**POLICY AND PRINCIPLES FOR**

**W&M FACULTY (SUMMER) RESEARCH GRANTS**

*(***FOR ACADEMIC YEAR 2022-2023)**

**DEADLINE EXTENDED: *4:00 PM, Friday, February 10, 2023***

**Electronically submit to:** ***wosp@wm.edu***

**Administered by the William & Mary Faculty Research Committee**

*Questions about this application should be directed to the Chair of the Faculty Research Committee, Todd Averett* (tdaver@wm.edu)





The program goal is to enhance the standing and reputation of William & Mary by providing faculty members with additional support for their research. We hope to continuously improve the quality and consequence of W&M research and scholarship, while increasing opportunities to incorporate W&M students in active, hands-on learning.

**Program Scale:** The program anticipates funding up to 40 one-year awards at $5000 per award.

**Who May Apply:** Any W&M faculty member working on the Williamsburg campus, who is in good standing at William & Mary, and who has been authorized by their unit manager (Chair, Director, Dean, VPAA or VPR or their delegates) to conduct independent research.

Those authorized to conduct independent research in unpaid appointments may not receive salary support but can use grant funds for travel, research related materials and supplies and student support. Coordination with your unit sponsor will be necessary to access and expense the grant funds.

The program will give *very strong preference* for early career applicants. The program will give *moderate preference* to supporting sustainment of mid-career faculty programs, where existing funding may not provide full opportunity. The program will show *some preference* for late career faculty who may need additional resources to redirect their research programs toward the strategic goals of their unit, school, or the University. We remind all applicants that there are other internal support programs at the University. For more information on internal support, contact the Office of Sponsored Programs

**Evaluation Criteria:** Applications will be evaluated by the Faculty Research Committee and must address the following items:

* does the proposal state the objectives without using any jargon;\*
* does the proposal say how the objective will be achieved, pointing out what has been done, or is usually done, and call out what is new in the proposed approach, and explain why that increases the chances for success and the impact on the proposed fields of work;
* does the proposal discuss broader social impact, including possible alignment with the strategic plan of W&M, or one of its units; and
* is the application complete (ethics and compliance questions answered, CV, report(s) from prior awards, and authorized signature.

\*Given that the application will be read by colleagues familiar with research but who are not experts in the applicant's field, the application should describe the project and its methodology in a way understandable to non-experts in the discipline.

**Conditions and Expectations**

1. Grants are made with the expectation that the recipient will remain in the service of W&M. A recipient who resigns from or is not retained will be required to relinquish the grant and any unexpended portion thereof.
2. Grants are made with the expectation that the recipient will perform the work within the proposed period. Other supported research, or paid or unpaid teaching, may also be done by the recipient during a period in which this grant is received, so long as other work is adjusted to meet the obligations of the research grant.
3. Recipients of research grants should acknowledge the support of W&M in all subsequent publications arising from funded research.
4. Research grant recipients must provide a summary report that is approximately two pages long, presenting the results of their funded research. The PI is expected to submit a summary report to the unit lead, Department Chair, Dean, Vice Provost for Research, and Provost. The report should include the status of the proposed work and note any significant changes from the initial proposal. The PI shall submit the report no later than February 28 of the following calendar year. *Failure to submit this report in a timely fashion may cause the recipient to be ineligible for future internal grants.*

(Last Revised 11/10/2022 by FRC)

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**Electronically submit to:** ***wosp@wm.edu***

**Administered by the William & Mary Faculty Research Committee**

*Questions about the Application should be directed to the Chair of the Faculty Research Committee, Todd Averett (tdaver@wm.edu).*

**Application Instructions:**

The applicant should read the Research Committee's "Policy and Principles for W&M Faculty Research Grants" before completing the application.

Please complete items 1-10 of the application, including the project description narrative. The project description must address the Evaluation Criteria on page 1 and 2 of the Policy and Principles sectionto maximize the probability of award.

