PROGRAM DESCRIPTION

The Faculty Development Grant Program is authorized by the Wisconsin Legislature and the University of Wisconsin System Planning Statement (ACPS 3.1). The purpose of the program is to provide for the retraining, renewal, and professional development of faculty to meet the University’s academic needs.

The University of Wisconsin-Whitewater (UW-Whitewater) requests proposals for projects in which the majority of activities will be completed between July 1, 2016 and June 1, 2017.

Faculty must submit well-developed proposals that expand the scholarly resources of faculty members in fields of study allied to those in which they have their primary preparation; continue development and renewal of the expertise of faculty members; develop new instructional, evaluation, and testing materials and systems; and improve teaching skills, including the management of new systems of instruction and instructional support. Collaborative projects (between UW-Whitewater faculty and/or UW-Whitewater faculty and external partners) are welcomed. However, collaborative arrangements are not required and will receive no preferential ranking based on the cooperative nature of the project.

Competitive proposals addressing campus priorities could include:

- The development of scholarly research and/or creative works likely to lead to the submission of competitive grant proposals to extramural funding agencies.
- The development, implementation, and assessment of teaching materials that are significant and/or meld the teaching and disciplinary expertise of faculty. The projects must promise results well beyond normal course and curriculum development.
- Conferences, workshops, and/or seminars designed to improve faculty development, scholarly activity, and/or research.
- Small research projects, creative works, and/or other scholarly activity that are an integral component of a UW-Whitewater Faculty Sabbatical or project supported by the College’s research reassignment funds.
- Other activity(ies) that addresses the University’s Values and Mission, Strategic Plan, 2012-2014 Strategic Plan Goals, and/or special priorities (LEAP and Diversity / Inclusive Excellence).

ELIGIBILITY

In order to be eligible for the program, applicants must:

- Have faculty status as defined by Chapter UWS 1.04 and have a tenure-track appointment. Academic staff who have been granted faculty status by the Chancellor and Faculty Senate are eligible. University of Wisconsin System guidelines state that tenured faculty normally receive preference over probationary faculty; however, programmatic considerations may override this preference.
- Return to a permanent position at UW-Whitewater for one year following the Faculty Development grant period.
- Have complied with all requirements for previous University grants/awards.

CONDITIONS / FINAL REPORT REQUIREMENTS

Following completion of the project, a final report must be submitted to the Office of Research and Sponsored Programs (ATTN: Earle Young, Office of Research and Sponsored Programs, 2243 Andersen, 262-472-5219, younge@uwwh.edu) and to Financial Services by September 15, 2017. Funded proposals become the property of the University of Wisconsin-Whitewater and may be used as models to help others prepare submissions.
One copy of the unfunded proposal will be retained in the Office of Research and Sponsored Programs. Additional copies—if any—will be destroyed or returned to authors.

**FUNDING INFORMATION**

Funds from this program may be used for:

- Fees and tuition for courses at accredited institutions and registration for participation fees at professional workshops, seminars, institutes, etc.
- Course-related books and supplies.
- Supplemental additions to the University Library collection.
- Local travel.
- Supplemental living expenses if the program location is beyond ordinary commuting distance.
- One (round-) trip to an off-campus location during the project period.
- Summer stipends: Faculty may receive up to $5,000 in a summer stipend paid in August 2016 or September 2016.
- Course release: Up to $5,000 for a one course release will be provided to the department/college to support replacement costs during the 2016-2017 academic year. Faculty should work closely with their department chair and/or Dean to coordinate a one course release in support of project activities.
- Supplies, non-capital equipment, presenter/consultant costs, classified staff, limited term employees, graduate assistants, and/or (regular pay) student help. Presenter/consultant costs may not exceed ten percent (10%) of the total project budget.

