

University of Wisconsin Oshkosh Faculty Development Program 2023-2024 Call for Proposals

In context of UWO's current budget situation and reduced funding for the faculty development program, the 2023-2024 call for proposals will be limited to the Faculty Research and Creative Activity Grant component.

1) Program Description

To promote scholarly activities campus-wide, the University of Wisconsin Oshkosh provides research support on a competitive, peer-reviewed basis to eligible faculty. This program encourages and supports faculty engagement in research, creative activity, and scholarship, including the scholarship of teaching and learning (SoTL). Scholarly and creative activity that is investigative in nature and designed to advance knowledge, increase skills, and improve understanding is central to this program.

The Faculty Research and Creative Activity Grants provide opportunities for faculty to grow as scholars and, in turn, benefit the university's students by improving the quality of their academic experience and fostering faculty/student collaborative research. In addition, the Faculty Research and Creative Activity Grants help the university respond to the needs of the community and region for research consultation and problem solving.

Please note that proposals focused on teaching or instructional enhancement will not be considered for funding under this program. Similarly, grants cannot be made in support of studies leading to an advanced degree for the applicant.

2) Award Information

- a) Project Dates of Award: July 1, 2024 – June 30, 2025. The scope of the project must fit within the one-year timeframe, with the bulk of the work being completed over the summer.
- b) Maximum award amount is \$5,000, of which up to \$3,750 may be requested as a summer stipend with the balance of the budget request used for such research-related expenditures as supplies, software, equipment, travel to conduct research, operating costs, transcription, translation, participant payments, data collection services (for example, Amazon's MTurk) and student research assistant wages.
- c) All funded projects require a final report that details outcomes and accomplishments resulting from the project. Outcomes and accomplishments should include description of specific occasions and venues for sharing the project. Final reports are due by August 31, 2025 for all awards. Failure to fulfill this obligation will make faculty ineligible for future internal grant funds until a report is submitted.
- d) All projects are expected to produce an external grant submission, a work of peer-reviewed or peer-recognized scholarship or creative work, or both.
- e) All projects must be presented at a campus showcase in Spring 2025 or Spring 2026.
- f) All project personnel agree to comply with relevant policy regarding the use of human subjects and/or animal subjects in research and will obtain IRB/IACUC approval prior to

expending grant funds. Additionally, researchers must comply with policy and requirements related to biosafety, international research, conflicts of interest, and other UWO, Universities of Wisconsin, state, and/or federal guidance.

- g) Recipients of Faculty Development Program support must forgo or return the award if they will not continue as faculty at UWO for one regular semester following the completion of the supported project.

3) Eligibility Information

- a) Principal Investigator (PI) Eligibility: All current, full-time tenured or tenure-track faculty members.
 - i) Current Faculty Development Board members may not apply for funding during their term unless a replacement is appointed to fill their seat during that funding cycle.
- b) PI Number Limit: Projects may be proposed by one or more researcher(s). Funding and budget maximums are per proposal, regardless of the number of researchers included in the project.
- c) Limit on Number of Proposals per PI: Researchers may submit one proposal per cycle and be funded no more than twice within a five (5) year period.
 - i) The five-year clock may be reset by achievement of a significant outcome arising from the project (for example, funded external grant, major publication or exhibition, or other discipline-specific dissemination).

4) Proposal Preparation and Submission Instructions

Proposals are due February 12, 2024.

New this year is an online proposal submission form that should streamline the application and double-blind review processes. Details and a link to the form will be available in mid-January 2024.

All proposals must include the sections described below. Proposals must include all sections to be considered complete and eligible for review by Faculty Development Board. Incomplete proposals will not be considered for funding.

When writing a proposal, be as concise and specific as possible. Avoid needless technical jargon, considering the multidisciplinary audience who will review the document.

