

**UWM ADVANCING RESEARCH AND CREATIVITY GRANT 2019
REQUEST FOR APPLICATIONS**

DEADLINE: 5:00:00 PM ON MONDAY, DECEMBER 2 2019

Program Overview

The Advancing Research and Creativity (ARC) program is internal funding that supports research projects in all disciplines and at any stage of completion. Awards are expected to result in scholarly, scientific, and artistic outcomes. Funded work must be completed within a 12- to 18-month timeline.

1. Award Maximum (includes fringe benefit costs)

- \$12,500 for a single PI project
- \$15,000 for a multiple-investigator project (PI and Co-PIs)

2. Eligible Applicants

- Have or will have a tenure-track or tenured faculty appointment or an academic staff appointment with the expectation of continuation/renewal for at least three years. Those whose appointments will begin in Spring or Fall 2020 may apply but must have a UWM e-mail address to do so. For new appointments starting in the fall, funds will not be released until August 2020.
- Have Principal Investigator (PI) status.
- Do not have primary budget authority (i.e., chancellor, vice chancellor, deans).
- Are not the PI on a UWM Research and Creative Activities Support (RACAS) award that began July 2019, 2018, or 2017.
- Do not have a current UWM Research Growth Initiative (RGI) award.
- Have satisfied the terms and conditions of previous internal awards, including submission of final reports.
- Agree to contribute at least 10% time to the project. Co-PIs who receive summer support or a course release must also contribute at least 10% time to the project.

3. Ineligible Projects

- Curriculum development projects, including textbook development
- Service projects
- Product development or commercialization

4. Eligible Project Expenses

- **Summer salary or Course release:** UWM PI and co-PIs are eligible to request summer salary or a course release; however, within the overall budget caps, for multiple investigators it is not possible to request the full allowed amount for each person. Course releases are always set at \$8,000. Summer salary is only possible if a portion of the work occurs outside of the academic year contractual period, and is limited to \$8,000. Less than \$8,000 (full summer support for this program) may be requested for summer to stay within the budget cap.
- **Students:** Hourly students
- **Non-UWM Personnel:** Payments to non-UWM personnel or agencies on a fee-for-service basis. Consultants are limited to 50% of the budget.
- **Other Expenses** such as materials and supplies, travel, user fees, purchase of services.

5. Limit on Number of Proposal Submissions

- Principal Investigators may submit **only one proposal** to the Advancing Research and Creativity (ARC) program and one to the Discovery and Innovation Grant (DIG) program. PIs may serve as a Co-PI on other proposals to these programs.

6. Limits on Proposal Resubmissions

- Proposals may be resubmitted twice (i.e., three total submissions of same proposal/topic).

7. Limit on the Number of Awards Per Person

- Applicants may receive **only one** internal award as PI and **only one** internal award as Co-PI per award period. Once an application is submitted, a person's role on a project cannot be changed.

8. WISPER Record

- A WISPER record is required.

2019-20 ARC Funding Cycle

Application Available	Submission Deadline	Proposal Review	Award Announcement	Funds Available
By November 4, 2019	Monday, December 2, 2019 5:00:00 pm	February-March 2020	Late April 2020	July 2020

Secure Online Application System

ARC applications must be prepared and submitted in the online application system. The application sections in the system may be completed in any order, but all sections need to be marked "Complete" before you will be able to submit the application.

- [ARC online application instructions](#)
- [ARC online application](#)

Required Application Sections

The following chart summarizes the required proposal sections and the process for developing the sections in the online submission portal. Detailed instructions for developing each proposal section are provided in the "Application Instructions" section below.

