

Committee on Research and Creative Activity
Award Criteria/Application Guidelines

ELIGIBILITY

Full-time faculty.

DEADLINES

The CRCA meets regularly during the academic year until all funds have been expended. Applicants must submit their proposals prior to their conference or professional activity and at least one week in advance of the Committee's scheduled meeting except if exceptional circumstances prevent meeting the deadline. In such cases, contact the CRCA Committee chair Traci Lee to make other arrangements.

E-copies of applications should be submitted to: Traci Lee (leet@uwp.edu). Please write "CRCA application – [your name]" as the email subject heading so that it is properly noticed and handled.

Note: A new Budget Officer has NOT been assigned to the CRCA committee as of the start of the Fall 2021 semester. Therefore, all applications are just sent to the CRCA chair at this time.

FUNDING PRIORITIES

All proposals must be directly related to research or creative activity. The Committee places the highest priority on quality proposals that promise significant research or creative outcomes for the applicant. Preference will be given to the following unranked criteria:

- individuals who have applied to external funding agencies for support of their research or creative activities (including travel grants);
- application providing evidence that the proposed activity supports future external grant proposals;
- individuals who have not already received CRCA support this academic year;
- junior (non-tenured) faculty members;
- research proposals or creative activities judged likely to lead to publications, performances, or exhibits;
- new research projects or creative activities; and
- individuals who demonstrate efforts to minimize travel expenses (e.g., staying at a cheaper, non-conference hotel; using frequent flyer miles for purchasing airline tickets; sharing a room; staying with family/friends)

Allowable expenses may include:

- Costs associated with the conduct of research (e.g., data collection, data analysis, laboratory work, field experiments)
- Costs associated with the professional showing of creative or artistic works (e.g., gallery showings, concerts)
- Equipment and supplies
- Publications costs
- Conference travel and/or fees for dissemination activities (e.g., paper/poster/presentations)

The following expenses are among those that ARE NOT allowable:

- Membership dues
- Expenses related to course or curriculum revisions
- Expenses related to the writing of textbooks
- Sabbatical related expenses

PROGRAM RESTRICTIONS/REQUIREMENTS

1. CRCA will only consider proposals for future activities. Funding requests for activities that have already taken place will not be considered.
2. The maximum amount of funding that can be awarded to a faculty member in any given year is limited to \$1,000. Cost-sharing is not required for CRCA funding. Individuals may make as many requests during the year as they desire, but the total amount awarded to an individual cannot exceed the maximum annual limit. CRCA awards are competitive and are not guaranteed. Based upon judged funding priority, a proposal may be tabled until later meetings. Depending on their review of the proposal, the Committee may authorize a different (lesser) amount of funding than that requested by the applicant. In particular, activities associated with university-led initiatives and/or multiple proposals to the same meeting may qualify for partial funding so that obligations to the entire campus can be met.
3. Proposals are reviewed by fiscal year (July 1 – June 30). Proposals for activities whose support will come from the next fiscal year's allocations may be submitted, but they may be deferred to the next fiscal year for committee review and funding decisions depending on when the expenses/charges will take place.
4. In order to allow for more accurate tracking of the remaining CRCA funds available for allocation, all paperwork, receipts, travel expense reports, etc. MUST be submitted for processing within 90 days of completion of activity and must follow the current UW-System reporting guidelines.
5. A brief, final report outlining the project or activity and its benefits to the applicant, his/her department, and the university as a whole is required of all CRCA grant recipients. If you were awarded CRCA funds for travel, reports should be submitted to the committee chair and the Budget Officer for CRCA at the time your expense reports are turned in. If you were awarded CRCA funds for non-travel-related research expenses, reports should be submitted to the committee chair and the Budget Officer for CRCA within 6 months of when your funds have been spent. Failure to submit this report could affect the outcome of an applicant's future request for CRCA funding.

GUIDELINES FOR SUBMITTING THE PROPOSAL

Scan and send a SINGLE pdf copy of the entire proposal to the CRCA chair (leet@uwp.edu) Please write "CRCA application – [your name]" as the email subject heading so that it is properly noticed and handled. Note: A new Budget Officer has NOT been assigned to the CRCA committee as of the start of the Fall 2021 semester. Therefore, all applications are just sent to the CRCA chair at this time.

From June 1 – August 31, applications should be submitted to the chair of the CRCA committee

1. The CRCA application form (available here: J:\Campus Info\Governance\Committee on Research and Creative Activity\Application Forms) must be used. The application form must be signed by the applicant and his/her department chair. If the applicant is the department chair, then a signature should be secured from the next reporting level.
2. CRCA Budget Form
3. For conference travel requests, proposals must include proof of acceptance of a paper/poster for presentation (e.g., the conference program; correspondence with the conference planner(s) confirming acceptance).
4. Although there is no mandatory cost-sharing requirement, applicants are strongly encouraged to seek additional sources of funding for projects and activities. Departments are especially encouraged to provide cost-sharing for the proposed project or activities.
5. A statement of support from the department chair must be attached to the proposal attesting to how the activity will benefit the applicant's research or creative activity. The statement also should address the department's policy on funding travel and research activities. For research-related expenses, the letter should state why the equipment and/or supplies are needed and how they will benefit the Department. If the applicant is a department chair, then a letter of support should be secured from the next reporting level.
6. A Curriculum Vita must be included highlighting the applicant's employment status and research accomplishments to date. The Committee encourages the submission of an abbreviated CV (i.e., no more than 3 pages).
7. Supporting materials and documentation that justify the proposal and confirm the actual or estimated costs of expense requests listed in the budget are required. Examples of such materials include a description of the program/conference, the program/conference agenda, and verification of requested expenses (e.g., documented registration including what is covered in the registration, lodging, and airfare costs; invoices for equipment or supplies).
8. Travel approval may be required depending on the current UW System policy. Please consult with your department chair regarding such approval; however, a travel pre-approval form is not necessary.

If you have any questions about completing or submitting your proposal, feel free to contact any of the CRCA Committee members: Dana Oswald (oswald@uwp.edu), Jenny Keefe (keefe@uwp.edu), Robert Fok (fok@uwp.edu), and Traci Lee