RESEARCH AND CREATIVE ACTIVITIES SUPPORT (RACAS) AWARDS
Deadline: Monday, November 21, 2016 at <mark>9:00 a.m.</mark>

PURPOSE

The Research and Creative Activities Support (RACAS) Awards provide competitive support for faculty and instructional and research academic staff across the breadth of meritorious scholarship at UWM. The main intent of the program is to fund high-quality research projects and creative endeavors.

Projects supported with RACAS funds are expected to result in appropriate scholarly products that will increase the national and international recognition of the awardees, their programs, and the institution. Examples include: publications, creative works, proposals for extramural funding and/or named fellowships, and artistic performances.

Grants may be funded up to a maximum of $15,000 for individual applicants or $25,000 for two or more UWM applicants working on a project. Funds are available for summer salary support (one-ninth annual salary, or the award maximum, whichever is less); a course release; hiring graduate student hourly help; equipment; travel to conduct research or to present the results of the research; purchase of services (e.g., lab work, consultants); and other supplies and expenses (including subventions).

These awards are not intended to take the place of start-up funds provided by the faculty member's department or college.

ELIGIBLE APPLICANTS

1. Have a tenure-track or tenured faculty appointment, or have an instructional or research academic staff appointment with the expectation of renewal.
2. Have not received a Research Committee or FRACAS Award during the three years preceding the award year. (Those who received awards beginning July 2016, 2015, or 2014 are ineligible for the current competition.)
3. Have satisfied the terms and conditions of previous internal awards.
4. Are not on notice of non-retention.
5. (Faculty and Academic Staff with Indefinite Status only) Expect to be at UWM in the academic year following the award year.
6. Do not have primary budget authority (i.e. chancellor, vice chancellor, deans, associate deans).
7. Applicants who received $100,000 or more in start-up funds* are not eligible to apply until their sixth year.
8. Applicants are restricted to one proposal as lead investigator per application cycle, but can be a co-investigator on other proposals.

*Start-up funds are defined as internal support for research given to newly hired faculty. These funds typically are used for equipment, summer salary, or post-doctoral or graduate assistant positions for your research group, and are usually included in your letter of offer. Lab or office remodeling costs and personal moving expenses are excluded from the $100,000 threshold.

RACAS awards cannot be used to support:
- Curriculum projects
- Service projects
- Development of commercial products

APPLICATIONS – REQUIRED COMPONENTS

1. Cover Page & Budget Form (these are combined in a single Excel document)

2. Proposal (submit entire proposal as a single PDF)

Project Narrative—maximum four pages, single-spaced

References—maximum one page, single-spaced

Budget Justification—maximum one page, single-spaced

Abbreviated Curriculum Vitae—maximum five pages, single-spaced

To convert documents to PDF, you can:

- Save the document as a PDF within Word
- Use Adobe Acrobat (available on all campus computers)
- Download the free CutePDF Writer at http://www.cutepdf.com/

PROPOSAL COMPONENTS AND GUIDELINES

1.1 Cover Page

- First name
- Last name
- Rank/Title
- At rank since (month/year)
- Department
- School
- Years at UWM
- Project title
- Grant Period
    o Start date (no earlier than July 1, 2017)
    o End date (no later than December 31, 2018)
- Keywords: Enter terms or phrases that you would use in a search engine to identify individuals who are capable of evaluating this proposal.
- Other funding—list other funding you have in support of this project
    o Amount
    o Source (e.g., start-up funds, departmental funding, other grant)

1.2 Budget

- Senior Personnel—UWM PI and any UWM Co-PIs
- Graduate Student Hourly Positions
- Other Costs
    o Equipment
    o Purchase of Services
    o Materials and Supplies
    o Travel
    o Other
- Total

Grants may be funded up to a maximum of $15,000 for individual researchers, or $25,000 for two or more UWM researchers

Budget Categories

The budget form will sum each element and provide an overall total. Budgets should not be inflated to reach the maximum award amount; the review panel or the Office of Research may reduce or eliminate proposed expenditures that are not justified.

