

**GRADUATE SCHOOL
UNIVERSITY OF WISCONSIN-MILWAUKEE
Request for Proposals
Research Committee Awards Program, 2006-2007**

I. OBJECTIVES

Graduate School Research Committee awards for FY 2006-2007 are designed to:

- support Assistant Professors and new¹ Associate Professors in furthering their research;
- support Senior Associate Professors or Professors² in furthering their research;
- give stronger preference to Assistant Professors and new¹ Associate Professors;
- provide funding during the initial phase of a new research project; or
- provide funding for transition projects of faculty who are expanding their areas of research.

Research Committee awards are not made to support:

- curriculum or faculty development projects,
- service projects, or
- development of commercial products.

Each academic division (Arts and Humanities, Natural Sciences, Professions, Social Sciences) will be awarded no less than 10%, nor more than 35%, of the available funds. Approximately 26% of all applications were selected for an award last year.

II. ELIGIBILITY

To be considered eligible, projects must address one of the objectives listed above in Section I and be submitted by eligible faculty who:

- will have completed their terminal degree by 10/01/05;
- have not received a Research Committee award for 03-04, 04-05, or 05-06;
- are not members of the Research Committee in 2005-2006;
- have successfully satisfied the terms and conditions of previous Research Committee awards;
- are not on notice of non-retention for 2006-2007;
- will be on the faculty in 2007-2008 (Research Committee awards are made contingent upon the recipient's continued service at UWM throughout the academic year following the award year. If a grantee fails to complete this required term of continued service, full reimbursement to the Graduate School of all expended funds is required); and
- do not have primary budget authority (Chancellor, Vice Chancellor, Deans, Associate Deans).

III. AWARD CONDITIONS

The maximum award is \$15,000. Only one application is allowed from each eligible faculty member, however, more than one faculty member may submit a single joint application. Faculty salary support is limited to 1/9 of the applicant's academic year salary. Faculty salary support is provided as summer salary; these funds may not be used for academic year course release. Awards must be expended between July 1, 2006 and June 30, 2007. Recipients must submit a brief final report on their project by September 30, 2007 with copies of any publications resulting from the award attached. Failure to file a final report will make the recipient ineligible for future Research Committee awards.

¹ "New" Associate Professor is defined as having been appointed at rank of Associate Professor, or promoted to that rank, within the previous two academic years (2003-2004 or 2004-2005).

² "Senior Associate Professors or Professors" is defined as having been appointed at rank of Associate Professor or Professor, or promoted to either of those ranks, before the previous two academic years (2003-2004 or 2004-2005).

IV. SELECTION CRITERIA

Applications that address the Research Committee objectives (Section I), and are submitted by eligible applicants (Section II), will be reviewed according to the following criteria:

- Quality of the project being proposed, i.e. originality of proposed research, potential contribution and advancement to the field, etc;
- Record of the applicant's achievement as indicated by scholarly and creative products related to the proposal under review;
- Clarity of the proposal. Proposals must be understandable to colleagues who are not specialists in the applicant's field. Applicants are encouraged to seek advice from other faculty before submitting their proposals;
- Relationship of the proposed project to the applicant's long-term research agenda; and
- Feasibility of the proposed project in terms of reasonableness of the budget and availability of facilities and existing resources necessary for satisfactory completion of the project.

V. THE COMMITTEE AND THE REVIEW PROCESS

The Research Committee comprises 12 members, three from each of the four academic divisions: Arts and Humanities, Natural Sciences, Professions, and Social Sciences. Awards are made on the basis of a "collegial," rather than a "peer" review. Proposals must be understandable to colleagues who are not specialists. Additional consideration is given to proposals from Assistant Professors and new Associate Professors and is factored into the application rating procedure.

The Research Committee award selection process involves three phases:

In Phase I, applications from each division are evaluated by Committee members from that division. These preliminary divisional ratings are compiled and provided to all Committee members.

In Phase II, Committee members read and rate all applications; evaluations are based on the Research Committee objectives and announced criteria.

Phase III consists of meetings of the Committee to discuss, review and rank applications from each division in a final prioritized order. In the final step of Phase III, the Committee establishes final award budgets for the projects selected for funding.

VI. APPLICATION PROCEDURES AND DEADLINE

Attached are instructions for completing the application packet. If you have questions regarding the application instructions or completion of the application, please call Steven Atkinson in Research Services and Administration at 229-4062. If you have questions concerning your budget, please call Ron Lynch the Graduate School Business Office at 229-2867.

All proposals for FY 2006-2007 awards must be e-mailed as a single Word document attachment (12 pt Times New Roman font) file to research@uwm.edu in the office of Research Services and Administration, no later than **4:30 pm on Monday, October 3, 2005**. Applications that are received after this time will be administratively disqualified.

