WSU Faculty Seed Grant Program for Research in Spokane
2007 Competition

Guidelines and Application

**Purpose**

The central purpose of the WSU Faculty Seed Grant Program for Research in Spokane is to enhance research and scholarship by funding projects that have a high potential to result in publications, professional presentations, and extramural funding. It is anticipated that the application process will provide mentorship in grant writing and that projects will offer new possibilities for collaboration among WSU faculty. Funding may be requested for demonstration projects, pilot/feasibility studies to test a new methodology or intervention, and for studies to refine psychosocial instrumentation or laboratory techniques. Studies may test some component of a randomized controlled design, such as recruitment and retention strategies, data collection, management, and analysis techniques. Qualitative studies are permitted, as are projects that use a less than optimal experimental design.

**Eligibility**

All WSU faculty embarking on a previously unfunded research project are eligible to apply. Research that involves collaborations with the community in Spokane is particularly encouraged, as is research that involves collaborations between Pullman and Spokane faculty. While faculty members at the Assistant Professor level are given priority, funds will also be available to senior investigators. While all faculty members are eligible to apply, funding priority is given to the Colleges that have contributed funds to the seed grant program: WSU Spokane, Colleges of Nursing and Pharmacy. The research must be conducted in Spokane to be eligible.

**Types of Support**

Funding is not allowed for the following items: Classified staff salaries, publication of manuscripts, supplemental awards to existing projects, and/or conference support.

Support will be considered for items such as, but not limited to: supplies, equipment, personal computers for field data collection, software, domestic and international travel, and field data collection. Also permitted are funding for advanced training or specialty education, consultant fees, faculty salary support for one summer month, graduate student summer tuition, time-slip, and student supplies. A request for postdoctoral fellow and resident support requires strong justification that explains how the funding will continue a line of research by the faculty member following the trainee’s period of education. A budget justification is required to explain how the requested items will contribute to achieving the purpose(s) of the project.

**Funding Level, Terms, and Conditions of Support**

The maximum individual award is $7,500. The review panel may recommend awards for amounts less than requested depending on reviewers’ evaluation of the fit between the specific aims, overall merit of the proposed study, and budget justification.

Funding begins September 1, 2007 and projects are to be completed by August 31, 2008. A request for a one-time limited extension is required in writing by August 1; however, extensions are discouraged and will only be granted due to extraordinary and unforeseen circumstances. The seed grant award may be
withdrawn if the applicant receives funding for the same project from another internal or extramural funding source. It is expected that awardees will submit within 6 months after the completion of the project an extramural grant, paper(s) for publication, and/or conference presentation(s). Awardees will also be required to complete follow-up reports beginning one year after the seed grant ends. The follow-up reports will document any publications, presentations, exhibitions, media coverage, sales or marketing projects, lay publications, grants or other accomplishments that resulted from the Faculty Seed Grant Award. Recipients will be expected to give a presentation of their findings at a WSU research seminar.

**Review Process and Announcement of Awards**

The proposals will be evaluated by the Vice Chancellor for Research at WSU Spokane, Associate Dean for Research at WSU College of Nursing, Associate Director of the Washington Institute for Mental Health Research and Training, Chair of Pharmacotherapy, and selected faculty members whose expertise is consistent with the area of the application. Applications will be returned to applicants without undergoing peer review if they do not follow the guidelines for submission. The Vice Chancellor for Research at WSU Spokane will collate the recommendations of all reviewers and work with the Associate Director of Finance & Budget at WSU Spokane to establish a list of awardees. The list of recommended award recipients will be given to the Chancellor of WSU Spokane for the final determination of awards. Awards will be announced by August 1, 2007.

The narrative language of the proposal must be directed to an educated lay audience, e.g., a faculty member or reader with a different research or educational specialty. The reviewers will evaluate the proposal’s originality, significance, clarity of specific aims, critical review of literature, selection of appropriate design; feasibility of accomplishing the specific aims within one-year, analysis plan, availability of adequate facilities and research participants, appropriateness of the budget and justification, and fit of the project with the purpose of the seed grant program. Those projects that are evaluated as representing the beginning of a solid, significant, long-term program of research or scholarship and that have the potential for generating external funding or other scholarly outcomes will be given highest priority.