Funds from this program may NOT be used to:

- Support the completion of a terminal degree.
- Replace institutional travel money for attendance at professional meetings and/or conferences traditionally supported by the department, college, or institutional “Professional Development Plan” (PDP) funds. Applicants are required to disclose how they have used/plan to use PDP funding as part of the Faculty Development Grant application. Applications that do not include this disclosure will be returned without review. Contact your Dean for additional information regarding use of/requesting PDP funds.

The maximum 2016-2017 Faculty Development Grant award amount is $7,000. Applications requesting more than $7,000 will be returned without review. Based on current financial information, UW-Whitewater expects to award five to fifteen awards under this RFP.
SELECTION CRITERIA

The Academic Development Committee evaluates proposals for Faculty Development Grants. Applications are highly recommended, recommended, or not recommended for funding.

Applications will be considered only if:

- Applicants meet all eligibility requirements and conditions.
- Applications are complete and accompanied by an ORSP Approval and Certification Transmittal form signed by the applicant, the department chair, and the College Dean. Incomplete applications will be disqualified and returned to the applicant without review.
- Applications are received on time. Applications for 2016-2017 grants must be received in the Office of Research and Sponsored Programs by **4:00 pm on Thursday, March 31, 2016.**
- The majority (50% or more) of project activities for 2016-2017 grant awards **must be completed before June 1, 2017.**
- Non-salary expenditures (e.g., travel, supplies, etc.) for the proposed project can be processed between July 1, 2016 and June 1, 2017. Please note that other campus expenditure deadlines related to the end of the fiscal year will be enforced. No expenditures may be incurred after published campus deadlines. No extensions of the budget period will be considered. Unencumbered/unspent non-salary funds will be returned to the campus Faculty Development pool on June 1, 2017.

Applications will be judged upon (in no particular order):

- The overall quality of the proposed project.
- The ability of the applicant to carry out the proposed project.
- The potential impact the project could have on the achievement of the University’s Values and Mission, Strategic Plan, 2012-2014 Strategic Plan Goals, and/or special priorities (LEAP and Diversity / Inclusive Excellence).
- The fit of the project within the applicant's long-term plans for scholarly research and creative works.

Reviewers will evaluate the statement of need, goals and objectives, methods, timetable, evaluation, dissemination, budget/budget justification, and applicant qualifications. **The Faculty Development Review/Selection Criteria/Rubric is included as Attachment 1.**

Among equally strong proposals, preference may be given to applicants who (in no particular order):

- Have received tenure.
- Address the issue of race and ethnicity or otherwise improve the multicultural environment on campus.
- Have not previously received a UW-Whitewater award (including, but not limited to, Faculty Development Grant, Summer Faculty Fellowship, Academic Staff Development Grant, Faculty Sabbatical, iHUB, GEAR UP, Grant Writing Fellowship, Strategic Initiatives, and/or Inclusive Excellence Initiatives).
- Demonstrate a significant potential impact on teaching, learning, and/or scholarly research/ creative works.
- Propose projects for which no funding sources exist outside the University. If such funds exist, the applicant must demonstrate that this pilot project is vital to development of a competitive proposal submission to an extramural sponsor.
- Propose projects that address University of Wisconsin System initiatives and/or priorities.

PROPOSAL REVIEW AND AWARDS

Proposals submitted by the deadline will be distributed to the members of the Academic Development Committee for review. Following the established timelines, the Committee members will individually, as well as jointly, evaluate the proposals. Proposals will individually be highly recommended, recommended, or not recommended for funding. The Academic Development Committee reserves the right to recommend adjusted/modified budgets. Proposals may be ranked. The Office of Research and Sponsored Programs will forward recommendations to the Provost who, in consultation with the Chancellor and Deans where
appropriate, will make final funding determinations. The Provost will convey the results directly to applicants. The notification will include budget information.