<u>**Senior Personnel**</u>
Researchers with 9-Month Academic Appointments: May request summer salary support, or a course release during the academic year.

Researchers with 12-Month Appointments: May request a course release during the academic year.

Summer salary support: Senior personnel requesting summer salary must devote at least one month's effort to the project in summer, taking into account any other employment or service obligations. RACAS summer salary is limited to 1/9 of your current academic year salary (or the award maximum, whichever is less). Total summer salary is limited to 2/9 of your current academic year salary (e.g. for someone who has a RACAS award and an administrative position that includes summer salary).

Course release: Those receiving a course release are expected to devote that time to the proposed project. The cost of a course release is to be negotiated with your chair and dean prior to submission of the application. The negotiated amount will be transferred to your school or college to pay for an ad hoc instructor—it will not be added to your salary.

RACAS awards do not fund salaries for University Staff, LTE, or Academic Staff support positions, or graduate assistantships.

<u>**Students**</u>
For Graduate Student Hourly help, specify the total hours and hourly pay rate.

<u>**Other Costs:**</u>
- Equipment: Itemize equipment requested and necessary for the completion of the project.

- Purchase of Service: A maximum of $2,500 may be requested for any non-UWM personnel costs (e.g., consultant). Other services may exceed the $2,500 cap.

<u>**Travel**</u>
Funds may be requested for travel directly related to the conduct of the research or creative project and/or for the dissemination of the results. RACAS does NOT provide support for attending professional association meetings or conferences where you are not presenting the results of your project.

<u>**Materials and Supplies**</u>
Itemize all other costs.

2. Proposal Sections

2.1 Project Narrative (Maximum four pages, 1" margins, singled-spaced)

Includes graphs, illustrations, figures, or pictures. Minimum one-inch margins. Allowable fonts are Arial, Tahoma, Times New Roman, Georgia, or Computer Modern; minimum of 11 points .

The narrative should provide an intellectual justification for your project, addressing the *research and contribution; methods and work plan; competencies, skills, and access; and final product and dissemination* (see elements of each on the following page). The narrative should not assume specialized disciplinary knowledge; technical terms should be defined for non-specialists. Although some reviewers are selected to represent applicant's fields, the composition of the overall review panel will not have the breadth of expertise to be conversant with technical terms and jargon of specific fields.

- **Research and Contribution to the Field:**
  - Provide an overview of the project, explaining the basic ideas, problems, or questions to be explored, hypotheses to be tested, or creative product to be developed.
  - Describe the significance of the proposed project and how it will complement, challenge, or expand relevant studies in the field.
  - Describe how the project relates to your overall research agenda.

- **Methods and Work Plan:**
  - Describe the methods, research design, or set of activities that will be used to carry out the project. Provide a timeline for these activities.
  - Clarify the part or stage of the project that will be supported by the award.
  - For book projects, explain how the book will be organized; of possible, provide a brief chapter outline.

- **Competencies, Skills, and Access to Resources:**
  - PI and co-PI(s): Describe your expertise as it relates to your project, including any language or technological expertise needed for successful completion. If the area of inquiry is new to you, explain your reasons for working in it and your qualifications to do so.
  - Explain the contributions of other personnel, if any.
  - Describe where the work will be conducted and what sources, materials, and/or equipment will be used.
  - If relevant, specify the arrangements for access to archives, collections, or institutions that contain the necessary resources.

- **Final Products and Dissemination Section:**
  - Describe the anticipated outcomes of the project.
  - Describe how the results will be disseminated.
  - Describe anticipated external funding proposals or other means to sustain the research beyond the RACAS funding period, as applicable.

2.2 References (maximum one page, single-spaced)

- Should consist of primary and secondary sources that relate directly to the project.
- Include works that pertain to both the project's substance and its theoretical or methodological approaches.
- Evaluators will use the bibliography to assess your knowledge of the subject area.

