****

# Foundation to Promote Scholarship and Teaching

# Grant Application

***(Revised November 30, 2023)***

|  |  |
| --- | --- |
| Part I. Contact Information | |
|  |
| Name |  |
| Faculty Rank |  |
| Department / School |  |
| Phone Number |  |
| E-Mail Address |  |
| Title of Project |  |
| Total Amount Requested ($)  (Please be sure this matches the Budget Summary Amount) |  |
| Semester of Requested Course Release | Fall 2024  Spring 2025  No Release Requested |
| Applicant is a current recipient of a Fund-Based FPST Grant: | Yes  No |

## Detailed Report is due within 30 days following the completion of your grant-funded or course release semester.

|  |
| --- |
| Part II. Project Description |

Briefly describe your proposed project. Please limit this portion of the application to five pages (references should be included but need not fall within the 5-page limit). Additional materials may be appended.

**Abstract** (limit to 100 words)

|  |
| --- |
|  |

**Explanation of the significance of the proposed research** (including how it relates to existing work)

|  |
| --- |
|  |

**Description of the methods or procedures to be used**

|  |
| --- |
|  |

**A realistic timeline, outlining dates for research/data collection, analysis of data, writing, conference presentations, submission for publication, etc., as applicable**

|  |
| --- |
|  |

**How the project will be assessed**

|  |
| --- |
|  |

**How the results will be disseminated**

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| *Part IIIA. Budget Summary[[1]](#footnote-1)* | | | |
|  | **Amount Requested From FPST** | **Amount Provided from Other Sources** | **Nature of Other Source** |
| Research Assistance Wages for services provided by current RWU Students2 |  |  |  |
| Services provided by others (i.e., secretarial, clerical, translation, etc.)3 |  |  |  |
| Supplies |  |  |  |
| Domestic Travel Expenses |  |  |  |
| International Travel Expenses |  |  |  |
| Equipment4 |  |  |  |
| Other5 |  |  |  |
| **Total**  **(Total must match amount requested on page 1)** |  |  |  |

Only expenses to be incurred between July 1, 2024 and August 15, 2025 may be included in this budget. Grant expenditures must be completed by June 30, 2025 and cannot be carried forward to the following fiscal year, with the exception of RWU student research assistant wages and expenses for travel between June 30, 2025 and August 15, 2025, which can be incurred to August 15, 2025. **Requests for reimbursement must be submitted within 30 days of travel or purchase.** All expenses incurred by June 30, 2025 must be submitted to the Finance Office by the fiscal year-end deadline (usually July 15) even if the grant is continuing through August 15. Such expenses include but are not limited to travel related expenses from trips completed by June 30th and vendor invoices for goods or services received by June 30th. Faculty salaries are not allowable expenses. All travel expenses must comply with the University’s Travel & Entertainment Policy, available at <https://www.rwu.edu/who-we-are/administrative-offices/purchasing/policies-procedures>. All purchasing must comply with the University’s Purchasing policies and procedures, available here: <https://www.rwu.edu/who-we-are/administrative-offices/purchasing/policies-procedures>.

2 The standard undergraduate student wage rate is $14 per hour, and the standard graduate student wage rate is $16 per hour. Do not include research assistance services provided by former RWU students or students who have graduated from RWU in this category. Such research assistance services should be included in the *Services Provided by Others* category.

3 Explain in *Part IIIB. Budget Justification* the nature of the services to be provided. If your grant is approved, you must contact either the Finance Office or the Office of General Counsel before using an individual’s services so that a determination may be made regarding whether the individual should be paid through Payroll as an employee or through Accounts Payable an independent contractor. Allow at least 30 days lead time for paperwork processing prior to engaging services.