- a) **Abstract:** Include a 350-word maximum structured abstract using the following section headings:
 - (1) Purpose: What is the purpose of the project?
 - (2) Originality/Value: What is new or innovative about the proposed project? State the value of the project, to whom it is valuable (e.g., you, discipline, community, society), and why.
 - (3) Objectives: What are the aims/objectives/measurable outcomes of the project?
 - (4) Design/Methodology/Approach: How will the objectives be achieved? Address the main method(s) to be used for the project. What is the approach to the project, and/or what is the theoretical or subject scope of the project?
 - (5) Anticipated Findings/Results/Final Product(s): What are the anticipated results of

the project, including any expected findings and/or finished work product(s)?

- b) **Proposal Narrative:** Each proposal must include a narrative that describes the project. Proposal narratives are capped at five pages, using a font size of at least 12, single line spacing, and margins of at least one inch.

The proposal narrative outline, shown below, is intended to be broad enough to allow for the nuances and idiosyncrasies of the diverse disciplines represented in a comprehensive university. Please include all headings, unless noted as “if applicable”, from this required list. When a section has multiple headings divided by “/”, choose the heading(s) most relevant for your project.

- i) **Statement of the Problem / Significance of the Project:** Present an up-to-date and pertinent review of the relevant literature, theory, scholarly discussion, and/or creative context of your project. Clearly and succinctly support the proposed project with documentation and up-to-date references. Address the project’s originality / value. What is new or innovative about the project? State the value of the project, to whom it is valuable (e.g., individual, discipline, community, society), and why, if not addressed later in the “Project Implications” section (or these sections may be combined here for succinctness and clarity).
- ii) **Objectives / Specific Aims / Anticipated Findings / Anticipated Results:** Define the specific, measurable outcome(s) and/or product(s) of the project. What will be known or accomplished after your project has been completed that was not known or in existence before? If the request for funding is to cover only a portion of a larger, more comprehensive project, the proposer should differentiate clearly between the larger project and the portion this grant would support.
- iii) **Design / Methodology / Approach:** The design/methodology/approach must be clearly aligned with the stated project objectives. Design and describe a work plan in keeping with your academic discipline. The work plan should include a timeline, which describes who will be doing what and when they be doing it. How will the outcome(s) or product(s) be achieved? What is the approach to the project, and/or what is the theoretical scope or subject scope of the project? Clearly describe the design / methodology / approach to be used and justify its use for the proposed project. The work plan may include descriptions of, but is not limited to, the following:
 - (1) scientific research
 - (2) use of primary and secondary data, population samples, experimental and control groups, or other methods of data gathering and statistical analysis
 - (3) archival research, translating, ethnographic fieldwork, solitary thinking, or other forms of analysis and synthesis of ideas and concepts
 - (4) description of process(es) used to create artistic works
- iv) **Project Implications (if applicable):** What implications for theory, practice, or application will the project have? How might the project impact your discipline? What is the potential social, commercial, and/or economic impact of the project? Could outcomes lead to extramural funding, and if so, to which sponsors could proposals be submitted? Not all projects will have definitive implications. If not applicable, omit this section.
- v) **Final Product(s) and Dissemination:** Describe possible forms of the final product(s): publishable manuscript, conference paper or presentation, invention, software, exhibit, performance, etc. Be specific about the methods to be used to disseminate your work to a wide audience. Discuss how the final product and its dissemination is viewed by your department in terms of productivity for retention,

promotion, and tenure.

