2025–26 UNIVERSITY RESEARCH GRANT
PROGRAM Deadline: November 15, 2024
Maximum Award $10,000

The University seeks to encourage original research, scholarship, and artistic expression that will promote a stimulating atmosphere for undergraduate and graduate education and faculty development. As part of this endeavor, the Office of the Provost invites applications for the 2025–26 University Research Grant ("URG") Program, for which $160,000 is budgeted per Article XXVI of the WSU/AAUP agreement.

The University Research Grant Program provides funding for regular full-time tenure-track (not tenured) Assistant or Associate Professors, as well as Academic Staff, Teaching Faculty, Clinical Faculty, and Research Faculty in their first seven (7) years at WSU:

1. to support research in the form of faculty salaries for which a period of extended uninterrupted activity is essential, and

2. to support the purchase of supplies and equipment to support the proposed research.

Other legitimate research expenses such as travel and support personnel, when they are necessary to perform research, will be allowed if properly justified. Support to attend a professional meeting may also be requested. Only one application may be submitted per person.

Awards may not exceed $10,000. A faculty salary award must include appropriate levels of fringe benefits and the total salary paid (including for any teaching or other assignments) by the University may not exceed 2/9's of the faculty member's academic year nine-month salary or $10,000, whichever is less. The amount of an award may be less than that requested due to the limited funds available.

Please note funding must be expended by the end of the following fiscal year or will be subject to recapture. (e.g. Grants funded in May 2025 must be expended by September 30, 2026)

The major funding criterion shall be the excellence of the research project, but preference will be given to proposals that:

1. support the candidate's career development through activities aligned with unit factors for promotion (e.g., additional scholarly publications and/or significant creative activity, attainment of external funding);
2. promote undergraduate, graduate, or professional student development including research, scholarly, creative, service-learning, or field experience.

If a URG recipient receives external funding prior to the URG award period, the URG award must be declined.

The University Research Grant Committee will review and prioritize the proposals. It will **not** give favorable consideration to proposals that:

1. seek support during a leave of absence for the purpose of extending a leave, or

2. primarily involve the preparation of textbooks or publications or other materials for commercial purposes.

To aid in the assignment of reviewers, applicants must indicate one of the following categories as most relevant to their proposals:

1. arts and humanities

2. biological sciences

3. physical and mathematical sciences

4. social and behavioral sciences and law

These categories apply to the proposed activities and may not always align directly with a faculty member's departmental membership (e.g., interdisciplinary work). Faculty or academic staff who received a URG award in the last two review cycles (2023–24 or 2024–25) are not eligible for this program.

Process for submitting University Research Grant Applications:

- Applicants are required to send a single, bookmarked PDF file that includes the completed application, and the WSU formatted Professional Record of the applicant **to their department chair/associate dean.**

- Once the department chair/associate dean has signed and approved the application, chairs/associate deans must forward applications for School/College review.

- Once the Dean's Office has approved the application, Schools/Colleges need to return the application to the faculty member for submission. **Faculty are responsible for submitting the final packet after receiving all approvals.**

Please upload a single bookmarked PDF file by 5 PM on Friday, November 15, 2024. Late or incomplete applications or applications that do not follow the proper format will be returned without review. Awards will be announced in April 2025.

Although prior human and/or animal investigation approval is not required, proposals will not be funded until approval is received. Contact the Human (577-1628) and/or Animal (577-1629) Investigation Committee for appropriate forms.

Questions about the process may be directed to the Office of Faculty Affairs and Development.

Instructions for preparing the application:

Each application should be in the form of a proposal not to exceed eight pages, excluding the Application Cover Page and WSU Professional Record (curriculum vita). All items must be completed. Proposals exceeding limits or otherwise not fulfilling the application instructions will be returned to the applicant without review. Although prior human and/or animal investigation approval is not required, proposals will not be funded until approval is received. **Review committees are composed of faculty from diverse disciplines. Therefore, please write for highly educated professionals outside your discipline.** Successful applications are crafted specifically to the award, and include subheadings aligned with the rubric criteria.