Proposal Section	Submission Portal
Cover Page	Enter data in online application portal
Project Narrative	Upload as a Word file (most applicants) or PDF file (if composed in LaTeX)
Facilities and Physical or Intellectual Resources Needed	Enter data in online application portal
Project Personnel Roles and Responsibilities	Enter data in online application portal
Budget Planning Tool	Upload required template
Budget Justification	Enter data in online application portal
Investigator Background	Upload biosketch or abbreviated CV
Current and Pending Support	Upload required template
Supporting Documents	Optional; upload documents
Suggested Reviewers	Enter data in online application portal

Application Instructions

1. Cover Page (Enter the following information into the online application portal)

- **Principal Investigator:** Name, school/college, department, UWM email address
- **UWM Co-PIs:** School/college, department, UWM email address
- **Non-UWM Co-PIs (if applicable):** Name, organization/institution
- **Project Title**
- **Keywords/Search terms**
- **Project Budget Total**
- **Resubmission:** If you have previously submitted a version of this proposal for internal funding, indicate when you last submitted the proposal to an internal funding program, and discuss how you have addressed concerns raised in previous submissions of this proposal, and/or justify your previous decisions (700-word limit).

2. Project Narrative - Upload as a PDF file

The Project Narrative consists of six components. Start each component on a new page in this order:

Required Section	Maximum Page Limit
1. Project Summary	1 page maximum
2. Project Description	6 pages maximum
3. References Cited	No page limit; as needed in support of narrative
4. Project Timeline	1 page maximum
5. Comparison with Your Other Projects	1/2 page maximum
6. Project Outcomes and Dissemination	1/2 page maximum

Format Requirements

The Project Narrative must be single-spaced and all margins (top, bottom, sides) must be at least one inch. Pages must be numbered consecutively on each page of the Project Narrative, and each component must begin on a new page. Allowable fonts are Arial, Georgia, Palatino Linotype, Times New Roman, Computer Modern; minimum font size is 11 points.

The Project Narrative must be self-contained. Inclusion of URLs are not allowed. Figures, tables, graphs and diagrams may be included and are subject to the page limit. Smaller text in figures, graphs, and diagrams is acceptable as long as it is legible when the page is viewed at 100%.

2.1 Project Summary - 1 page maximum, must include these sections:

1. Overview/Abstract
2. Project Significance
3. Impact of Project Results on the Field

2.2 Project Description – *Start a new page*; 6 pages maximum. Please prepare this section in the following order:

1. Research Question and Objectives

Explain the ideas, problems, or questions to be explored, hypotheses to be tested, and/or creative product to be developed; include specific aims and objectives. Be sufficiently ambitious, but realistic about what you can accomplish with the available resources during project period.

2. Background and Significance of Topic

Provide relevant background information, including gaps in knowledge that substantiate the need for the proposed project, and theoretical framework if applicable.

3. Significance and Innovation of Project

Describe the significance and innovative features of the proposed project. How it will complement, challenge, or expand relevant works, studies, or theories in the field? How it will contribute to a program of research beyond the ARC support period? How will results or products be used and by whom? Describe the extent to which outcomes are anticipated to improve the state-of-the-art.

4. Approach

Describe the activities of the proposed work and explain how/why the proposed approach is feasible and optimal to address the research question(s) and specific aims. Content will vary and should be appropriate to the standards of your field. Examples include:

- Methods to be used in carrying out the proposed project; if applicable, specify qualitative, quantitative, historical, critical, mixed methods, etc.
- Process for data collection
- Sample sizes with substantiation (e.g., power analysis)
- Survey design and content
- Limitations of proposed procedures and considerations of alternative methods
- Means by which results will be analyzed, assessed, or interpreted
- Chapter outlines
- Definition of concepts
- A short description of any preliminary work already performed

5. Evaluation Plan

Describe the metrics for determining your project’s success.

2.3 References Cited - *Start a new page*

As needed in support of the Project Narrative, no page limit.

2.4 Project Timeline – *Start a new page; 1 page maximum*

Provide a timeline for the major steps toward completion (tabular or bulleted format preferred). If other portions of project have been or will be completed outside of the ARC funding period, clarify the part(s) of the project that will be supported by the award.