DEADLINES AND APPLICATION SUBMISSION INSTRUCTIONS

<table>
<thead>
<tr>
<th>PROCEDURES</th>
<th>DEADLINES</th>
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</thead>
<tbody>
<tr>
<td>Faculty Development Grants Full Proposal RFP released</td>
<td>Monday, February 15, 2016</td>
</tr>
<tr>
<td>Complete full proposals are submitted to Deans for review and signature</td>
<td>Noon Monday, March 28, 2016, except College of Arts &amp; Communication, due noon Thursday, March 24, 2016</td>
</tr>
<tr>
<td>Complete full proposals are submitted to ORSP by Deans</td>
<td>4:00pm Thursday, March 31, 2016</td>
</tr>
<tr>
<td>Funding decision letters distributed to applicants</td>
<td>Friday, May 13, 2016</td>
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</tbody>
</table>

Full proposals must be submitted to the Office of Research and Sponsored Programs by the Deans. Full proposals must be submitted in hard copy format to the Office of Research and Sponsored Programs, 2243 Andersen Library.

PROPOSAL FORMAT

To be considered complete, the applicant’s proposal should include the following sections/information (in this order):

1. Signed Approval and Certification Transmittal Form (example attached below)
2. Abstract
3. Planned use of 2016-2017 UW-Whitewater Professional Development Funds
4. Results of prior UW-Whitewater support (if applicable)
5. Project description (all sections with headers listed below)
6. Budget form and budget justification
7. Relevant appendices

1. ORSP APPROVAL AND CERTIFICATION TRANSMITTAL FORM

Applicants must complete the Approval and Certification Transmittal Form, including the signatures of all required Department Chairs, Deans, Division Directors, etc. Proposals that include co-investigators also must include the signatures from the co-investigators’ departments, units, divisions, College, etc.

[10 POINTS TOTAL FOR SECTIONS 2 – 4]

2. ABSTRACT

Investigators should provide a cogent one-page, double-spaced summary of the proposed project using a font no smaller than 11 point. The abstract should provide a quick overview of what you propose to do as well as the project’s significance, generalizability, and potential contribution. Project end products/outcomes should be clearly identified.

3. PLANNED USE OF 2016-2017 UW-WHITewater PROFESSIONAL DEVELOPMENT PROGRAM (PDP) FUNDS

Applicants are required to disclose how they plan to use their 2016-2017 PDP funding as part of the Faculty Development Grant application. Applications that do not include this disclosure will be returned without review. Contact your Dean for additional information regarding use of/requesting PDP funds. Applicants are allowed ONE ADDITIONAL PAGE of narrative to address each separate PDP-funded activity. The following information must be provided:

A. Event(s)/Activity(ies) Supported/To be Supported by PDP Funds

Include the name of the conference (if presenting), workshop, seminar, and/or a description of the event/activity(s). If the entire PDP allocation will support the project described in this Faculty
Development Grant application, insert the relevant amount as “match” on the Transmittal form and in the Faculty Development Grant Program budget form.

B. EVENT(S)/ACTIVITY(IES) DATE(S) OR PROJECT PERIOD

Indicate the event/activity date(s) if participating in formal conference or workshop. Indicate the project period if relevant.

C. THE TITLE OF THE PROJECT/PRESENTATION

D. THE AMOUNT OF SUPPORT

Provide details regarding the amount of PDP funds supporting the event(s)/activity(ies).

If PDP funds will be used to support more than one event or activity, applicants must provide information (items A – D above) for all events and activities to be supported by PDP funds.

4. RESULTS OF PRIOR UW-WHITEWATER SUPPORT [IF APPLICABLE]

If the principal investigator (PI) or any co-PI identified in the proposal received grant funding from UW-Whitewater in the past five years, you must provide information about these prior award(s). Investigators reporting prior support are allowed ONE ADDITIONAL PAGE of narrative per award to address the results of prior support.

Applicants should contact Earle Young, Office of Research and Sponsored Programs, 2243 Andersen Library, 262-472-5219, younge@uww.edu for details regarding UW-Whitewater intramural grant awards if you do not have relevant information in your records. ORSP maintains archives of grant awards for the previous five years.