4 Computing hardware requests for laptop or desktop computers that duplicate University funding will not be entertained. Computing hardware must be specific and unique to the proposed project. Software necessary for the research is an allowable expense. Professional-related equipment with a value in excess of $1,200 must be entered into the university’s inventory control system, while equipment whose value exceeds $3,000 is considered a capitalized expenditure. The faculty member is responsible for contacting his/her academic dean to arrange for these items to be entered into the inventory control system. Purchases of books should be coordinated with the University Library. (Applicants may use the books for the duration of the project and then return them to the University Library.)

5 Explain in *Part IIIB: Budget Justification*.

|  |
| --- |
| Part IIIB. Budget Justification |

Explain the need for all supplies, equipment and proposed travel. Budget figures should be based on documentation or, for future estimated expenses, on available information on costs of flights, reasonable hotel costs, registration fees, etc. Attach supporting materials in the Appendices. Be sure to include the following where applicable:

* The specific functions of personnel and why they are critical to the completion of the project.
* Explanations of any proposed "other" expenses, specify what they are and explain their importance to completion of the project.
* Specify other sources of support for the project and the contributions of each.
* If you do not intend to use Professional Development funds for support on this project, please detail the alternative uses you have made, or intend to make, of this funding source.
* If collaborating with other organizations include letters of support.

|  |
| --- |
|  |

It is recognized that some projects are feasible with partial funding, while other projects will not occur without full funding.

**If your project will only be possible with full funding from the FPST, please explain below:**

|  |
| --- |
|  |

**If your project is feasible with partial funding from the FPST, please answer the following questions:**

If it should prove necessary to decrease your budget, what portion of your budget request is most critical to successful completion of your project? Providing or choosing not to provide this information will not affect the decision of the FPST to fund your proposal, nor will it affect the decision whether to decrease your budget. In the event it is necessary to decrease your budget, such as when total funding requests exceed available funds, this information will aid the FPST Committee in protecting the most critical elements of your request.

|  |
| --- |
|  |

|  |
| --- |
| *Part IV. Other and Previous Support* |

Have you received an FPST grant or course release in the last five years?

Yes  No

If you answered yes, please complete the following table for all FPST awards received.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Type / Amount of Award | |
| Year | Project Title | Grant ($) | Course Release |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please attach a progress or final report as to the scholarly work that resulted from each of these awards. If possible, please attach a copy of the paper(s) and/or syllabus that resulted.

A current application that requests *continued funding* of a grant previously awarded by the Foundation must be accompanied by the detailed report(s) submitted for earlier phases of the project, a copy of all scholarly work resulting from the earlier phases of the project, and compelling justification for continued support. Should the applicant receive another grant, the requirements and time line that pertain to the first grant must fully comply with the Requirements for Grant Recipients; no extension will be granted.

Please list any other sources and amounts of research support currently available to you for the project described in this grant, including university sources. List the name of the sponsor or source, dates of project, amount of funding available to you, and specify any overlap of activity with this proposed project. (attach additional sheet if necessary.)

|  |  |  |  |
| --- | --- | --- | --- |
| Source | Dates | Amount | Overlap |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Part V.** Subjects Review |

Please check the appropriate boxes if any of the following are involved in this project.

*Subject or Substance Relevant date(s) Status of Review*

Approved Pending Exempt

Human Subjects \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Animal Subjects \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List date reviewed or to be reviewed for human and animal subjects. An approval letter must be provided before funding can begin.

|  |
| --- |
| Part VI. Academic and Research Experience |

Attach a brief C.V. or biographical sketch, including relevant publications or other scholarly activities, *not to exceed two pages total*.

|  |
| --- |
| *Part VII. Collegial Support (optional)* |

Faculty are encouraged, but not required, to attach letters of support from colleagues and from your dean.

|  |
| --- |
| *Part VIII. Certification and Approval* |

By placing an ‘x’ in the box and entering a date in the box provided, I certify that I understand and accept the terms and conditions set forth in the Foundation to Promote Scholarship and Teaching grant regulations.

I accept the terms and conditions

Applicant Signature Date

If submitting any scholarly works resulting from previous grants, only one copy of the work need be submitted.

1. [↑](#footnote-ref-1)