I. Program Description

RCAP funding is provided by the Office of Research to encourage faculty to develop individual or collaborative research projects leading to the pursuit of external funding sources, or the promotion of scholarly and creative activities. Funds target all disciplines and academic pursuits, including international activities, entrepreneurial efforts, and innovative scientific or artistic enterprises. All projects should aim to incorporate undergraduate and/or graduate students, whether monetarily supported by RCAP or not.

Category Type

Applications must be submitted for one of two categories of funding:

- **Category I** funds are considered "seed" monies and will be awarded to Principal Investigators (PIs) to enhance the competitiveness of a subsequent submission of a new or renewal proposal for external funding.
  - Awards up to $16,000
  - Funds target ALL disciplines
  - Awardees are expected to submit a proposal for extramural funding as a result of RCAP support
  - Applicants without prior extramural funding are expected to identify a grants mentor. See section II.2 titled “Mentor Criteria” below for further details.

- **Category II** funds support the general development, expansion, or enhancement of faculty research and scholarly activity, and/or the creative and performing arts. Publication costs are allowable costs for projects involving the creative and performing arts, where publication costs are both customary and substantial. Support may also include costs associated with creating an exhibit, a performance, a musical work, etc.
  - Awards up to $8,000
  - Funds target ALL disciplines

Project Tracks

Applicants must select one of three project tracks:

- **Track S (Singular)**: A single, focused research, scholarly, or creative activity project
- **Track C (inter-Collegiate)**: Collaborations between two or more WKU colleges
- **Track E (External/inter-institutional)**: Collaborations with other institutions (1:1 cost share required)
II. Eligibility

1. **Principal Investigator:** All full-time faculty (including research-track faculty) and instructors at all campuses who have independent programs of research or creative activity are invited to apply. Priority will be given to those with a demonstrated track record or potential as evidenced, for example, by graduate faculty membership.

   Applications may include more than one principal investigator, but only one investigator can be designated the project manager. A faculty member may serve as principal investigator and co-principal investigator on multiple RCAP projects. A principal investigator may submit multiple proposals to either category for substantially different projects.

   **Note:** Others not included in the above definition may be authorized to apply for RCAP funding on a case-by-case basis. Email a detailed request to internal.grants@wku.edu for eligibility consideration.

2. **Mentor Criteria (for Category I only):** Category I applicants without prior extramural funding are expected to identify a grants mentor at WKU who may use up to $1,000 for travel to scholarly meetings, if noted in the proposed budget. Any exception to the mentor requirement must be approved by the Office of Research via email request to internal.grants@wku.edu prior to submission.

   Mentors are expected to work with the Office of Sponsored Programs to assist the PI with selecting an appropriate funding agency and program, and preparing and submitting an extramural grant application. It is **not expected** that mentors will necessarily have, or need, technical expertise in the proposed area. However, mentors are expected to have sufficient familiarity with the targeted funding source to be able to advise the PI during the external grant proposal process.

   Qualified mentors from outside the University must be approved by the Office of Research prior to submission and are not eligible for travel funds. Requests for approval must be sent with the proposed mentor’s Curriculum Vita to internal.grants@wku.edu.

III. Project Period

The project period is 18 months in duration: July 1, 2015 – December 31, 2016. Under certain conditions, exceptions to these dates will be considered.

IV. Compliance

If the project involves human subjects, animal subjects, export control issues, rDNA/RGZ microbe, or bio-hazards, **appropriate institutional approval(s) must be obtained before the project begins and funds are spent.** Contact Paul Mooney (paul.mooney@wku.edu) in the Office of Research Integrity for further information or visit [http://www.wku.edu/compliance/](http://www.wku.edu/compliance/).

V. Budget Information

Budgets will be presented in general categories and require detailed explanation. Funding for exceptional projects that exceed the Category I or II funding ranges may be submitted, but must be well defined and justified. Although the Office of Research intends to fund projects as close as possible to the requested amount, it reserves the right to alter the amount depending on the number of proposals received and funds available.