- c) **References / Bibliography / Works Cited:** List any literature and/or other works cited in the proposal. Follow your disciplinary standards for formatting citations. References do not count toward the proposal narrative five-page limit. There is not a specific page limit for the references section, but brevity is appreciated. Do not include additional content that should otherwise be addressed in the narrative (e.g., linking to further content). References should be included at the end of the narrative.
- d) **Budget:** An itemized budget request must accompany each proposal. While Faculty Development Board reserves the right to adjust budgets, it is important that applicants carefully assess their needs and ask for funds accordingly. Applicants must remember to correlate budget items with references to such items in the proposal narrative, e.g., if software funds are requested in the budget, the applicant must explain in the narrative how the software will be used in the project.
 - i) **Faculty Summer Stipend**
 - (1) The applicant may request a summer stipend to undertake the proposed research. The maximum amount of the stipend is \$3,750, although the applicant may request a lesser amount. The stipend may only be received for work during the summer. Please note that supervising students does not constitute research or creative activity. If you have student workers, differentiate your role and your students' role(s) for your project.
 - ii) **Student Workers**
 - (1) The budget justification should provide clear and concise descriptions of the roles/duties and expected time commitments of students (graduates and/or undergraduates) being compensated as part of the grant award. If more than current minimum wage is to be paid for student help, explain why (e.g., prerequisite expertise/experience, level of project responsibilities, compensation standards within the discipline). The cumulative total for faculty and student compensation may not exceed \$5,000. Faculty are expected to conduct the bulk of research activities and not only oversee student work. The effort justification should clearly outline faculty's primary role in the proposed project.
 - iii) **Equipment**
 - (1) Fully justify the need for any equipment (i.e., items of \$1,000 or more per unit) in the proposal narrative and budget justification. Note that a "unit" may consist of two or more component pieces required to make a functional apparatus. Generally, all equipment and other tangible property acquired with Faculty Research and Creative Activity Grant funds becomes property of the university. If the equipment can also be used for instructional purposes, the applicant is encouraged to seek a cost-sharing arrangement with their department and/or dean. Before requesting funds for equipment (computers, etc.), please explore existing UWO resources and indicate you have done so in this section.
 - iv) **Travel**
 - (1) Travel costs to disseminate research (e.g., conference attendance to present the results of research) are not eligible expenses under this program. Funds requested for travel must clearly relate to and be necessary for conducting the research project proposed. Justify why the travel is integral to your project and discuss specific scholarly outcomes that will happen as a result of the proposed travel (e.g., collaboration, access to facilities or archives). Refer to travel guidance on the UWO [Financial Services website](#), [UW TravelWise](#), and the [UW TravelWise Calculator](#) for policies and rates for mileage reimbursement, airfare,

per diem meal & incidental allowances, lodging allowances, etc. Eligible domestic or international travel costs may be requested.

v) Materials and Supplies

- (1) Itemize and justify necessary supplies and their costs, being mindful of university [purchasing procedures](#). Equipment costing \$1,000 or more per unit should be categorized in the equipment section above, and not as materials and supplies. All supplies purchased with grant funds are, by definition, university property. If requesting software, contact IT to explore site licensing cost efficiencies and indicate you have done so in this section. Likewise, before requesting funds for common equipment (laptops, recording devices, etc.), please explore existing UWO resources and indicate you have done so in this section.

vi) Services – External and/or Internal

- (1) Itemize and justify required services and their costs, such as consultants, translators, transcriptionists, data collection services (for example, Amazon's MTurk), etc. External services are those provided by personnel not employed by UWO. Internal services are those provided by UWO personnel or departments.

vii) Other

- (1) Itemize and justify other costs that cannot be classified under another budget category.
- (2) Items included in broad categories such as "miscellaneous" or "other" will not be considered for funding unless additional detail is provided in the budget justification.
- (3) Funds to support dissemination (e.g., publication costs) are not allowed as part of this grant program and should not be requested in this section of the budget.

- e) **Budget Justification:** The budget justification should not exceed one page. This is your opportunity to explain the costs necessary for carrying out your project and to justify and connect these costs to activities described in the narrative. Clearly explain what you need, why you need it, how you arrived at the numbers provided, and other resources you may be leveraging (e.g., existing equipment, departmental support).

- f) **Vitae Summary:** Provide a vitae summary for each PI and co-PI. The document should not exceed two pages per person and does not count toward the proposal narrative page limit. In addition to your education, appointments, and other credentials, it is recommended this section note publications, products, presentations, inventions, collaborations, projects, grants, fellowships, and/or other work that is most relevant to the proposed project and the PI's/co-PI's related expertise. The vitae summary should be included as a separate document from the proposal narrative.

All proposals must be endorsed by the applicant's department chair at the time of submission.

Please contact facultydevelopment@uwosh.edu with any questions.