** to the Associate Vice President for Academic Affairs **within 30 days of completion of the activity** indicating how the activity contributed to curriculum development at Washburn University.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Department Chair (if applicable) |  | Date |  |
|  |  |  |  |
|  |  |  |  |
| Dean |  | Date |  |

Dean’s signature indicates acknowledgement of proposal submission and the applicability of this project to the curriculum needs of Washburn University, as well as confirmation that applicant is a **full-time** faculty member.

**DELIVER TO VPAA OFFICE AFTER ALL REQUIRED SIGNATURES HAVE BEEN OBTAINED.**

## VPAA OFFICE USE ONLY

Date Application Received in VPAA Office **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Previous Grant Report Submitted (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application Complete  YES  NO Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SMALL RESEARCH GRANT FUNDS

#### **REQUEST FOR SUPPORT OF A PROJECT**

**DESCRIPTIVE TITLE**

**ABSTRACT** (include):

**Purpose:**

**Significance:**

**Hypothesis:**

**Methodology:**

**Function of Investigator(s):**

**Potential for Publication, Performance or Exhibit:**

(a) Why is it publishable:

(a) Where is it publishable (be specific):

**Is Equipment Requested?**  **YES**  **NO**

If yes, how will it be used?

**Current availability of similar equipment?  YES  NO**

If yes, rationale for this request?

**REQUEST FOR TRAVEL**

(If traveling more than once, please complete this section for each trip)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Location:** | | | | | |  | | | | | | | | | | |
| **Travel Dates:** | | | | | |  | | | | | | | | | | |
| **Budget**: | | | | | |  | | | | | | | | | | |
|  | | Registration: | | | | | | | | | | |  | **$** | | |
|  | | Hotel | | | |  | | | | | | | | | | |
|  | |  |  | | nights @ | | | $     /per night | | | | | |  | | **$** |
|  | | Airfare | | | |  | | | |  | | | |  | | $ |
|  | | Mileage | | | |  | | | | | | | | | | |
|  | |  |  | | miles @ | | | $.55.5 per mile | | | | |  | | | $ |
|  | | Shuttle /taxi | | | |  | | | |  | | |  | | | $ |
|  | | Meals: | | | | | | | |  | | |  | | | |
|  | |  | Breakfast | | | |  | | @ | | $ | each = | | | | $ |
|  | |  | Lunch | | | |  | | @ | | $ | each = | | | | $ |
|  | |  | Dinner | | | |  | | @ | | $ | each = | | | | $ |
|  | | Other (List below): | | | | | | | | | | |  | | | |
|  | |  | |  | | | | | | | | |  | | | $ |
|  | |  | |  | | | | | | | | |  | | | $ |
|  | |  | |  | | | | | | | | |  | | | $ |
|  | |  | |  | | | | | | | | |  | |  | |
|  | **Total Expenses:** | | | | | | | | | | | | | | | **$** |
|  | **Other Funds Received:** | | | | | | | | | | | | | | | **($****)** |
|  | **TOTAL REQUEST:** | | | | | | | | | | | | | | | **$** |

(Include any available supporting documentation)

SMALL RESEARCH GRANT FUNDS

#### **REQUEST FOR SUPPORT OF A PROJECT**

**SUMMARY OF ALL REQUESTS:**

##### TOTAL REQUESTED: $

***Equipment purchased with grant funds remains the property of Washburn University****. Equipment must be purchased no later than January 1 (unless permission has been granted to order after this date).*

SMALL RESEARCH GRANT FUNDS

#### **REQUEST FOR PREPARING A MANUSCRIPT**

##### PROSPECTUS

**Title:**

**Contents:**

**Purpose:**

**Significance:**

**PUBLISHER:**

**Audience:**

**Other Authors:**

**Applicant’s Role:**

**Include a Detailed Budget:**

##### TOTAL REQUESTED: $

**SMALL RESEARCH GRANT FUNDS**

LITERATURE SEARCH

#### **REQUEST FOR REPRINT AND/OR PAGE CHARGES**

**TITLE:**

**Authors (include affiliation):**

**Journal Citation:**

**ACKNOWLEDGEMENT OF ARTICLE ACCEPTANCE**  **YES**  **NO**

**INVOICE OR COPY OF PERSONAL CHECK INCLUDED**  **YES**  **NO**

**DETAILED BUDGET (for copies):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | copies @ | $ | each = | **$** |

##### TOTAL REQUESTED: $