

OCSE QTAG Application Guidelines for Academic Year 2021 – 2022.

OCSE QTAG applications, which are due on the last day of each month, should focus on faculty scholarship and/or enhancement of research program efforts and/or improving research capacity. Specific documentable outcomes must be included, such as a peer-reviewed publication in the Journal of ... or preliminary data collection to support a more extensive, external, proposal submission. If submission of a follow-on proposal is one of the outcomes, provide details regarding the intended agency, program, and deadline. A detailed budget and supporting rationale are necessary. Any related internal and/or external funding efforts and/or other support should be provided in the narrative.

- Discuss the immediacy of the timeline (expenditures within a three-month duration of a QTAG) and the critical need for the resources requested. Have unanticipated research costs occurred such as an increase in the cost of materials, shipping, etc.? Has existing equipment ceased to function? Are repairs, new, or replacement equipment needed?
- While conference travel expenses are not covered by the OCSE QTAG program, travel related to data collection and/or analysis is permitted.
- If funds for equipment, computers, or other electronic devices are requested, please include justification for the critical and immediate need. For some research areas, a computer or audio/visual equipment (for instance) are necessary for data collection and processing.

OCSE QTAG applications should **not** include:

- Student salary (undergraduate or graduate; summer, winter, or academic year)
- Conference expenses related to presentation of scholarly work
- Publication costs
- Student thesis or research costs
- General purpose computers or other electronic devices

Faculty who are interested in submitting a QTAG proposal are strongly encouraged to consult with Dr. Cathleen Webb, Associate Dean for Research prior to submission.

OCSE QTAG Application Checklist 2021-2022

- Request – clear and concise
- Budget – detailed including justification with attached quote(s) if applicable – expenditures within three months
- Narrative – description of project including impact on faculty research program or scholarship
- Discussion of methodology, if appropriate
- Directly address critical and/or immediate need
- Timeline (within three months)
- Documentable, specific outcomes
- Related funding efforts/resources
- Travel expenses (if requested) meet the OCSE QTAG Guidelines
- Review of *Evaluation Criteria* is highly recommended

OCSE QTAG Application Form:

https://www.wku.edu/ogden/web_pages/quick_turnaround_grants.php

OCSE QTAG Evaluation Criteria

Please rank each category on a 1, 2, or 3 scale, where 3 is the greatest value.

Name (PI)	QTAG Project Title

Criteria	Score (1-3) or Not Addressed	Comments
Project description, including methodology, if appropriate		
Rationale is clear and appropriate		
Critical/Immediate need discussed		
Outcomes – clear and documentable		
Impact on faculty member scholarship is clear		
Budget details are appropriate		
Total		
Are there other funding sources to be partially or fully applied (Y, N)?*		
Recommendation for funding (Y, N)		

*Has funding been received for the proposed research already? Is the PI seeking other funding sources (departmental, grants, OSP, travel funds, etc.)? How does QTAG funding complement other funding sources? Does QTAG funding enhance and further a larger research project?