WSU Vancouver Research Mini-Grant
Guidelines and Application
Spring 2016

Application deadline: Monday, March 7, 2016, 5:00 p.m.
Completed applications should be submitted to the
Office of Research and Graduate Education at
van.academic.affairs@vancouver.wsu.edu

For questions, contact Dr. Christine Portfors at (360) 546-9254 or portfors@wsu.edu

Guidelines

A. Purpose

The purpose of the Washington State University Vancouver (WSUV) Research Mini-Grant is to stimulate faculty research productivity by providing “seed” funds for projects that will lead to requests for external funding or exceptional scholarly activity.

B. Eligibility

- Proposals from faculty holding tenure track or multi-year research appointments at WSU Vancouver are eligible. Junior faculty, faculty without extramural funding, and faculty who have not previously received a WSUV Research Mini-Grant will be given special consideration.
- Individual or collaborative proposals will be considered.
- Start date for mini-grants is May 16, 2016.
- All funds should be expended within one year – by May 15, 2017.
- Applicants who will not be employed by the University during the academic year following the summer for which the grant application is made are not eligible.

C. Selection Procedures

Proposals will be reviewed by a committee and evaluated based on the following criteria (in order of priority):
- Intellectual merit of the research. Will the research lead to significant new discoveries, advances, or understanding in the field?
- Likelihood of future development of the proposed line of research including, but not limited to, future external support.
- Research competence. Is the proposed project consistent with the investigator’s capabilities? Can the project be completed in the time specified?
- Rank and funding history. Junior faculty, faculty without a history of extramural funding, and faculty who have not previously received internal funding will be given preference, although all faculty are eligible.
- Explanation of how funds will be used to meet the aims of the proposal.
• Explicit plan to apply for funding from external sources, agencies, etc., following completion of the research mini-grant project.

D. Funding

• Maximum funding of $5,000 per individual project or $10,000 for collaborative proposals that involve at least 2 faculty members at WSUV. Funding requests for less than the $5,000 maximum are encouraged in order to support the most number of promising project proposals each year.
• Funds must be expended by May 15, 2017.
• Funds may be used for all legitimate purposes such as supplies, equipment, travel, training, salary support (faculty, graduate students, or time slip), consultation fees, etc. All requested support must be justified in terms of the proposed research project.

E. Final Report

Funded investigators will be required to submit a final report (no more than three pages) by September 30, 2017. The final report should respond to the following:

a. What new discoveries, advances, or understandings were achieved?
b. What external funding and/or collaborative partnerships were established and/or enhanced?
c. How has your capacity as a researcher been enhanced?
d. What are your future directions?
Application

Submit application to Office of Research and Graduate Education by 5 p.m. March 2, 2016 at van.academic.affairs@vancouver.wsu.edu
Applicants will be contacted by Peggy Bowe after submission to complete an eREX.

For questions, contact Dr. Christine Portfors at (360) 546-9254 or portfors@wsu.edu

Completed application will include sections A, B, and C.

A. Cover Sheet

1. Applicant Name:

2. Academic Rank:

3. College or Department:

4. Title of Proposal:

5. Start Date for Project:

6. End Date for Project (funds must be expended by May 15, 2017):

7. Total Budget Requested:

8. List of Current Financial Support for Your Research

   • Project Title:

   • Funding Agency:

   • Dates:

   • Direct Costs:

   • Role:

   • Relationship to Current Proposal:

9. Attach a One-Page Vita
B. **Project Description** (two page maximum, single spaced, 12 point font)

The description of your project should include the following items:
- Sufficient background to understand the stated objectives of the project.
- Brief description of the methods.
- Expected results and significance.
- Contribution to future development of your research program (Required: Include a statement about how this project will lead to future external funding [give examples of possible funding sources, agencies, etc., you would apply to], publications, or dissemination of knowledge).

It is particularly important to explain the broader significance and potential of the work because proposals are compared across disciplines. The description must be written in clear, jargon-free language so it can be reviewed by readers outside the investigator’s field. Where the proposed research is part of a larger project, the description should state the nature of the proposed work in relation to the entire project.

C. **Budget**

Provide an itemized budget, including a justification for each item.
For a collaborative proposal, justify the role of each faculty member.