

UNIVERSITY RESEARCH/CREATIVE PROJECTS AWARD
(URCA)

Award Dates:

Round 1 (FY25): July 1, 2024 – June 15, 2025

Round 2 (FY25): December 1, 2024 – December 31, 2025

DUE:

Round 1 (FY25) April 5, 2024 by 5:00 PM

Round 2 (FY25) October 4, 2024 by 5:00 PM

PURPOSE:

URCA awards are to re

SUBMISSION

- You **MUST** work with a member of the Pre-Award Team prior to submission to ensure that the proposal is complete. Please contact proposals@wichita.edu at least two weeks prior to the submission deadline to receive proper support.
- Fully completed applications must be returned to the Office of Research either as one PDF to proposals@wichita.edu, or as one single-sided document to Campus Box 7 no later than 5:00 p.m. on the due date.
- Incomplete or late applications will not be reviewed.

Failure to follow **ALL** application instructions will result in your application not being reviewed/considered for funding.

ALLOWABLE COSTS :

- Costs up to \$4,500 for salary and fringes of WSU student/technical assistants, supplies, travel for research/creative activity, equipment, publication costs and duplication.
- Fees for health services provided to subjects involved in medical research.
- Costs not allowed include salary and fringes of WSU faculty members, materials readily available from the department; travel to present findings; course development; textbook writing, typing, page review, and reprint charges; dissertation preparation; food/catering service; gift certificates/cards (restriction does not include participant incentives paid via Greenphire), and indirect costs.

Please note:

- A detailed budget with justification must be provided for all items.
- The roles of student or technical assistants must be clearly defined.
- Expenses must be incurred and processed during the grant period.
- Faculty having access to their “start-up funds” should clearly explain why the startup funds cannot be used for budgeted items in this proposal.

CRITERIA FOR EVALUATION:

Merit of the proposed project is the primary criterion. Factors such as excellence in scholarship and creative activities, potential impact on institution and individual, inaccessibility of funding available to junior faculty or certain fields, challenges in moving into new research directions, etc. are also considered.

Proposals that the Faculty Support Committee find difficult to read or have excessive technical language may be rated low. The Faculty Support Committee has members from different units on campus who are not necessarily experts in your specific area of study so proposals should be written for a general audience.

A. The faculty support committee will use the following major criteria in evaluating individual project applications:

- Soundness and significance of the proposed research/creative project;
 - a. What is the novelty of the project to the applicant's discipline?

WHAT TO SUBMIT

Applications should use the section headings below in the order listed and be assembled as a single document. You **MUST** work with a member of the Pre-Award Team **prior** to submission. Please contact proposals@wichita.edu at least 2 weeks **PRIOR** to the deadline for assistance. Incomplete or late applications will **not** be reviewed.

PROJECT APPLICATION FORM

- Complete and return the Project Application form as part of your submission. Please note that this form includes required signatures from the Chair and Dean. It is the responsibility of the PI to collect signatures and ensure an on-time submission. Make sure to allow sufficient time to collect Chair and Dean signatures.

PROJECT DESCRIPTION

- The text needs to include enough detail about the project so that reviewers can assess the quality, feasibility,

CURRICULUM VITAE • Limited to 2 pages .

- Include date and institution of terminal degree, publications, and/or creative projects for the past 10 years (in print or accepted).
- The vitae must delineate the applicant's role in multi-authored citations (e.g., primary author, secondary author, principal investigator, co-principal investigator, data collection, data analysis, director, choreographer, etc.). As there are different ways of interpreting authorship