The project description (essentially the proposal) must not exceed 250 words, be single-spaced and double-spaced between paragraphs, have a minimum of one-inch margins, and use at least a 12-point font. You must append (concatenate) the previous report, tangible results from prior award, and short-form curriculum vitae (2 pages). The Appendix will not count against the total of 250 words.

Submit the application and the appendix as a single pdf file to**wosp@wm.edu**. Please do not include the instructions (pages 1-3). The pdf file name should include applicant last name and a department/unit name. For example “smith\_english.pdf”.

You will receive a confirming email of receipt from wosp@wm.edu . If you don't receive an email acknowledging receipt from by close of business the day after your submission, please send an email inquiry to wosp@wm.edu .

Application Checklist

|  |  |
| --- | --- |
|  | Application Information (pages 4, 5, 6) |
|  | Project Description (starts on page 6 – maximum 250 words) |
|  | Appendix – Copy of previous report for last award under this program (skip if no previous award) |
|  | Appendix – List publications or tangible results from prior award (skip if no previous award) |
|  | Appendix – Short form CV (two pages) |
|  | Submit to wosp@wm.edu as single pdf file – see file name instructions above |

**Applicant Information:**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.** **Investigator:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Banner ID **required**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Position**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title Unit/Department/School

**3. Project Title:**

Title

**4. Area Classification:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate in which Area (I - Arts & Humanities; II - Social Sciences, including the School of Education; or III - Natural Sciences) your proposal should be considered. Consult the undergraduate catalog for the classification of departments according to areas.

**5. Years in a Qualified Position at William & Mary:**  \_\_\_\_\_\_\_\_\_\_\_

**6. Restricted Appointment:** If you have a restricted appointment, do you expect to be continued? \_\_\_\_\_\_\_\_

**7. Authorizing Signature/Date: (**chair, director, dean, VP or VPR)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**8. Institutional Compliance:** Answer each question below by checking the boxes. You must certify by checking the boxes below that you recognize the need to submit the necessary forms to the appropriate compliance committee(s).

If you answer “YES” to any question, you will need to login into the Sponsored Programs & Research Compliance System (SPARCS) at <https://www.wm.edu/sites/sparcs/index> tocreate a protocol and receive approval from the appropriate compliance committee *prior to distribution of funding*.
Contact the committee chairs if you have any questions about obtaining required approvals.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **Questions** | **Committees to Contact if answer YES to questions** | **Check here to CERTIFY that this proposal has been submitted to the appropriate Committee (s)** **or include the existing approval number** |
|   |   | Will this project involve surveys or testing of human subjects?  | Protection of Human Subjects Committee, Chair: Jennifer Stevens, **jastev@wm.edu** |   |
|   |   | Will live vertebrate animals be used in this project?  | Institutional Animal Care and Use Committee, Chair: Josh Burk,**jabur2@wm.edu** |   |
|   |   | Will this project use any (a) recombinant DNA molecules (including transgenic animals or the transfection of cell lines), (b) infectious agents, (c) human tissue or body fluids (including saliva, urine, blood, semen, or primary human cell cultures), or (d) wild-caught or random source animals or animal tissue (for anyone employing animals that may carry zoonotic disease)? | Institutional Biosafety Committee, Chair: Josh Puzey, **jrpuzey@wm.edu** |   |
|   |   | Will this proposal involve research with radioactive material? | Institutional Radiation Safety Committee, Eric Bradley, **elbrad@wm.edu.** |   |

**9. W&M Research Grants:** Please check the appropriate boxes concerning previous W&M Research Grants awarded under this program. If you have not received a W&M Research Grant, write "none" in the following space **\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| Were you awarded previous grants under this program in the last 5 years  | Grant Awarded?*YES/NO* | If Declined*, Why?* |
| Summer 2022 |  |  |
| Summer 2021 |  |  |
| Summer 2020 |  |  |
| Summer 2019 |  |  |
| Summer 2018 |  |  |

10. **Research Description**: (max 250 words)