The body of the proposal should include all of the following information labeled with these headings and in the following order:

☐ Attached application cover page (each item on the cover page **must** be completed)

☐ Specific aims and significance (non-technical language required)

☐ Background

☐ Previous work done on the project

☐ Description of the project (including references as appropriate)

☐ Place where work will be performed

☐ Publication plans

☐ Manner in which project will contribute to applicant's career development including preparation for promotion with tenure/ESS

☐ Manner in which project will contribute to undergraduate or graduate student development

☐ If appropriate, list research proposals that have been submitted in the past three years, together with a brief title, the agency solicited, the amount of the grant, the period of the grant, and whether you received the grant. List separately WSU awards and external grants. Cite articles and papers that resulted from this support.

☐ Applicants who have previously received a University Research Grant award (if award was received in the last two years, you are ineligible for this program) or who are currently receiving outside support for the project in question must provide special justification for consideration, which should clearly document why the University Research Grant Program rather than an outside agency is a more appropriate source of funds. Previous URG holders should provide a brief description of the outcome of funding received.

☐ Budget justification

Committee Recommendations

The deliberations of the Evaluation Committees are confidential. Any inquiries concerning this program should be directed to the Office of the Provost.

WAYNE STATE UNIVERSITY
University Research Grant Program Application
Cover Page

APPLICANT INFORMATION	
Name:	
Rank:	
Department:	School/College:
Campus Address:	Email:
Years at WSU:	Years in current rank:
Applicant signature:	

PROJECT INFORMATION	
Title of Project:	
External funding pending: Yes ☐ No ☐ (Provide details in body of application)	
Category: (One category must be checked) Arts and Humanities ☐ Physical and Mathematical Sciences ☐ Biological Sciences ☐ Social and Behavioral Sciences and Law ☐	

BUDGET	
Salary (PI)	$
Fringe Benefits (PI)	$
Salary (all others)	$
Fringe Benefits (all others)	$
Equipment	$
Supplies	$
Travel	$
Other (explain)	$
TOTAL	$

APPROVALS	
Department Chair Name:	Email:
Signature:	
School/College Dean Name:	Email:
Signature:	
Human subjects: Yes ☐ No ☐	Animal subjects: Yes ☐ No ☐
If yes, date HIC/AIC approval form submitted:	

University Research Grant Selection Rubric

The purpose of this rubric is to support a standardized URG selection process.

Construct and Evidence	1	2	3	4	Score
1. Preparation and readiness for URG (15%) Evidence obtained from: Professional Record; Candidate's proposal	*No evidence of readiness or preparation to undertake URG activities*	*Some evidence of readiness to engage in URG activities based on prior scholarly/creative work but unclear how this work prepares the candidate for the proposed activities*	*Evidence of readiness to engage in URG activities based on prior scholarly/creative work with some explanation for how prior work has prepared the candidate to engage in the proposed activities.*	*Evidence of readiness to engage in URG activities based on prior scholarly/creative work with strong evidence for how prior work has prepared the candidate to engage in the proposed activities*	
2. URG as a support for candidate's career development (15%) Evidence obtained from: Candidate's proposal	*No evidence about the extent to which the URG award will prepare the candidate for career development (e.g., promotion and/or tenure)*	*Some evidence about the extent to which the URG award will prepare the candidate for career development but vague or limited in description*	*Evidence about the extent to which the URG award will prepare the candidate for career development with some specific information or examples provided*	*Strong evidence about the extent to which the URG award will prepare the candidate for career development with specific information or examples as to how the activities link with career milestones*	
3. URG Project Proposal (60%) Evidence obtained from: Candidate's proposal	*No research/creative project proposal submitted.*	*URG project ideas are presented but are not sufficiently clear to determine if the activities are feasible or sufficiently rigorous to justify funding at this time*	*URG project ideas are presented with some clarity but questions remain about feasibility and/or rigor*	*URG project is presented with clarity, is feasible, and sufficiently rigorous*	
4. Benefit to Students (10%) Evidence obtained from: Candidate's proposal	*No evidence presented as to how the proposed activities will benefit undergraduate, graduate, or professional student development or success (e.g., in classroom or coursework, mentoring, research/scholarly/creative experience)*	*Some evidence of the benefit to students but non-specific or vague*	*Evidence of benefits to students including limited specific information about benefits*	*Strong evidence of benefits to students including specific or concrete examples of benefits to students*	
Weighted Sum					