**Final Reports Due by October 1, 2008**

A final scientific report and a budget report must be submitted by October 1, 2008 to Susan Pfeifer at pfeifer@wsu.edu. The forms for both reports will be included in the packet of award materials.

**Submissions and Deadlines for All WSU Faculty**

**Electronic Copy Deadline:** Friday, June 29, 2007, 5:00pm

One copy of the full application in a single PDF file is to be submitted to Susan Pfeifer at pfeifer@wsu.edu by the deadline date and time. Susan will acknowledge that she has received your application.
WSU Faculty Seed Grant Program
For Research in Spokane
2007 Competition

Application Guidelines

The instructions and the attached forms for the WSU Faculty Seed Grant application are intended to assist you in preparing your proposal. In general, be brief, but explicit. All application will be screened prior to review. Those that are incomplete or do not follow the provided guidelines will be returned without further review.

Application Checklist

12-point font size only, Times New Roman or Arial, single-spaced.

Attach the Office of Grant and Research Development REX-lite form with signatures to the front of the application. Click here for the REX-lite form: Research Forms.

1. General Information, Title and Cover Sheet (use the page provided)
2. Non-Technical Abstract (use the page provided)
3. Proposal Narrative (no more than five single-spaced pages for sections a-f)
   a. Background
   b. Objectives and Significance
   c. Procedure and Feasibility
   d. Statistical analysis plan to answer each specific aim or hypothesis
   e. Facilities and Resources
   f. Timeline
4. Attachments
   a. References (use the page provided plus two additional pages as needed)
   b. Biographical Sketch (use the page provided plus one additional page as needed)
   c. Budget and Justification (use the page provided and one additional page for the justification)
   d. Current, Pending and Past Support (use page provided plus one additional page as needed)
   e. Assurances and University Commitments, if applicable

Format and Preparation

PART I: General Information, Title, and Cover Sheet

Use the pages provided. Project title should be brief, but descriptive. Also, include a short title limited to 30 characters for computer abbreviation. You may suggest appropriate reviewers for your proposal on the cover sheet.
PART II: Non-Technical Abstract
Use the page provided. The abstract should be succinct, using plain language, explaining what you want to do and how you will do it. The abstract must be in lay terminology so it can be disseminated as written by the WSU communication’s staff.

PART III: Proposal Narrative
The narrative section consists of 7 sections. Proposals with narratives longer than five single-spaced pages will not be accepted. Direct the narrative to an educated lay audience e.g., a faculty member or reader with a different specialty. Entitle each section as follows:

1. Background. An extensive review of the literature is not required; however, about one-page of the narrative section should provide a critical review of what is known and not known about your topic. Provide citations in APA 5th edition format. Explain the problem or project to be pursued and the expected outcome. What special talents, training or ability do you bring to the resolution of your project or the solution of the problem? Discuss any relation with other WSU programs or faculty. Applicants in year two or three of their appointments should indicate what efforts they have initiated toward research, scholarly, or artistic activities appropriate to their discipline. What is the relation of the study to additional research, creative, and/or scholarly activity you intend to pursue?

2. Objectives and Significance. This section should be an explicit statement of the demonstration aims, research questions, specific aims, or hypotheses to be tested. Define the significance of the proposed project to a lay audience.

3. Design and Procedure. Identify the design, sample, and method/procedures. Give enough detail to indicate the appropriateness of the suggested approach to each question, aim, or hypothesis. Show that your design and procedures are appropriate and adequate to accomplish your aims.

4. Statistical Analysis Plan. The plan should address the approach to the analysis or formal evaluation of each hypothesis, specific aim, or research question. The analysis of qualitative data must be explained fully. A power analysis is needed to justify the sample size if you are conducting a randomized controlled trial or group comparison study.

5. Facilities and Resources. Specify the facilities to be used. List existing major equipment and/or computers to be used noting the location and pertinent capabilities of each. Provide any information describing other resources available for the project including available support services and any key personnel.