The following information must be provided for each award:

A. THE NAME OF THE UW-WHITEWATER GRANT PROGRAM

Include the name of the UW-Whitewater grant program (e.g., Faculty Development Grant, Academic Staff Development Grant, Faculty Sabbatical, iHUB, GEAR UP, Grant Writing Fellowships, Strategic Initiatives, Inclusive Excellence, Summer Faculty Fellowship, and/or Faculty Sabbatical awards).

B. THE YEAR OF THE AWARD

Indicate the fiscal year of the award (i.e., the fiscal year that the project activity took place).

C. THE TITLE OF THE PROJECT

D. THE AMOUNT OF SUPPORT

Provide details regarding the amount of grant support as well as any department, unit, college, or division match, if any. If reporting a Faculty Sabbatical, indicate “not applicable.”

E. SUMMARY OF THE RESULTS OF THE COMPLETED WORK

If the award is an active, current award, provide a summary of the progress to date.

F. PUBLICATIONS, PRESENTATIONS, OR OTHER OUTCOMES RESULTING FROM THE UW-W AWARD

5. PROJECT DESCRIPTION

Applicants should use a font no smaller than 11 point. The Project Description (sections A to F below) must be no more than 10 double-spaced pages with one-inch margins, and should include the following sections/information (in order):

A. INTRODUCTION/STATEMENT OF NEED [10 POINTS]

Your statement of the problem or need represents the reason behind your proposal. It should be supported by evidence drawn from your experience, from statistics provided by authoritative sources, and from appropriate literature reviews AND of reasonable dimensions, and be something that could be realistically done in the course of the grant period (July 1, 2016 to June 1, 2017). This section of your proposal should summarize the problem, show your familiarity with prior research or work on your topic, reinforce your credibility for investigating the problem, and justify why this problem should be
investigated. The statement of need portion of the proposal also must include a clear statement of the work to be undertaken and should outline:

i) expected significance;
ii) relation to the present state of knowledge in the field;
iii) relation to longer-term goals of the PI;
iv) connection to the department, college, and/or University’s [Values and Mission, Strategic Plan, 2012-2014 Strategic Plan Goals, and/or special priorities (LEAP and Diversity / Inclusive Excellence), and/or]
v) relevance to University of Wisconsin System priorities (if applicable).

B. GOALS AND OBJECTIVES [10 POINTS]

Investigators should express project goals (which represent long-range benefits/outcomes and positive change); objectives (which are specific, measurable activities that will help you achieve your goals); and tasks (which are the detailed steps or methods that you must use to achieve your objectives).

Investigators are recommended to keep objectives S-I-M-P-L-E:

Specific—Indicate precisely what you intend to change through your project.
Immediate—Indicate the time frame during which a current problem will be addressed.
Measurable—Indicate what you would accept as proof of project success.
Practical—Indicate how each objective is a real solution to a real problem.
Logical—Indicate how each objective systematically contributes to achieving your goal(s).
Evaluable—Indicate how much change has to occur for the project to be effective.

C. METHODS [10 POINTS]

The methods section should describe your project activities in detail, indicating how your objectives will be accomplished. Investigators are encouraged to begin with objectives—describe the precise steps and tasks you will follow to carry out each objective.

D. TIMETABLE [10 POINTS]

This section augments the methods section and serves as a visual device to clearly communicate exactly what you will be doing and when.

E. EVALUATION [10 POINTS]

Investigators should identify precisely what will be evaluated, what data collection instruments will be used, what evaluation design will be used, what analyses will be completed, and what questions you will be able to answer as a result of the evaluation. Investigators are encouraged to use one or more of the following three types of evaluation:

Formative evaluation—Formative evaluations generate information that will improve the effectiveness of the project during the grant period; that is, they help determine where processes and procedures are working, and whether participants are satisfied with their experiences.