2.5 Comparison with Your Other Projects – *Start a new page; 1/2 page maximum*

Describe how the project differs from your current or pending projects.

2.6 Project Outcomes and Dissemination – *Start a new page; 1/2 page maximum*

Describe the anticipated short- and long-term outcomes of the project *other than external grant applications*, and how they will be disseminated. Examples include:

- | | |
|---|-------------------------------------|
| Books/book chapters | Presentations (name specific venue) |
| Journal articles (name specific journals) | Websites |
| Social media | Artistic products |
| Data sets | Licenses |
| Patents | Spin-off companies |

3. Facilities and Physical/Intellectual Resources Needed (Enter in application, 350-word limit)

Describe any specialized equipment or software or other resources necessary to complete this project (e.g., archives, collections, sites, institutions) and how you have, or will obtain, access to them.

4. Project Personnel Roles and Responsibilities (Enter in application, 500-word limit)

Describe the contribution, roles, and responsibilities of all project personnel, including students and post-docs. If Co-PIs are on the project, briefly describe plans for ensuring the success of the collaboration (e.g., data sharing and communication, budget distribution/resource allocation, authorship, conflict resolution).

5. ARC Budget Planning Tool (Complete and upload template provided in the application)

- Detailed instructions are in the first worksheet of the template.
- Save the file in the Excel 2007-2013 (.xlsx) format.

5.1 Eligible Expenses

- Course release or summer salary support: Each UWM faculty member who is a PI or Co-PI may request one course release or summer salary support. Summer salary is limited to \$8,000 and will only be funded if a portion of the work occurs outside of the academic year contractual period.
- UWM Personnel
 - Student hourly help (hours per week, number of weeks, and hourly rate for each student)
 - UWM staff or LTEs
- Materials and supplies
- Equipment
- Purchase of services needed for the project (consultants are limited to 50% of the budget)
- Travel to conduct the project
- Travel to disseminate results of the project (\$3,000 limit)
- Other

5.2 Ineligible Expenses

- Faculty sabbatical salary.
- Direct salary payments to non-UWM employees, except for other UW System personnel. All other external work must be arranged on a fee-for-service basis.
- Publication costs

6. Budget Justification (Enter in application, 800-word limit. Save a copy to upload to the WISPER record)

Provide description of and rationale for **each** item requested in your budget. Specific details are required for certain items as follows:

1. Faculty Summer Salary

Up to \$8,000 in summer salary may be requested if a portion of the work will take place outside of the academic year contractual period. Specify when (month/year) the work will occur. Payment typically is made on the August payroll, but may have to be split or deferred depending on your other summer pay status obligations.

2. Electronic Equipment (e.g., computers, iPads, tablets, cell phones, etc.)

Describe how the equipment will be used and why the project cannot be completed without this equipment. Provide assurance that the equipment will be designated solely for the project for the life of the award. Equipment should be purchased within the first six months of the project.

All equipment purchased with university funds becomes property of the university. After the project ends, the equipment may be made available to others.

7. Investigator Background (Upload to application as PDF files, maximum 5 pages per person)

Upload a biosketch or abbreviated CV for the PI and all Co-PIs. You may use the standard format for NSF, NIH, or NEH proposals; however, each biosketch must include professional preparation (undergraduate, graduate, and any post-doctoral degrees), all appointments since your terminal degree, and up to ten publications that are representative of your research.

8. Current and Pending Support (Complete and upload template provided in the application)

Using the template provided, supply information on current and pending support for your current projects and proposals. All current project support from whatever source (e.g., federal, state, local, foreign, public/private foundations, industrial/commercial organizations), including internal grants, stipends, fellowships, and start-up funds must be listed. **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. Exclude lab or office renovation and moving costs from the start-up amount.

Complete the fields as appropriate for each source of support. Do NOT include this ARC application.

