

UWM RESEARCH ASSISTANCE FUND
CYCLE 6
REQUEST FOR APPLICATIONS

Program Overview

The Research Assistance Fund provides small grants (up to \$2,000) for conducting and disseminating research and creative work. The awards are intended to address specific, short-term research and scholarly needs of faculty and career academic staff.

Application review will begin July 2026 and continue until funds are exhausted.

Changes for Cycle 6

- The list of eligible expenses has been reduced due to budget limitations (see Eligible Expenses below)
- Priority in making awards will be given to tenure-track faculty.

Program Details

Eligible Applicants

- UWM faculty and staff who are
 - leading research and creative activities,
 - employed at least half-time, and
 - are not concurrently registered as a UWM student

Ineligible Applicants

- UWM faculty and staff who are the Principal Investigator on a current UWM Discovery and Innovation Grant (DIG) or Advancing Research and Creativity (ARC) award
- Those who received a RAF award between July, 1 2025 and June 30, 2026
- Those in the TTC Post Degree Training job family (e.g. post-docs, research associates, research interns)
- Those with uncommitted start-up funds of \$20,000 or more
- Those who are on notice of non-retention or who have accepted offers at other institutions
- Administrators with positions at the dean level or higher
- Students
- Visiting scholars

Additional Application Restrictions

- Applicants may submit only one request per cycle
- Co-applicants are not allowed
- Those who receive an award between July 1, 2026 and June 30, 2027 will have to wait at least one application cycle before applying again. Specific eligibility periods will be published with each Request for Applications.

Eligible Expenses

- Conference/workshop/exhibition fees (remote or in-person) and/or travel to these events where you are presenting your research, artistic, or curated cultural works
- Travel to conduct research
- Subvention fees, open access fees, page charges, etc. Please check the UWM Libraries' list of [open access agreements](#) before submitting a RAF application for article processing charges. Note

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that publications that result in revenue may require a Royalty Sharing Agreement. Contact your Divisional Finance Officer for more information.

- Indexing or editing for book manuscripts
- Materials and supplies, user fees, and purchase of services related to a specific research project
- Participant incentives
- Specialized software
- Hourly graduate students for assistance related to a research project

Ineligible Expenses

Include, but are not limited to:

- Course releases, academic-year salary, summer salary, sabbatical salary supplement
- Curriculum development
- Support for service projects that do not have a research component
- Computers
- Cost-sharing on other grants
- Workshops/professional development
- Student- and postdoc-led research activities
- Student and postdoc travel
- Consultant fees for research administration (e.g., budget development, proposal submission, post-award accounting, program administration, project management)

Use of Funds

- Funds must be used for the original purpose stated in the application. If the award cannot be used for the original purpose (e.g., a conference is cancelled), contact Research Development Services (or-osp-propdev@uwm.edu).
- Expenses must be incurred in the same fiscal year as the award is made. Carryover of unused balances is not allowed.

Limit on Number of Applications

- Applicants may submit only one request per cycle to this program.

Incomplete Applications

Applications that are started but not submitted within 60 days will be deleted.

Deadlines

- Applications will be accepted and reviewed on a rolling basis each fiscal year until funds are exhausted. Application submission well in advance of a specific event date is strongly encouraged.
- Applicants typically are notified of funding decisions within eight weeks of submission.

Outcome Report

- All award recipients must submit a short report (up to one page) on the outcomes of the funding. Send reports to or-osp-propdev@uwm.edu with the subject line RAF Outcomes Report.

Secure Online Application System

Applications must be prepared and submitted in the online application system.

[RAF Online Application](#)

[RAF Online Application Instructions](#)

Application Components and Instructions

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

- **Applicant:** Name, school/college, department, position title, UWM email address
- **Type of request:** Multiple choices allowed

Travel for conference presentation	Student hourly support
Travel to perform or exhibit your work	Supplies
Travel to conduct research	Specialized Software
Purchase of Services	Participant incentives
Publication (open access fees, page charges, subvention, indexing, etc.)	
- **Budget Request:** Enter the total amount requested (maximum of \$2,000)

2. Request for Funding - 1 page maximum; upload as a PDF file

Prepare a **brief** narrative (typically ½ page) that describes how you will use the funds. This is an eligibility assessment, not a scholarly review. A few sentences on background or rationale are sufficient. Do not include references. For most requests, specific information and additional supporting documents will be needed. **Include the information listed in Table 1. Requirements At a Glance Table**; failure to do so will delay a funding decision.