2.3 Budget Justification (maximum one page, single-spaced)
- Provide a rationale for proposed expenses
- For capital equipment (unit price of $5,000 or more), include vendor name and quoted cost, if available.

2.4 Abbreviated Curriculum Vitae (maximum five pages, single-spaced)
- Should focus on the connection between your scholarship, research, and creative activities and the proposed project.

Any proposal that exceeds the page limit for any section will not be reviewed.

PROPOSAL SUBMISSION

Email both the Cover Sheet & Budget Form (Excel file) and the Proposal (includes Project Narrative, References, Budget Justification, and Abbreviated Curriculum Vitae as a single pdf) to

or-award-racas@uwm.edu by 9:00:00 a.m., Monday, November 21, 2016

Late applications will not be accepted.

REVIEW PROCESS

RACAS uses a two-stage review process:

Stage One: Office of Research staff sort proposals into groups by topic, then identify and contact potential internal reviewers with subject expertise for a proposal group. When possible, reviewers will be former Research Committee or FRACAS award recipients. All Stage One stage reviewers provide ratings (see below) and written comments.

Stage Two: A second, broadly representative review panel evaluates the top-rated proposals and makes funding recommendations. For both stages, reviewers remain anonymous and all reviewer feedback is anonymized before being reported back to applicants.

CONFLICT OF INTEREST

Conflict of interest for RACAS is any of the following between the PI/Co-PIs and the reviewers:

- Close personal relationship or family membership
- Business or professional partnership
- Collaboration or co-authorship within the last two years
- Competitive concerns
- Having read a current or prior version of the proposal at the request of the PI or co-PIs

REVIEW CRITERIA AND SCORING

Eligible applications will be reviewed according to the following criteria:

1. **Research and Contribution (40%)**
   - Intellectual significance of the proposed work, including its potential contribution to scholarship in the field.
   - Relationship to broader themes or issues in the field.
   - Likelihood to stimulate new research.

- The extent to which the proposed activities suggest and explore creative, original, or potentially transformative concepts.

2. **Work Plan (40%)**
   - Clearly stated research questions, goals, and objectives
   - Appropriateness of research methods or design, including:
     – Feasibility of the work plan.
     – Inclusion of project timeline.
     – Likelihood the project will be successfully completed within the projected timeline.

3. **Resources (10%)**
   - Qualifications and expertise of the project director and project staff or contributors.
   - Access to needed resources (e.g., facilities, equipment, archives, collections).

4. **Outcomes, Dissemination, and Sustainability (10%)**
   - Impact of proposed outcomes.
   - Plan for disseminating results.
   - Plan for sustaining the research beyond the RACAS funding period, as applicable.

In addition, reviewers will make a funding recommendation:
A. Recommended for funding
B. Recommend if funds are available after A-level awards are made
C. Do not fund

AWARD SELECTION

The Vice Provost for Research, Associate Vice Provost for Research, and RACAS administrator will make final funding decisions, based on scores, review comments, and funding recommendations from both rounds of review.

AWARD CONDITIONS

- Supported projects are expected to result in scholarly products (e.g., publications, creative works, proposals for extramural funding and/or named fellowships, artistic performances or exhibitions).

- Awards must be expended between July 1, 2017 and December 30, 2018. Recipients must submit a brief final report on the project by March 30, 2019. **Failure to submit a final report will disqualify the recipient from future award competitions.**

- All publications resulting from RACAS support must acknowledge the support of the UWM Office of Research and the RACAS program.

- Award recipients agree to make their proposals available to future applicants, unless the proposal contains proprietary information. In that case, the proprietary information can be redacted by the PI and the edited version will be made available.

- Award recipients are expected to serve on future review panels for this or similar Office of Research awards.

- If an application is a finalist for both the RGI and the RACAS awards, the applicant can receive only one award and will make that decision in conjunction with the Office of Research Staff.