Summative evaluation—Summative evaluations involve collecting data to judge the ultimate success of the completed project. The goal here is to document the extent to which the project objectives are achieved, and the extent to which the proposed project did what it was designed to do.

Impact evaluation—Impact evaluations generate information to measure the overall worth and utility of the project. An impact evaluation goes beyond assessing whether proposal goals and objectives were achieved and focuses on the project’s larger value. This assessment provides essential information about the direction that the project should take in the future and if additional grant funding will be needed.

Applicants are encouraged to review funded proposals for guidance on how to develop an appropriate and competitive evaluation and dissemination plan. Contact Earle Young in the Office of Research and Sponsored Programs to obtain copies (younge@uw.edu, x5219).

Additional resources for developing and assessing outcomes may be found online as follows:

- [http://www.nmfs.noaa.gov/trade/howtodogrant.htm#Evaluation](http://www.nmfs.noaa.gov/trade/howtodogrant.htm#Evaluation),
- [http://www.mcf.org/mcf/grant/writing.htm#evalua](http://www.mcf.org/mcf/grant/writing.htm#evalua),
- [Point K: Practical Tools for Planning, Evaluation, and Action](http://www.mcf.org/mcf/grant/writing.htm#evalua), and
- [http://nonprofit.about.com/od/foundationfundinggrants/a/proposalevaluat.htm](http://nonprofit.about.com/od/foundationfundinggrants/a/proposalevaluat.htm).

F. DISSEMINATION [10 POINTS]

Include a feasible and appropriate plan for dissemination including a succinct description of any products to result from the project. In addition, investigators should present a plan to provide the necessary project result information to appropriate audiences (both internal and external) in a form they can use.

6. BUDGET FORM /JUSTIFICATION INSTRUCTIONS [10 POINTS TOTAL]

Investigators must complete the UW-Whitewater Standard Budget Form.

BUDGET JUSTIFICATION

A project budget is more than just a statement of proposed expenditures. It is an alternate way of expressing your project goals and objectives. Investigators should provide a detailed narrative description for all expenditure items included on the Budget Form. The budget justification should be limited to three double-spaced pages with one-inch margins in a font no smaller than 11 point.

Investigators are encouraged to:

- **Show the basis for calculations**—If you are requesting consultant fees, include the funding period, amount requested, and primary activity to be completed. For example: Two-day stipend (March 1, 2016 to March 3, 2016) for Tom Jones ($1,000), writing across the curriculum consultant to develop and deliver a faculty workshop with the following goals…

- **Be precise**—If you are requesting student help, include the total number of hours to be worked, the hourly rate to be paid, the number of days/weeks to be worked, the total funding request to support student help, and a description of student responsibilities. For example: Ten hours of student help ($8.25/hour) for 4 weeks = $330. Student research assistant will conduct laboratory experiments designed and developed by the principal investigator, Roberta Smith, Chemistry Department.

- **Provide a detailed description of all travel**—For example: Faculty Development funding is requested to support day trips to the Wisconsin Historical Society in Madison by the project director, Clifford Kennedy. Five trips @ 88 miles round-trip between Whitewater and Madison. [88 miles x $.51/mile = $44.88] x 5 trips] = $224.40. All travel expenses must comply with campus and state policy. Additional information can be accessed on the [Travel Information Office Website](http://www.nmfs.noaa.gov/trade/howtodogrant.htm#Evaluation).

- **Provide a detailed description of and justification for all services and supplies expenditures**—For example: Provide a photocopy of the course description or recent description of the program for which tuition or educational fees are requested and rationale for course/program selection.
7. REQUIRED APPENDICES [10 POINTS TOTAL]

A. BRIEF VITA(E) OF APPLICANT(S)

Investigators must provide a brief vita (two pages maximum) for themselves as well as other project collaborators, including only relevant experiences, qualifications of the applicant(s) to undertake the project, as well as relevant publications.

