

QTAG Evaluation Guidelines – Office of Research and Creative Activities

Quick Turn-Around Grants are small grants in the amount of \$1,000-\$3,000 for research and creative activity, funded by Facilities & Administrative costs accrued through the external grant process. These funds are provided to support critical and immediate needs, and are intended to be spent within three months of being awarded.

Examples of QTAG activities are travel to conduct research at an archive, costs associated with shipping artwork for an exhibit, purchase of lab supplies to further existing research, and/or costs associated with mailed survey materials.

Funds may be used to support research assistant(s); materials and supplies; travel/shipping/other expenses to conduct research/creative activity, or the dissemination of research/creative activity. Requests for conference travel must include a copy of the program, or other evidence, clearly indicating your attendance at the conference is for the purpose of disseminating research or creative activity. This might also include participation in a panel, a scheduled workshop, an exhibition, or similar venue.

Requests must be submitted by the last day of the month preceding the month in which the funds are needed. Awards will be made by the 15th of the following month and are expected to be spent within three months.

OCSE Committee Considerations

Quick Turn-Around Grants are funded by Facilities & Administrative costs accrued through the external grant process. **These funds are provided to support faculty critical and immediate research needs.**

Funds may be used to support faculty research in a variety of ways including research assistant(s), materials and supplies, and travel/shipping/other expenses to conduct research. The description should be detailed yet clear for a broader review audience. The budget should be specific with complete justification for what is requested by the PI. Explicit, measurable and/or documentable outcomes (grant, publication, ...) should be listed.

Please note that QTAG is for critical and immediate faculty research needs that do not meet the criteria for other modes of funding at WKU (Ogden College Travel Funds, Departmental Funds, RCAP, FUSE, Graduate Student Research Grants, etc.). Faculty are highly encouraged to apply for QTAG funding as soon as they know there is a definite need.

OCSE QTAG Evaluation Criteria

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

Name	QTAG Project

Criteria	Score (1,2,3)	Comments
Description		
Explanation of fund usage		
Need for the specific level of requested funding		
Does this meet QTAG (immediate/within 3 months) spending criteria?		
Are there other funding sources that could be partially or fully applied?*		
Outcomes – clear and measurable		
Recommendation for funding		
Total		

*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? How does QTAG funding enhance and further the larger research project?