



# Faculty Summer Research & Creative Activities Grants Program

## AY2021-22 program guidelines

Office of Research and Sponsored Programs

### Program Description.

The Faculty Summer Research and Creative Activities Grants Program provides faculty \$6,000 in summer salary to engage in projects with potential to result significantly advance their professional development and field of research, scholarly or creative work. Applications are reviewed by the Faculty Summer Research and Creative Activities Grants Committee, which makes funding recommendations to the Vice Provost for Research.

### Eligibility.

- Applicants must be employed full-time by WWU for the current academic year and have a contract (or formal agreement of full employment with the university) for the academic year following the grant period.
- Priority will be given to tenured and tenure-track faculty members and to quality applications from faculty who have not received the award in the previous two-year period.
- If the award would immediately follow or precede professional leave, it should be clarified in the proposal what will be accomplished during the summer, as distinct from the project undertaken or to be undertaken during the professional leave.
- Faculty may not receive this award in consecutive years.
- Faculty members in their first year are not eligible as the university offers summer support to first year faculty.
- Faculty members may not hold a Summer Teaching Grant and a Summer Research Grant concurrently.
- All summer appointments combined may not exceed 100% effort.

### Evaluation of proposals.

Research and Creative Activities Grants are awarded for research, scholarly or artistic/creative endeavors, but not for the development of curricular materials. A broadly representative faculty evaluates proposals based on the following criteria and makes recommendations to the Vice Provost for Research:

- Clarity, completeness, and strength of statement of need/problem/creative activity.
- Opportunity for advancing professional scholarship of the faculty member.
- Likely impact on discipline/students/community.
- Suitability/feasibility of methods, staffing and timeline.
- Clarity and feasibility of endpoints (publication/performance/display/seeking external funding, etc.).
- The equitable distribution of awards across colleges.

### General Guidelines.

Applicants should not assume reviewers are familiar with the details of their scholarly work and should offer sufficient background information to assist the reviewers. Avoid technical jargon. In addition,



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applicants must indicate if the activity can be accomplished during the summer, and if not, demonstrate that other support is available to sustain the continuation of the work over the necessary timeframe.

### Submission Procedure:

1. Submit all required components as one pdf file, attached to the Faculty Summer Research Grant esign form and forward to your department chair.  
[https://esign.wwu.edu/forms/BFR/\\_summer\\_research\\_grant\\_3.aspx](https://esign.wwu.edu/forms/BFR/_summer_research_grant_3.aspx)
2. Department chairs should review the application, enter their written comments on the esign form, and forward their approvals to their college dean.
3. College deans forward their approvals to [research@wwu.edu](mailto:research@wwu.edu).

### Application Checklist:

Proposals must include the following attached to the esign form as one file:

- Proposal Narrative (NOT TO EXCEED TWO PAGES).
- Project timeline and, where appropriate, bibliography (NOT TO EXCEED ONE PAGE).
- Current curriculum vita (NOT TO EXCEED TWO PAGES).



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## Faculty Summer Teaching Grants & Faculty Summer Research Grants Programs

### *Frequently Asked Questions*

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***How many people tend to apply each year? How many awards are granted?***

The pool of applications varies from year to year but typically there are two to five times as many applications as there are awards available.

***How frequently may an applicant apply for this award? How frequently can an applicant receive this award?***

Applicants may apply every year unless they have received the award in the previous year. Applicants can receive an award as often as every other year. Because the committee recognizes the importance of developing and improving curricula and teaching university-wide, preference will be given to quality applications from faculty who have not won the award in the previous two-year period.

***May I apply for both a Summer Teaching Grant and a Summer Research and Creative Activities Grant at the same time?***

Yes, you may apply to both programs. However, if offered both awards you may only accept one.

***If I held a Summer Research and Creative Activities Grant last summer may I apply for a Summer Teaching Award this year?***

Yes, you may.

***If awarded a Summer Teaching Grant, may I use the award to pay for travel and materials?***

The grant is paid as summer salary only, as it is intended to provide faculty with time for the work proposed in the grant application.

***May I also teach or do research during the summer if I have received a Summer Teaching Grant?***

Yes, so long as all summer appointments combined do not exceed 100% effort.

***What is the funding source?***

The program is funded by the Office of the Provost.

***Are evaluations or down-selections of proposals required at the department and college level prior to forwarding them to RSP?***

No. Comments will be solicited from chairs but not from a department or college-level committees or from your dean.



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*I'm a department chair/director, may I apply and if yes, what are the routing instructions for the eform?*

Yes, as a department chair or director you are eligible to apply for and receive Faculty Summer Teaching and Research grants. If the application eform includes a section for Chair's Comments, please make a note there indicating that you are the department chair. Deans are invited to enter comments they may have in the same box in lieu of comments from the chair.

*I'm first year faculty, am I eligible to apply if I've deferred my university summer support?*

Because first year faculty are automatically offered support for the summer following their first year you are not eligible to apply. You are eligible to apply in your second year, whether or not you deferred your first-year summer support.