B. CURRENT AND PENDING SUPPORT FORM

Applicants must provide information about all of their current projects on which they are serving as Principal Investigator or other project personnel, including grants (both external and internal), contracts, subawards, and/or industry sponsored research agreements or awards no matter what the source of funding. Similar information also must be provided for all pending proposal submissions on which the applicant will serve as Principal Investigator or other project personnel. Finally, applicants must include information about any teaching or service commitments (summer, overload) beyond their normal academic year responsibilities. All applicants with current and/or pending support must provide this information with their application. Failure to do so may result in the return of the proposal without review. There are no page limits for this section of the proposal. Applicants may attach as many forms as needed to document all current and pending support.

C. LETTERS OF SUPPORT

In general, letters of support should show that the project has significance for the investigator’s and collaborating partner’s (if applicable) department/college, and that it does not duplicate materials available elsewhere. If proposals involve technical or highly discipline-specific material, letters of support should clearly specify the project’s potential to improve teaching, scholarly research, and/or creative works. Proposals for projects involving other departments, campuses, or agencies should include letters documenting interest and support on the part of potential participants. Single investigator proposals should include a maximum of three letters; collaborative proposals may include more as appropriate.

D. DESCRIPTIONS OF COURSES/WORKSHOPS TO BE ATTENDED (IF APPLICABLE)

E. REFERENCES CITED

F. COMPLIANCE DOCUMENTATION (IF APPLICABLE)

Investigators must submit an Institutional Review Board for the Protection of Human Subjects (IRB) protocol if the project involves human subjects, including notification of the status of the protocol review (pending, under revision, etc.). Investigators also must submit an Institutional Animal Care and Use Committee (IACUC) protocol if the project involves animals, including notification of the status of protocol review (pending, under revision, etc.).
<table>
<thead>
<tr>
<th>Scale &amp; Criteria</th>
<th>1</th>
<th>5</th>
<th>10</th>
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<tbody>
<tr>
<td><strong>1 – 4. Required Forms and Disclosures</strong></td>
<td>The applicant did not submit all required forms. The abstract does not provide an overview of the proposed project, significance, etc. Outcomes are not clearly defined. The applicant failed to adequately describe use of PDP funds and/or results from prior UW-Whitewater support.</td>
<td>The applicant submitted some forms. The abstract is vague, requires inference, or is incomplete. The applicant provides some information regarding use of PDP funds and/or previous awards.</td>
<td>The applicant provides all required documentation. The abstract thoroughly describes the project and its significance, generalizability, potential contribution. End products/outcomes are clearly identified. Use of PDP funds and outcomes from previous UW-Whitewater awards is clear.</td>
</tr>
<tr>
<td><strong>5A. Statement of Need</strong></td>
<td>Author does not adequately introduce the topic; no evidence-based justification for the project. Little/no discussion of connection between proposed project and experience, literature review, etc. The author does not include a clear statement of work including all necessary components (significance, relation to present state of knowledge in the field, relation to longer-term goals of the PI, connection to the UW-W Strategic Plan, and/or relevance to System priorities).</td>
<td>The discussion of project goals and objectives is complete. There is little explanation of how project objectives will be achieved.</td>
<td>The project goals and objectives are thoroughly described. How project objectives will be achieved is clearly explained. Goals, objectives, and tasks are “S-I-M-P-L-E.”</td>
</tr>
<tr>
<td><strong>5B. Goals and Objectives</strong></td>
<td>Discussion of project goals and objectives is not included. There is no explanation of how project objectives will be achieved.</td>
<td>The applicant describes some project activities. Reviewers must infer some methodological information.</td>
<td>The applicant fully describes project activities in appropriate detail; it is clear how objectives will be accomplished. The author describes precise steps s/he will follow to carry out/achieve each objective.</td>