6. Timeline. Identify a monthly “schedule of events” for the project.

7. Future Funding Strategy. Describe the strategy you will pursue to solicit future external funding for this project. Indicate what sources of funding you will seek, e.g., name of federal agencies, type of award mechanism (R15, R03, R21, R01, etc.), or name of foundation, corporation, or private donor and the type of proposal they are interested in funding.

PART IV: Attachments

1. References. Use APA 5th format on the page provided plus two additional pages as needed.

2. Biographical Sketch. Use the page provided plus one additional page as needed for the Principal Investigator and each Co-Investigator, if applicable. Include no more than five recent publications. You may attach your NIH biosketch as long as it is shortened to the two page limit.
3. **Budget**

Use the page provided. Contact Susan Pfeifer, Associate Director of Finance and Budget (358-7576), Glynis Hull, Grant Development Coordinator for WSU Spokane Office of Research (358-7638), or your department financial/budget manager if you need assistance in preparing the budget. **The finance officer of your College, department, or unit must sign the budget page or else the grant will not be reviewed.**

**Object 00 (Salaries).** Specify the rate of pay and the specific time period. The relevant category would be faculty support for one summer month in 2008. Do not incorporate benefit charges.

**Object 01 (Wages).** Specify hours and rate of pay, and if employee will be a non-student or student (indicate if undergraduate or graduate student). Do not incorporate benefit charges.

**Object 03 (Goods and Services).** Contact the responsible personnel for cost estimates of services. Itemize by major items. The review panel looks with disapproval at requests for funding “miscellaneous” goods and services.

**Object 04 (Travel).** Domestic and international travel for field work to collect data, receive training or for educational purposes is allowed. Check with a University approved travel agent for the most cost-effective travel to applicants’ destination.

**Object 06 (Equipment).** The applicant’s chair or director must certify that the equipment to be purchased is not already available for use on this project. Major equipment items ($5,000 or more) are not supported. Personal computers may be purchased for field data collection or other special applications other than general office use.

**Other.** Provide a detailed description of any other budget items that will be requested.

**Justification.** Attach an additional page for budget justification. All requested budget items must be accompanied with a strong justification of how they will contribute to successful completion of the project.

4. **Assurances and University Commitments**

Government compliances, use of central services, project location and facilities. If needed, an additional page may be included. A copy of the approval letter for using human or animal subjects must be submitted to the Vice Chancellor for Research WSU Spokane prior to the release of any awarded funds on September 1, 2007. The time-line for the project will not be extended due to late IRB or animal use approval.

5. **Current, Pending and Past Support**

Use the page provided. If needed, an additional page may be included.
PART I: General Information

Project Title

Short Title for Computer Abbreviation (30 Characters)

Amount Requested

Period of Support Requested

Check Appropriate Review Panel

___ Biological/Health Sciences ___ Design ___ Engineering

___ Health Policy ___ Medical Sciences ___ Social Sciences

Lists names, departments of all key personnel:

Names, departments of any suggested reviewers for your application:
PART II Non-Technical Abstract

Use this one page. The abstract should be succinct, using plain language, explaining what you want to do and how you will do it. The abstract may be published by the WSU communication’s staff.
Part III: Proposal Narrative

Five single-spaced pages. Direct the narrative to an educated lay audience i.e., a faculty member or reader with a different specialty. Title each section and address the criteria as indicated in Part III of the application guidelines.

1. Background.

2. Objectives and Significance.

3. Design and Procedure.


5. Facilities and Resources.

6. Timeline.

7. Future Funding Strategy.
PART VI: Attachments

1. References. Use this page provided plus two additional pages as needed in APA 5th format.
2. Biographical Sketch.

Use this page plus one additional page as needed for the Principal Investigator and each co-investigator, if applicable.

<table>
<thead>
<tr>
<th>Principal Investigator</th>
<th>Last name, First Name</th>
<th>Position Title or Rank</th>
<th>Title</th>
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<tr>
<th>Department/School</th>
<th>Name of department or school</th>
<th>Initial WSU Appointment Date</th>
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EDUCATION/TRAINING
(Begin with baccalaureate, other initial professional education and include postdoctoral training.)