Table 1. Requirements at a Glance

Request Type	Required Information in Narrative	Required Supporting Documentation
All travel	• Location(s) and dates of travel.	• Published rates of the anticipated travel costs, such as screen shots from websites showing estimated or actual costs for airfare, lodging, per-diem, etc.
Travel to present research, artistic, or curated cultural works	• Name, dates, location of conference/event/ • Event URL (if applicable) • Title and abstract of the presentation, performance, etc. (description from the event program meets this requirement)	If available at time of application: Invitation or notice of acceptance to present/exhibit/perform at the respective event. A copy of email from the event organizers, copy of the conference program, or website showing your

Request Type	Required Information in Narrative	Required Supporting Documentation
		involvement in the event is sufficient documentation. If proof of acceptance is not available at the time of application, then provide proof of submission of paper/abstract/portfolio for the conference/exhibition. If you meet other eligibility requirements, you will receive a contingent approval and the award budget will not be loaded until proof of acceptance is received. See also All Travel.
Travel to conduct research	• Location(s) and dates of travel. • If traveling to multiple locations, describe what you plan to accomplish at each destination	See All Travel.
Publication support	• Name of publication • Name of publisher (for manuscripts) • Title and abstract of the work	• Letter of acceptance or other agreement to publish • Documentation of the fees being charged for the publication assistance you are seeking
Purchase of software or services	• Description of item(s) or service(s) you wish to purchase • Explanation of need for using RAF program funds (vs. department/ school/college funding) • Other potential users of the items purchased	• Quote from supplier or screenshot of webpage showing price
Student hourly help See https://uwm.edu/hr/policies/student-hourly-pay-structure/ for position titles and pay ranges	• Anticipated dates of employment (i.e., from/to) • Student's role in the research	

Request Type	Required Information in Narrative	Required Supporting Documentation
Participant incentives	Number of participants, dates of study, date of IRB review	If IRB approval has been obtained, attach copy of approval memo (NOTE: The award budget will not be loaded until proof of IRB approval is received.)

3. Budget Request - Download the template provided in the application, save to your computer; open in Excel, complete and save the form as a .xlsx file, upload the completed file

NOTE: All purchases made with university funds are property of the university.

4. Budget detail – Upload as Word or pdf file

Provide a detailed description and amount for each item requested. For travel, break down costs into air and ground transportation, lodging, per diem, registration fees, etc.

5. Supporting Documents – Upload as pdf files

Even though supporting documents are optional (meaning that you will be able to submit the application without them), in nearly all cases they will be needed for reviewing your application (e.g., vendor quotes or other cost estimates, proof of acceptance to present your research, proof of article being accepted for publication, invitation to exhibit or perform artistic works, travel cost estimates from the TravelWise site). Applications that do not include sufficient documentation will be returned with a request for the missing items. This will delay the final decision.

For specific details, see the Requirements at a Glance table on pages 3-5.

Application Submission Process

In the application system, review your application for completeness, accuracy, and compliance with format requirements.

- You can change any component of the application until you click **Mark as Complete**.
- Once you click **Mark as Complete**, no changes are allowed.
- You will receive an e-mail confirming the submission.
- A RAMP record is NOT required for this program.

Application Review Process

Stage 1: Administrative Review

Applications will be screened for completion. Applications may be returned for additional information.

Stage 2: Desk Review and Award Decision

Research Development Staff will conduct a desk review of each application. Senior leadership may be consulted on complex applications. Funding requests that do not meet program eligibility criteria will be denied. Funding requests that meet the criteria may receive partial or full awards.

All funding decisions are final, appeals are not allowed.

Award Terms and Conditions

1. Funds are expected to be used for the original purpose stated in the application. If the award cannot be used for the original purpose (e.g., a conference is cancelled), please contact Research Development Services (or-osp-propdev@uwm.edu).
2. The applicant agrees to execute the award 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 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
 - Remodeling or construction
 - Purchasing
 - Scuba diving
 - Travel
 - Hiring
3. The Division of Research is not able to provide assistance with implementation of the awards (e.g., purchasing, hiring, expense reimbursement); please work with your department or school/college support staff for assistance in these matters.
4. The applicant must report on the outcomes of funding at the conclusion of the grant period.

Contact Us

For questions on the program

Anne Kissack
(414) 229-5692
kissacka@uwm.edu

For assistance with the online application

Kaitlyn Mayer
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