</tr>
<tr>
<td><strong>5C. Methods</strong></td>
<td>The applicant fails to describe project activities in detail. It is unclear how objectives will be accomplished</td>
<td>The applicant describes some project activities.</td>
<td>A clear and concise project timetable is provided. The schedule of activities is logical and feasible in relation to project goals, objectives, and budget.</td>
</tr>
<tr>
<td><strong>5D. Timetable</strong></td>
<td>No project timetable is provided. Reviewers are unable to ascertain scheduled activities or project feasibility.</td>
<td>A partial description of scheduled activities is provided. Project feasibility is uncertain.</td>
<td>How project goals and objectives will be assessed is clearly explained. The correct evaluation method is presented and connects explicitly to stated activities.</td>
</tr>
<tr>
<td><strong>5E. Evaluation</strong></td>
<td>Information regarding how project goals and objectives will be assessed is not presented. The specified evaluation method is incompatible with project goals and objectives.</td>
<td>A partial explanation of project evaluation is offered. Some elements of the assessment plan and/or methods are unclear.</td>
<td>Project outcomes and/or tangible deliverables will be disambiguated. A clear strategy for dissemination is presented.</td>
</tr>
<tr>
<td><strong>5F. Dissemination</strong></td>
<td>Project outcomes and/or tangible deliverables are not described. Dissemination is not addressed.</td>
<td>A partial explanation of the project outcomes and/or tangible deliverables is offered. Some elements are ambiguous. It is unclear how outcomes and/or deliverables will be disseminated.</td>
<td>Project outcomes and/or tangible deliverables are thoroughly described. A clear strategy for dissemination is presented.</td>
</tr>
<tr>
<td><strong>6. Budget and Budget Justification</strong></td>
<td>Key expenses are neither described nor justified. The method for arriving at budgeted expense categories/amounts is not provided.</td>
<td>Some expenses are described and justified. The method for arriving at budgeted expense categories/amounts is unclear or requires inference.</td>
<td>Key expenses are fully described and justified. The method for arriving at budgeted expense categories/amounts is clearly explained. Budget is directly connected to project description and timetable.</td>
</tr>
<tr>
<td><strong>7. Qualifications</strong></td>
<td>The project is not compatible with the principal investigator’s record of scholarship. No evidence that the principal investigator assembled or will assemble the project components necessary for success is presented. Applicant did not address compliance requirements.</td>
<td>Some connection between the project and the principal investigator’s scholarly record is presented. Some necessary project components have been assembled. Some compliance requirements addressed.</td>
<td>Project goals and objectives are directly linked to the principal investigator’s record of scholarship. The principal investigator has assembled all project components necessary to achieve goals and objectives. Applicant has addressed all compliance requirements.</td>
</tr>
</tbody>
</table>
This form is required for applicants who are serving or will serve as Principal Investigator on externally-funded current and/or pending grants, contracts, subawards, and/or industry sponsored research agreements or awards. Applicants also must include information about any teaching or service commitments (e.g., summer, overload) beyond their normal academic year responsibilities. Failure to provide this information may result in the return of a proposal without review. There are no page limits for this section of the proposal. Applicants may attach as many forms as needed to document all current and pending support.

<table>
<thead>
<tr>
<th>Project Title</th>
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<tbody>
<tr>
<td>Principal Investigator</td>
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<tr>
<td>Agency, Sponsor, and/or Program</td>
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<tr>
<td>Project Period (Start/End Dates)</td>
<td>to</td>
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<tr>
<td>Role on Project</td>
<td>□ Principal Investigator □ Other Project Personnel</td>
</tr>
<tr>
<td>Status of Project</td>
<td>□ Current/active □ Pending/under review</td>
</tr>
<tr>
<td>Type of Support</td>
<td>□ Course Release □ Summer Stipend □ Overload □ Other:</td>
</tr>
</tbody>
</table>