A. GENERAL CAUTIONS

Make every effort to write an application that is understandable to readers from outside of your field. Since your application will be reviewed and ranked by a committee of faculty from all four academic divisions, you should not assume that committee members are familiar with the significance of a given project to a particular discipline. Minimize the use of discipline-specific terminology (jargon). It is advisable to have a colleague critique your draft proposal before submission. Do not include these instructions with your application.

B. THE APPLICATION MUST INCLUDE: (in a single Word file 12 pt. Times New Roman font)

- Cover Page (see C below)
- Budget Form (see D below)
- Budget Description (see E below)
- Project Description (see F below)
- Relevant Bibliographic References (see G below)
- Post-Award Evaluation Form (if applicable)
- An abbreviated résumé (no more than 3 pages)

NOTE: Applications that are late, do not follow the prescribed format, exceed the budget maximum, exceed page requirements, include addenda or other material in addition to the above items will be declared ineligible and will not be reviewed.

C. COVER PAGE Use the enclosed cover page and provide all required information using Microsoft Word Times New Roman 12 pt font.

- # 5 Division:** See Appendix A for a list of faculty academic divisions by department.
- # 9 Grant Period:** Start Date: no earlier than July 1, 2006
End Date: no later than June 30, 2007
- #10 Project Title:** Limited to 120 characters.
- #11 Abstract:** Provide a synopsis of the proposed project in the allotted space in Times New Roman 12 pt. font
- #12 Review Boards:** Award recipients are required to secure approval from any applicable review board(s) prior to beginning a project.
- #13 Previous Awards:** If you respond "YES," you must complete and append the Post-Award evaluation form.

D. BUDGET Use the budget form provided. Budgets should not be inflated to reach the \$15,000 maximum; the Research Committee will reduce or eliminate proposed expenditures that are not justified.

- Faculty salary support is limited to 1/9 of your current academic year salary. Faculty salary support is provided as summer salary and may not be used for academic year course release. In the case of a joint application, the maximum remains 1/9 of any one investigator's salary although this amount may be shared by multiple investigators.
- For Graduate Assistants, you will need to specify assistant type (Project or Research), percent appointment (33% or 50%), time period (semester, academic year and/or summer), and cost. Appendix B provides descriptions of Graduate Assistant appointment types and stipend information.
- For Student Hourly Help, specify the number of students, the number of hours each is to be employed, and the hourly rate of pay.
- This program will not fund salaries for Classified, LTE, or Academic Staff positions.
- No more than \$2,500 may be requested for any individual non-UWM personnel costs (e.g. consultant). List such costs in the Supplies & Expenses category on the Budget Form and explain in the Budget Description.
- In the Capital, Supplies & Expenses, and Travel Categories, list individual items and their costs. Be

specific. Provide a total for each category in the appropriate space.

- Capital: Include in this category items that have a unit price of \$5,000 or more, and a useful life of greater than one year. Justify the need and cost for these items in the Budget Description.
- In the Supplies and Expenses category, funds will not be awarded for page charges and reprints, or for services provided through other University facilities, e.g. Institute for Survey and Policy Research. Do not include any travel-related expenses here.
- In the Travel category, funds will be provided only for travel directly related to the conduct of the research project, not for dissemination of the results of this project, nor for attendance at conferences or professional meetings.

E. BUDGET DESCRIPTION The budget description (maximum length of 1 page) should:

- provide a rationale for proposed expenditures; explain the costs of individual items; explain the role of student appointments, including Graduate Assistant and student hourly help, in the project;
- justify the purchase of Capital equipment; clarify and justify the involvement of non-UWM personnel; and describe the source and amount of any non-Research Committee funds committed to the project.
- The Budget Description should immediately follow the Budget Form. Follow the same formatting guidelines as indicated for the Project Description. The applicant's name should be provided in the upper right hand corner.

F. PROJECT DESCRIPTION Use the following formatting guidelines for your project description. Applications that do not conform to the following specifications will be ruled ineligible:

- each page should be numbered and have the applicant's name in the upper right corner;
- the project description may not exceed 3 single-spaced pages including all supportive materials, e.g. graphics, illustrations, figures, or pictures. Any proposal exceeding three pages will be declared ineligible and not reviewed;
- margins: left, right, top, bottom = 1.0"; and
- font-size: Times New Roman 12 pt.

Be sure to include:

- a description of the research project;
- a discussion of the significance of the research;
- a precise description of the methodology or system of inquiry;
- a statement of expected outcomes, contributions to the field or discipline, and/or scholarly products; and
- a description of how this project relates to your overall research agenda.

