

**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 either as the first item of business at the first meeting of the year, or as the last order of business at the final meeting of Spring Quarter every year. Chairs can serve consecutive terms if elected.

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 involvement with a grant proposal in which the committee member has a direct interest, in accordance with the RSP Conflict of Interest Policy.

Resignation:

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

Vacancies:

When a temporary vacancy on the subcommittee exists (one year or less), the leaving subcommittee member and the RCA Council chair will work together to find a suitable replacement in the appropriate college or area to be appointed by the Council Chair.

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 representing each of the 5 colleges, the library, and the Faculty Senate. Members are appointed by their respective governing body and serve a 3-year term.. 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 member representing each of the 5 colleges, the library, and the Faculty Senate.

Members are appointed by their respective governing body and serve a 3-year term. 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 representing each of the 5 colleges, the library, and the Faculty Senate. Members are appointed by their respective governing body and serve a 3-year term... Members can be NTT or T/TT.
2. **Subcommittee for Graduate Research Awards:** This subcommittee reviews applications by graduate students in every quarter of the academic year and submits recommendations to RCA Council. Subject to RCA Council approval, the subcommittee is composed of seven members, consisting of faculty members from different colleges with graduate programs appointed by their respective college, Faculty Senate, or Library. Two graduate students may serve, appointed by the Graduate Faculty Governance 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 appointed by their respective college, Faculty Senate or Library. Two undergraduate students may also be appointed 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 appointments shall be ratified by the RCA Council.

Manuscript Preparation: Using criteria established by RCA Council, manuscript preparation grants will be reviewed by the Additional Grants Committee during the academic year. During the summer quarter, the RSP office will review these grants. 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.

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