Required information:

- Type of support (Choose one: Current grant, Pending (submitted) grant, Grant soon to be submitted, or Start-up funds)
- Project title
- Role on project
- Source of support
- Amount
- Award start date and end date
- Person-Months Per Year Committed to the Project (Calendar, Academic, or Summer)*

*Person-months can be entered on an overall calendar-year basis, academic-year basis, summer, or a combination of academic year and summer. To calculate person months, multiply the percentage of your time associated with the project by the number of months of your appointment.

Examples:

- 25% time on a 9-month **academic year** appointment = 2.25 (**Acad**) person months (9 x 0.25= 2.25)
- 10% time on a 12-month **calendar** appointment = 1.2 (**Cal**) person months (12 x 0.10 = 1.2)
- 35% time during the 3-month **summer** term = 1.05 (**Sumr**) person months (3 x 0.35= 1.05)
- 10% time on a 0.5 FTE **12-month** appointment = 0.6 (**Cal**) person months (12 x 0.5 x 0.1 = 0.6)

9. Supporting Documents (Optional, upload to application as PDF files)

Supporting documentation for the application may be uploaded but should not be used to bypass the stated page limits. General letters of support from colleagues or potential business partners are not allowed and will be deleted by the ARC Program Officer.

Examples of appropriate documents include:

- Letters from collaborators documenting their tangible contribution to the project (e.g., data, access to space or equipment, access to patient populations)
- Letters confirming access to facilities/sites/equipment during the period indicated in the application. A published statement indicating the respective laboratory or collection will be accessible to researchers during the period requested (e.g., from a webpage) is acceptable.

- Vendor quotes.
- Letters of interest or invitation from publishers or exhibit or production sponsors.
- Publishing or other contracts.

For questions about the suitability of a supporting document, contact Kathleen Koch kjk@uwm.edu.

10. Suggested Reviewers (Enter in application)

To help ensure that well-qualified, knowledgeable reviewers will be chosen, applicants are required to identify a **minimum of SIX potential reviewers**.

List no more than three internal (i.e. from UWM), preferably not from the same department. Remainder must be external, with no more than two from the same institution. Do not recommend individuals with whom you or any named person on the proposal may have a conflict of interest. If this proposal is a resubmission, please suggest several different reviewers than listed in your previous applications.

Required Information

- First Name
- Last Name
- Email (Reviewer’s institutional/organizational contact email, not their personal email)
- Name of University/Business
- Reviewer’s website (URL should link directly to the reviewer’s page, not their general institutional site. The purpose of including the website is to see the person’s rank/title, institutional affiliation, area of expertise, and review experience.)

Conflict of Interest

Do not suggest individuals with whom you or any named person on the proposal may have a conflict of interest, which is defined for purposes of this program as any of the following relationships:

- Known family relationship
- Business or professional partnership
- Past or present association as thesis advisor or thesis student
- Collaboration or co-authorship on a project or publication within the last 24 months
- Competitive concerns
- Reviewing prior versions of this proposal at the request of the PI or Co-PIs

The Office of Research reserves the right to identify other qualified reviewers.

Application Submission Process

Submission Deadline: Monday, December 2, 2019 by 5:00:00pm

Late applications, incomplete applications, and applications that exceed the page or word limits in any section will not be accepted.

To submit your proposal:

1. Create a WISPER record, following the normal process within your school or college for routing, and enter the following information specifically for the ARC program:

In the *General* tab of the WISPER record:

WISPER Field	Data to Enter or Select
Official Proposal Title	Precede the proposal title with “ARC:” Example: ARC: Understanding Autism in Older Adults
Document Type	Select “Internal”

WISPER Field	Data to Enter or Select
Sponsor	Enter "UWM Office of Research"
Submission Method	Select "Electronic Submission"
Sponsor Program Number	Enter "ARC FY21"
Direct Costs	Enter the full budget amount
F&A	Enter "0"

In the *Attachments* tab of the WISPER record, upload the following documents:

- Project Narrative
 - ARC Budget Planning Tool
 - Budget Justification
2. In the proposal application system, review your application for completeness, accuracy, and compliance with format requirements.
 - You can review and change any component of the application until it is submitted.
 - When you are satisfied with all components, click **Review and Submit**; if you wish to make changes, you may return to the application and edit tasks by clicking the **Back to Application** arrow in the upper-left portion of the screen.
 - When finished, click **Submit Your Application**. **Once submitted, no changes are allowed, even if it is before the deadline.**
 3. You will receive an e-mail confirming the submission.

