

## RESEARCH AND CREATIVE ACTIVITIES SUPPORT (RACAS) AWARDS

Deadline: Monday, November 19, 2018 at 5:00:00 p.m.

### PURPOSE

Research and Creative Activities Support (RACAS) is a competitive award program 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 RACAS Award during the three years preceding the award year. (Those who received awards beginning July 2018, 2017, or 2016 are ineligible for the current competition.)
3. Have satisfied the terms and conditions of previous internal awards, including submission of final reports.
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 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 development projects
- Service projects
- Development of products having the main intent of commercialization

### 2019-20 RACAS FUNDING CYCLE

Application Available	Submission Deadline	Proposal Review	Award Announcement	Funds Available
By Oct 22, 2018	Monday, November 19, 2018 5:00:00 p.m.	Feb-Mar 2019	Late April 2019	July 2019

## RESUBMISSION OF PROPOSALS

Proposals may be resubmitted in subsequent years after giving consideration to reviewer comments and possible revision. Proposals for the same project may be submitted a total of three times.

## APPLICATIONS – REQUIRED COMPONENTS

**Applicants whose email address ends in @uwc.edu:** Contact Kathleen Koch [kjk@uwm.edu](mailto:kjk@uwm.edu) for an application form and instructions for submission.

**Applicants whose email address ends in @uwm.edu:** Use the [online](#) application. We recommend completing the application all in one session. You may work on the application incrementally, but you must use the same browser on the same computer each time.

**1. Applicant Information** - Complete the fields in the application.

**2. Proposal** - There are four sections to the proposal:

*Project Narrative*—maximum six pages, single-spaced

*References*— as needed in support of project narrative, single-spaced

*Budget Justification*—one to two pages, single-spaced

*Abbreviated Curriculum Vitae*—maximum five pages, single-spaced

Upload the entire proposal to the application as a single pdf file.

**3. Budget** – complete the template and upload to the application as an Excel file

## APPLICATION COMPONENTS AND GUIDELINES

### 1. Applicant Information

- First name
- Last name
- UWM Email address
- School/College
- Department (select one from the drop-down menu, even if same as your school/college)
- Rank/Title
- Will you be on sabbatical during AY 2019-2020?
- Project title
- Keywords: Enter terms or phrases that you would use in a search engine to identify publications related to this proposal, such as in a literature search.
- Conflict of Interest for Reviewers. The RACAS program uses internal reviewers. Please list all UWM personnel with whom you would have a conflict of interest, which is defined as the following for purposes of this program:
  - 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 this proposal at the request of the PI or co-PIs

## 2. Budget

Use the [Excel file](#) provided. Budget categories include:

- Senior Personnel—UWM PI and any UWM Co-PIs
- Graduate Student Hourly Positions
- Other Costs
  - Equipment
  - Purchase of Services
  - Travel to disseminate results of this research (\$2000 maximum)
  - Travel to conduct research (no maximum - other than award cap)
  - Materials and Supplies

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

### **Budget Instructions**

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.

### **Senior Personnel**

***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.

**Students:** For Graduate Student Hourly help, specify the total hours and hourly pay rate.

### **Other costs:**

- **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.
- **Travel:** Funds may be requested for travel directly related to dissemination of the results of this project (\$2000 limit), and/or conducting the research or creative project (no limit other than award cap). RACAS does NOT provide support for attending professional association meetings or conferences where you are not presenting the results of your project.
- **Materials and Supplies:** Describe and itemize cost of materials and supplies.

### 3. Proposal

There are four sections to the proposal: the project narrative, references, budget justification, abbreviated CV(s).

#### 3.1 Project Narrative (Maximum six pages, 1" margins, singled-spaced)

Six-page limit includes graphs, illustrations, figures, or pictures. Minimum one-inch margin on all sides. Allowable fonts are Arial, Computer Modern, Georgia, Palatino Linotype, Tahoma, or Times New Roman; minimum of 11 points.