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<thead>
<tr>
<th>INSTITUTION AND LOCATION</th>
<th>DEGREE</th>
<th>YEAR(s)</th>
<th>FIELD OF STUDY</th>
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</table>

RESEARCH, CREATIVE AND PROFESSIONAL EXPERIENCE: Indicate, in chronological order, previous employment, experience, and honors. Include current professional memberships. List no more than five recent publications or other visible productivity pertinent to this application.
3. Budget

Contact Susan Pfeifer (358-7576) or your department financial/budget manager if you need assistance in preparing the budget. Refer to the Application Instructions to complete this section.

<table>
<thead>
<tr>
<th>Budget/Objects</th>
<th>Amount</th>
<th>Description of Budget Item</th>
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<tbody>
<tr>
<td>00 Salaries (Do not include employee benefits)</td>
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<tr>
<td>Object 00 Total</td>
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<td>01 Wages</td>
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<td>Object 01 Total</td>
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<td>03 Supplies</td>
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<td>Object 03 Total</td>
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<td>04 Travel</td>
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<td>Object 04 Total</td>
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<td>06 Equipment</td>
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<td>Object 06 Total</td>
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<td>Other</td>
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<tr>
<td>Other Total</td>
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<td><strong>REQUESTED TOTAL</strong></td>
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Signature of Financial Officer ___________________________ Date ___________________________

**BUDGET JUSTIFICATION:** *Attach an additional page for budget justification. All requested budget items must be accompanied with a strong justification of how they will contribute to successful completion of the project.*
4. Assurances and University Commitments

Assurances: The proposals must be reviewed by the appropriate University committee for human subjects, biosafety and animal subjects considerations. Forms can be downloaded from the OGRD home page (http://www.ogrd.wsu.edu). IRB-Spokane must review all proposals using agencies that come under their jurisdiction.

a. Will human subjects be involved?
   If so, complete and forward Memo No. 4 for the Human Subjects IRB to OGRD
   Yes ☐ No ☐

b. Will recombinant DNA, carcinogens, mutagens or infectious diseases be involved?
   If so, forward a completed MUA for the Biosafety Committee to OGRD
   Yes ☐ No ☐

c. Will animals be involved?
   If so, complete and forward the Animal Subjects Approval Form to the LARC
   Yes ☐ No ☐

University Commitments:

a. Will a centralized service(s) be required for this project?
   If so, indicate the facility(ies):
   Yes ☐ No ☐

b. Has space been identified where this project will be conducted?
   If so, indicate the building and room:
   Yes ☐ No ☐

c. Will the project be conducted off campus?
   If so, indicate the location:
   Yes ☐ No ☐

d. Is more than one department, school, college, or branch campus involved in the project?
   If so, indicate the units involved and principal investigator(s) or collaborators at other sites
   Yes ☐ No ☐
5. Current, Pending and Past Support

1. Give dates, project numbers and amounts of all other internal WSU or other institutional support (exclude start-up funds) you have received in the last three years.
   
   Put information here

2. Indicate agencies to which you have applied for extramural support in the last three years.
   
   Put information here

3. Indicate the awards of any extramural support you have received. Include the agency, title, amount, and time period.
   
   Put information here

4. Has extramural support been solicited by you or a colleague for this project?  
   Yes ☐  No ☐  
   If so, where?  Put information here
   
   Put information here
   
   What is the status of this request(s)?  Put information here
   
   Put information here
   
   If a request has not been submitted, will it?  
   Yes ☐  No ☐

5. Do you intend to publish or in other ways make public the results of this project?  
   Yes ☐  No ☐
   If so, to what periodicals or to what venues do you intend to submit relevant project outcomes?
   
   Put information here

By signing below, I confirm that the information provided in this application is accurate. If funded, I agree to conduct the project in accordance with the terms and conditions of the award, submit a proposal to an extramural funding source within 18 months after the funding period begins, and to present the findings of the study to the Spokane research and health sciences community.

Principal Investigator’s Signature  Date