G. RELEVANT BIBLIOGRAPHIC REFERENCES Literature citations in the Project Description should be listed on a separate page immediately following the Project Description. The references may not exceed one page. Follow the same margin and font-size restrictions that apply to the Project Description.

H. RESUMÉ The application should include an abbreviated resume of no more than 3 pages. Follow the same margin and font-size restrictions as the Project Description. The applicant's name should be provided in the upper right-hand corner.

REMINDER: Deadline for application submission is no later than 4:30 pm on Monday, October 3, 2005.

**The Graduate School Research Committee Awards, FY 2006-2007
Cover Page**

1 Name:		8 Amount Requested:	
2 Rank: At Rank Since (Month/Year):		9 Grant Period Start Date: _____ End Date: _____	
3 Department:			
4 School:			
5 Division:			
6 Social Security Number:			
7 Years at UWM:			
10 Project Title			
11 Project Abstract:			
<p>12 Check if your project involves any of the following:</p> <p>1 ___ Human Subjects 2 ___ Toxic, infectious or carcinogenic/mutagenic material 3 ___ Recombinant DNA 4 ___ Vertebrate animals 5 ___ Radioactive materials 6 ___ Environmental impacts 7 ___ Scuba Diving 8 ___ Use of Facilities at the Great Lakes WATER Institute 9 ___ Additional space , remodeling or construction (Requires chairperson's and Dean's initials)</p>			
<p>13 Previous Graduate School Research Committee Awards? ___ YES ___ NO If yes, you must complete and append the Post-Award evaluation form.</p>			
Staff Use LEAVE BLANK	Applicant Group: ___ tP/nsP ___ sP/fP		

**Graduate School Research Committee Awards
Budget: FY 2006-2007, July 1, 2006 - June 30, 2007**

Category	Description	Sub Total	Total	
<u>Salaries:</u> Faculty salaries not to exceed 1/9 th academic year salary. In the case of a joint application, maximum remains 1/9 th of either salary.	Faculty			
	Academic Year 2005-2006 Salary	53,000		
	Requested Support (not to exceed 1/9 th)	5,165		
	TOTAL Faculty Summer Salary:			5,165
	*Graduate Assistant(s)			
	Project Assistant	Percent Appointment: Doctoral, Non-Doctoral: Period of Time:	Cost:	
	Research Assistant	Percent Appointment: Period of Time:	Cost:	
	TOTAL: Graduate Assistant Cost:			
	Student Hourly Help	Number of Students: 1 Number of Hours each is Employed: Hourly Rate of Pay: \$10.00 (52 hrs.)= \$520	520	
	TOTAL: Student Hourly Cost:			520
TOTAL ALL WAGES:			5,685	
<u>Capital:</u> Unit cost \$5,000 or more and useful life of more than one year.				
TOTAL: Capital Cost:				
<u>Supplies and Expenses:</u> No TRAVEL expenses here. No page charges, no reprint costs.	Media support Lighting and sound equipment rental Honoraria: 4 @\$250= \$1,000 Two actors: 2 @ \$300=\$600	1,000 315 1,000 600		
TOTAL: Supplies and Expenses Cost:			2,915	
<u>Travel:</u> Funds are available after 7/1/2005. Only travel directly related to conduct of the research project.	PI roundtrip to Poughkeepsie, NY 1 month summer housing 2 Actors roundtrip to Milwaukee 1 undergraduate roundtrip to Poughkeepsie, NY	\$250 400 500 250		
TOTAL: Travel Cost:			1,400	
GRAND TOTAL ALL PROJECT COSTS (NOT TO EXCEED \$15,000):			10,000	

A completed Budget Description is required; see section E of the APPLICATION INSTRUCTIONS. Transfers between budget categories require approval by the Associate Dean for Research.

*See Appendix B for Graduate Assistant and Research Assistants Appointments

Post-Award Evaluation Form

(if applicable)

Name

Recipients of previous Graduate School Research Committee awards are required to submit the following information in order to be eligible for a new award:

1. Previous Research Committee awards (year and title):

2. For the last completed award, summarize the results of your project, and provide information on any scholarly products resulting from your award, e.g., publications, creative works, extramural proposals, performances, etc. (single spaced, Times New Roman 12 pt., attach additional sheet(s) as necessary)

UWM Departments by Academic Division

ARTS & HUMANITIES

Africology*
 Anthropology*
 Art History
 Communication*
 Continuing Education*#
 Dance
 Educational Policy
 & Community Studies*
 English
 Film
 Foreign Language
 & Linguistics
 French, Italian &
 Comparative Literature
 Health Sciences*
 History*
 Journalism & Mass
 Communication*
 Music
 Occupational Therapy*
 Philosophy*
 Spanish & Portuguese
 Theatre
 Visual Art