The narrative should provide an intellectual justification for your project, addressing *research and contribution; methods, work plan, and access to resources; competencies, skills, and roles of personnel; and final product and dissemination*. The narrative should not assume knowledge of disciplinary-specific vocabulary or methods. 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.

- **Context: 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, Work Plan and Access to Resources:**
  - Describe the methods, research design, or set of activities that will be used to carry out the project. Include information on where the work will be conducted and what sources, materials, and/or equipment will be used.
  - Discuss potential problems, alternative strategies, and benchmarks for success
  - If relevant, specify the arrangements for access to external resources (e.g. archives, collections, sites, institutions) necessary to complete the project.
  - For book projects, explain how the book will be organized; if possible, provide a brief chapter outline.
  - Provide a timeline for major steps toward completion. If other portions of project have been or will be completed outside of the RACAS funding period, clarify the part or stage of the project that will be supported by the award.
- **Personnel: Competencies, Skills, Roles**
  - Describe the roles and relevant expertise of project personnel.
- **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.

#### 3.2 References (as needed in support of the proposal, single-spaced)

- Should consist of 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.

### 3.3 Budget Justification (maximum two pages, single-spaced)

- Provide a description/rationale for items included in the budget
- For capital equipment (unit price of \$5,000 or more), include vendor name and quoted cost, if available.

### 3.4 Abbreviated Curriculum Vitae (maximum five pages, single-spaced, for each investigator)

- Should focus on the connection between your scholarship, research, and creative activities and the proposed project.

**Proposals that exceed the page limit for any section will not be reviewed.**

## APPLICATION SUBMISSION

**Applicants whose email address ends in @uwc.edu: Contact Kathleen Koch [kjk@uwm.edu](mailto:kjk@uwm.edu) for an application form and instructions for submission.**

**Applicants whose email address ends in @uwm.edu: Use the [online](#) application.** We recommend completing the application all in one session. You may work on the application incrementally, but you must use the same browser on the same computer each time. Complete the application, upload the proposal and [budget](#) files.

**Submission deadline (all applicants) 5:00:00 p.m., Monday, November 19, 2018**

**Late applications will not be accepted.**

## REVIEW PROCESS

RACAS typically 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:** When times permits, 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 Question and Rationale for Project (25%)

- Questions/issues to be explored are clearly described
- The project is placed within the context of broader themes or issues in the field
- A convincing argument for conducting the project has been made

### 2. Work Plan and access to resources (35%)

- Clearly stated research questions, goals, objectives, and work plan
- Appropriateness of research methods or design, including:
  - Effectiveness/feasibility of the work plan in achieving the stated outcomes
  - Potential problems, alternative strategies, have been considered
  - Components of the plan are integrated and the rationale for the approach is clear
  - Likelihood the project will be successfully completed within the projected timeline.
  - Benchmarks for success are included or evident

### 3. Personnel (20%)

- Qualifications and expertise of the project personnel
- Roles of project personnel are identified/described
- If more than one investigator: Does the team bring complementary expertise to the project?

### 4. Outcomes, Dissemination, and Sustainability (20%)

- Impact of proposed outcomes.
- Plan for disseminating results.
- Plan for sustaining the research beyond the RACAS funding period, as applicable.

### Impact and innovation (comments only, not scored)

- Intellectual significance of the proposed work, including its potential contribution to scholarship in the field.
- Likelihood to stimulate new research.
- The extent to which the proposed activities suggest and explore creative, original, or potentially transformative concepts.

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**

Funding decisions are made by Office of Research leadership, based on ratings, review comments, and funding recommendations. Additional considerations:

- For applicants with prior RACAS awards, factors in the funding decision are completion of project deliverables, and the submission of outcome reports.
- Projects that have significant overlap with any of the PI's externally supported projects will not be funded.
- Awards will not be given to applicants on notice of non-retention or who have accepted offers at other institutions.
- In deciding among proposals with equivalent ratings near the funding cutoff, consideration will be given to a balanced award portfolio across disciplines.