Please provide details on the type of support [term, amount, etc.] in the space below:
**FUNDING COMPETITION INFORMATION**

<table>
<thead>
<tr>
<th>I-GRANT PROGRAM:</th>
<th>Inclusive Excellence Initiatives Program</th>
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<tbody>
<tr>
<td></td>
<td>Strategic Initiatives Program</td>
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<td></td>
<td>Student Technology Fee Grant</td>
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<td></td>
<td>Other (please specify): _____</td>
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**PROJECT INFORMATION**

<table>
<thead>
<tr>
<th>Principal Investigator:</th>
<th>Department/Division:</th>
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<tbody>
<tr>
<td>Co-Investigator:</td>
<td>Department/Division:</td>
</tr>
<tr>
<td>Co-Investigator:</td>
<td>Department/Division:</td>
</tr>
</tbody>
</table>

Total Amount Requested: $ ________

Total Matching Funds: $ ________

**REQUIRED CLEARANCES** – Does the project involve/include (if yes, indicate whether or not approval has been received):

- release time for the PI and/or Co-PIs in support of project activities?  
  - No  
  - Yes  
  - Approval received

- a summer stipend for the PI and/or Co-PIs in support of project activities?  
  - No  
  - Yes  
  - Approval received

- creation of new degree programs, courses, or services?  
  - No  
  - Yes  
  - Approval received

- hiring non-UW-W personnel?  
  - No  
  - Yes  
  - Approval received

- action involving space, remodeling, or construction?  
  - No  
  - Yes  
  - Approval received

- use of human subjects/human subjects data, human tissue, or vertebrate animals?  
  - No  
  - Yes  
  - Protocol approved

- toxic, infectious, or carcinogenic/mutagenic material, or use recombinant DNA technology?  
  - No  
  - Yes  
  - Protocol approved

- potential environmental impacts which require review under the WI Environmental Policy Act?  
  - No  
  - Yes  
  - Protocol approved

**REQUIRED SIGNATURES**

**PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR**

I certify that the project detailed in this application complies with all campus, UW System, state, and federal regulations and policies as applicable, and reflects University, College/Division, and Department/Unit goals. This project is achievable as described despite any possible limitations of time, resources, and personnel expertise. All required clearances have been or will be obtained prior to starting the project. If awarded, I agree to conduct the proposed project in compliance with (1) the conditions of the award, and (2) all policies of UW-Whitewater, UW System, and the State of Wisconsin.

I authorize the use of my name and award information for university publications.  

- NO  
- YES (If YES, PI initials) _____

Typed name

Signature

Date

**DEPARTMENT CHAIR / UNIT DIRECTOR**

I certify that I have reviewed the proposal and found it to be complete, including required clearances, budget, and commitments involving space, faculty/staff time, and matching funds. In addition, I certify that all committed resources and other provisions of any award will be fulfilled. A match (check one) □ has OR □ has NOT been pledged by the Department/Unit. Cash match will be satisfied by a transfer of funds from org code ____ ____ ____ in the amount of $______.

Typed name

Signature

Date

**COLLEGE DEAN / DIVISION DIRECTOR**

I certify that I have reviewed the proposal and found it to be complete, including required clearances, budget, and commitments involving space, faculty/staff time, and matching funds. In addition, I certify that all committed resources and other provisions of any award will be fulfilled. A match (check one) □ has OR □ has NOT been pledged by the College/Division. Cash match will be satisfied by a transfer of funds from org code ____ ____ ____ in the amount of $______.

Typed name

Signature

Date

**ADDITIONAL CERTIFICATIONS (IF APPLICABLE)**

Applicants that propose projects that include an international component must secure the signature of the Director of the Center for Global Education. Applicants submitting proposals that include the acquisition or purchase of technology must secure the signature of the Assistant Vice Chancellor for Instructional, Communication, and Information Technology (iCIT).

Typed name

Signature

Date

Typed name

Signature

Date