



Policies and Procedures Research and Creative Activities Council Western Washington University

Subcommittees:

Criteria and Rubrics:

Subcommittee members shall review the criteria and rubrics for the specific grant applications that fall within their jurisdiction at least once per year. Recommended changes shall be brought to RCA Council for approval.

Chairs:

Each subcommittee shall elect a Chair for a one-year term as the last order of business at the final meeting of Spring Quarter every year.

Reports to RCA Council:

The subcommittee chair shall attend an RCA Council meeting to inform it of grant awards within the quarter that they are decided.

Dissemination to Applicants:

Information to grant applicants regarding the award or denial of their application with comments will be sent by the Vice-Provost for Research.

Conflicts of Interest:

Subcommittee members shall excuse themselves from voting on matters relating to a grant proposal in which the committee member has a direct interest.

Resignation:

A subcommittee member may resign at any time during their term by notification submitted to the subcommittee chair.

Vacancies:

When a vacancy on the subcommittee exists, a replacement shall be recommended by that committee member's respective college or area.

Subcommittee Responsibilities and Membership:

1. Subcommittees for Faculty Research and Creative Activity Grants.

a. Summer Research and Creative Activities Grants.

This subcommittee reviews faculty applications for summer research and creative activity grants and submits recommendations to the RCA

Council. It is comprised of five to nine members with three-year staggered terms. Each college, the Faculty Senate, and the library may nominate one member. Members can be NTT or T/TT.

b. Summer Teaching Grants.

This subcommittee reviews faculty applications for summer teaching grants and submits recommendations to the RCA Council. It is comprised of five to nine members with three-year staggered terms. Each college, the Faculty Senate, and the library may nominate one member. Members can be NTT or T/TT.

c. Additional Competitive Project Grants.

This subcommittee reviews faculty applications for internal RSP programs, excluding summer grants, and submits recommendations to RCA Council. It is composed of five to nine members with three-year staggered terms. Each college, the Faculty Senate, and the library may nominate one member. Members can be NTT or T/TT.

2. Subcommittee for Graduate Research Awards. This subcommittee reviews applications by graduate students in fall and spring each year and submits recommendations to RCA Council. Subject to RCA Council approval, the subcommittee is composed of five faculty members from different colleges nominated by the Faculty Senate and two graduate students nominated by the Graduate Student Advocacy Council. Faculty members can be NTT or T/TT and serve three-year staggered terms. Graduate students serve staggered one-year terms. (One begins their term in the fall; one begins their term in the spring.)
3. Subcommittee for Undergraduate Research Awards. This subcommittee reviews applications by undergraduate students in fall and spring each year and submits recommendations to RCA Council. Subject to RCA Council approval, the subcommittee is composed of five faculty members from different colleges nominated by Faculty Senate and two undergraduate students nominated by the AS Student Senate. Faculty members can be NTT or T/TT and serve three-year staggered terms. Undergraduate students serve staggered one-year terms (One begins their term in the fall; one begins their term in the spring).

Ratification of Membership: All nominations shall be ratified by the RCA Council.

Manuscript Preparation:

Using criteria established by RCA Council, the Vice Provost of Research awards all manuscript preparation grants and provides quarterly reports to the RCA Council.

Grant Criteria:

Current criteria for all internal grants shall be available on RSP's website.

Reporting: The RCA Council shall present a final fiscal report to the Faculty Senate at the end of each academic year.

Revisions:

Revisions to the Policies and Procedures document shall require approval of the RCA Council and Faculty Senate.