ARC Review Process

The ARC program employs a three-stage review and selection process.

Stage 1: Administrative Review

Applications will be screened for completion and compliance with formatting requirements. Late, incomplete and/or non-compliant applications will not be accepted.

Stage 2: Scientific/Scholarly Review

All applications are externally reviewed for scientific/scholarly merit according to the following criteria:

Criterion	Description	Single Investigator Point Value	Multiple Investigator Point Value
Significance/Impact	Potential impact of results on the field or society	40	40
Research Plan	Approach, design, methodology, timeline, resources, and assessment are effective and feasible to accomplish the aims	40	40
Outcomes and Dissemination	Anticipated project results and how they will be communicated	20	20
Quality of Writing	Proposal is clearly and carefully written	10	10
Necessity of Collaboration (Multi-investigator projects only)	Multiple investigators are required to accomplish aims and strengthen the proposed research	N/A	10
	TOTAL	110	120

Rating Scale for all criteria:

5: Excellent	Very Strong with few or no minor (easily addressed) weaknesses
4: Very Good	Strong, with several, minor weaknesses
3: Good	Strong, with moderate weakness
2: Fair	Some strengths, with at least one major weakness
1: Poor	Very few strengths and several major weaknesses

Stage 3: Award Decision

Funding decisions are made by Office of Research leadership based on final ratings and review comments. Additional considerations may include:

- Proposed projects that significantly overlap any of the PI's externally supported projects will not be funded.
- Awards will not be given to applicants who are 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.

All funding decisions are final, no appeals are allowed.

Terms and Conditions of ARC Awards

1. The PI agrees to execute the project in compliance with all applicable federal and state laws and regulations and institutional policies, including but not limited to those concerning:
 - Rules and regulations governing research involving human subjects under the federal Common Rule (45 CFR 46) and U.S. Food and Drug Administration (FDA) regulations (21 CFR 50, 56, 312, 600, and 812)
 - Animal care and use
 - The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
 - Use of toxic, infectious, or carcinogenic/mutagenic materials, recombinant DNA, radioactive materials
 - Environmental impacts
 - Scuba diving
 - Remodeling or construction
2. The PI agrees to contribute at least 10% time to the project. Any Co-PIs who receive summer support or a course release also must contribute at least 10% time to the project.
3. The final award amount is subject to negotiation with the Office of Research.
4. Per standard practice and in accordance with [UW System Patent Policy](#), the PI, any Co-PIs and other project personnel, including graduate student assistants, agree to assign ownership of all intellectual properties conceived or reduced to practice as a result of an ARC award to the University for protection and development as the University deems appropriate.
5. Please acknowledge "UWM Advancing Research and Creativity grant" support in any publication resulting from your ARC project.
6. The PI must notify Kathleen Koch if s/he will be leaving UWM before the project end date. The Office of Research reserves the right to determine the disposition of any remaining project funds.

7. The PI is expected to retain the research records for three years beyond the conclusion of the project. (“Records” include the raw data, as well as any tables or schedules derived from the data; any video, or audio recording tape; any project-related source documents; and any reports or publications resulting from the project.)
8. At the conclusion of the project the PI must report on the outcomes of the ARC funding. A report template will be provided.
9. All PIs and co-PIs are expected to serve as reviewers for this or other similar internal award programs in the future.

Contact Us

Program Officer

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Assistance with online application

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