NATURAL SCIENCES

Biological Sciences
 Chemistry
 Civil Engineering*
 Continuing Education*#
 Electrical Engineering
 & Computer Science
 Geography*
 Geosciences
 Health Sciences*
 Industrial & Manufacturing
 Engineering*
 Materials Engineering*
 Mathematical Sciences
 Mechanical Engineering
 Occupational Therapy*
 Physics

PROFESSIONS

Administrative Leadership
 Africology*
 Architecture
 Business Administration*#
 Civil Engineering*
 Communication*
 Communication Sciences
 & Disorders*
 Continuing Education*#
 Criminal Justice*
 Curriculum & Instruction
 Educational Policy
 & Community Studies*
 Educational Psychology
 Exceptional Education
 Health Sciences*
 Human Movement Sciences
 Industrial & Manufacturing
 Engineering*
 Information Studies*#
 Journalism & Mass
 Communication*
 Materials Engineering*
 Nursing#
 Occupational Therapy*
 Social Work*
 Urban Planning

SOCIAL SCIENCES

Africology*
 Anthropology*
 Business Administration*#
 Communication*
 Communication Sciences
 & Disorders*
 Continuing Education*#
 Criminal Justice*
 Economics
 Geography*
 History*
 Industrial & Manufacturing
 Engineering*
 Information Studies*#
 Journalism & Mass
 Communication*
 Philosophy*
 Political Science
 Psychology
 Social Work*
 Sociology

* Within more than one division

Not departmentalized

Revised 4/8/05

APPENDIX B

PROJECT ASSISTANTS AND RESEARCH ASSISTANT

Project Assistant Appointments

Use of Title. Project Assistant appointments are intended for students who are enrolled in the Master's or Ph.D. degree program. A Project Assistant is appointed to conduct research, training, administrative responsibilities or other academic or academic support projects or programs, except regular preparation of instructional materials for courses or manual or clerical assignments. The work of a Project Assistant is primarily for the benefit of the university, faculty, or academic staff supervisor or a granting agency. The Project Assistant title does not include a graduate student who does work which is primarily for the benefit of the student's own learning and research and which is independent and self-directed.

Research Assistant Appointments

Research Assistant appointments are intended for students who are working towards a Master's or Ph.D. degree. An appointment as a Research Assistant is appropriate if the activity performed by the research assistant is primarily for the benefit of the student's course of study and directly applicable to the student's research, thesis, or dissertation. A Research Assistant may be supported from federal research funds if at the same time it can be documented that the activities of the Research Assistant constitute research necessary in accomplishing the objectives of the sponsored research project which provides the funding. Tasks that are irrelevant or unnecessary to the student's academic program or repetitive beyond that necessary to achieve excellence in the activity are not appropriate for an individual appointed as a Research Assistant.

A Research Assistant is required to register for a full load of graduate courses and research. A maximal Research Assistant stipend is established annually on institution-wide bases, although the amount of each individual stipend may vary.

**Budgeting for Project Assistants or Research Assistants
July 1, 2006-June 30, 2007**

In budgeting for Project or Research Assistants, please use the following rates. Note that a 100% full-time rate for a Project Assistant is \$18,186 and for a Doctoral Level Project Assistant is \$19,688. A 100% full-time rate for a Research Assistant is \$34,420.

Description	One Month Summer 2006	Two Months Summer 2006	One Semester AY 2006-2007
PROJECT ASSISTANT			
33% Salary	\$667	\$1,334	\$3,001
50% Salary	\$1,010	\$2,021	\$4,547
Doctoral Level			
33% Salary	\$722	\$1,444	\$3,249
50% Salary	\$1,094	\$2,188	\$4,922
RESEARCH ASSISTANT (Standard)			
33% Salary	\$1,262	\$2,524	\$5,679
50% Salary	\$1,912	3,824	\$8,605

Notes:

1. **Fringe Benefits:** Do not budget for fringe benefits.
2. **Tuition:** No tuition is budgeted for 33% or 50% Project Assistant appointments. The Graduate School will take care of providing the tuition required for PA Appointments.
3. **Faculty Salary:** Up to one summer month salary is allowed (1/9th academic year salary).
4. **This program does not fund salaries for Classified, LTE, or Academic Staff Positions.**
5. **No more than \$2,500 may be requested for any individual non-UWM personnel costs (consultant). Such costs would be listed under Supplies and Expenses.**

**Revised
04.08.05**