**Allowable Costs**

- Salary and fringe benefits (part-time or full-time):
  - Graduate assistant(s) or graduate student(s)
  - Undergraduate student(s)
  - Post-doc(s)
  - Technician(s)
- Equipment (single item which costs more than $2,000)
- Project supplies and materials
- Animal maintenance
- Travel essential to conduct the project or accomplish proposed objectives
- Computers (must demonstrate that computers are essential to the project and not otherwise available)
- Publication/Performance/Production costs (Creative and Performing Arts only)
- Payment for services conducted by a non-WKU employee (i.e. consultant, evaluator, or contractor)
- Participant support
Unallowable Costs

- Faculty/instructor salary and fringe
- Costs in connection with faculty degree requirements
- Travel to professional meetings or conferences
- Tuition

Cost share

- For Track E, cost share must be committed by each collaborating external institution to meet the 1:1 match [must be cash cost share; in-kind such as faculty time will not be considered]. A letter of commitment from all external partners must accompany the RCAP application. See section VI.3.C below for further details.
- Cost share commitments for Track S and Track C proposals are not required at the application stage and should not be included in the budget. Cost share commitments will be discussed with Department Heads and Deans during the review process.

VI. Application Instructions

To submit an application for RCAP funding, complete the 2015 RCAP Application below. Fill in the cover sheet, budget form, and budget narrative. Attach a three-page proposal narrative and the required supporting documents as described below. Incomplete applications may be returned. If any page limits are exceeded or extraneous materials submitted, these will not be forwarded for review.

Complete applications include the following elements:

1. RCAP Application Forms: Cover Sheet, Budget Form, and Budget Narrative

2. Proposal Narrative (limited to 3 pages, Arial 11-point font, half-inch margins):
   a. A brief discussion of the background and significance of the proposed idea, including its relation to the present state of knowledge in the field.
   b. A detailed narrative of the project that includes (i) the objectives, (ii.) significance of the research, (iii.) description and timeline of research tasks and expected accomplishments during the course of the project, (iv.) the specific outcome of the project (book, journal article, presentation, grant proposal, etc.), and (v.) a discussion of potential external funding sources (optional for RCAP II proposals).
   c. If applicable, an outline of each investigator’s role, and how the inter-collegiate or inter-institutional collaboration adds to the project.

3. Supporting documentation attached at the end of the proposal narrative (not counted toward the page limit):
   a. References or Works Cited (include as appropriate).
   b. Biographical sketch/curriculum vitae for EACH investigator (should list the most current information and use NIH, NSF, or other standard agency formats, if applicable, otherwise a maximum of TWO PAGES that include current and pending support).
   c. Track E, provide letters of commitment from external institutions committing cost share match. The letter must include a statement of support for the project and the specific amount the unit/organization is contributing, as well as contact information (phone, email) for the person guaranteeing the match.
   d. Review sheets from federal/other granting agencies (if applicable).

Submission Deadlines

- February 9, 2015 – Email the completed application to your Department Head for review and signature approval.
- February 16, 2015 – Department Head emails the application to the Dean for review and signature approval.
- February 23, 2015, 11:59 p.m. – Applicant is responsible for ensuring the completed application (with e-signatures) is submitted as a single file attachment to internal.grants@wku.edu.

Final applications with electronic signature approval may be submitted by the PI or the Dean’s office. It is the applicant’s responsibility to ensure all signatures are obtained and the final application is emailed as a single file attachment (Microsoft Word or PDF) to internal.grants@wku.edu by 11:59 p.m. on February 23, 2015.
VII. Review Process

Phase I

Applications that are complete and responsive to this announcement will be evaluated for merit by the RCAP Review Committee comprised of faculty representatives from each college. The Committee will then provide a prioritized list of recommendations for funding to the Office of Research based on the quality of the proposals per the review criteria below. (Note: Not all criteria will apply to all proposals.)

Research Merit:
- Does the proposal provide a compelling argument for the research or creative activity?
- Does the proposed project represent a significant contribution to the investigator's field of study? If so, how?
- Will there be publication(s), public dissemination, or public performance?
  - If so, who is the audience for the proposed work, and why will they value it?

Nature of Proposal:
- Does the proposal provide a clear statement of overall project objectives?
- Are the proposed methodologies appropriate and accurate?
- Does the proposal provide a sound justification with clear and specific budget information, and is the budget appropriate?
- What is the likelihood of definitive results and conclusions?
- Is the text of the proposal well-written?
- Is the significance of the project established?
- Is the timeline well established and feasible?
- If Track C or E, is the collaborative nature of the project clearly explained and justified?

Leverage:
- Will the project lead to further scholarly activity?
- Does it improve chances for funding from existing sources?
- Does the project offer opportunities for funding from new sources?
- Does the project enhance the reputation of WKU?
- Does the project increase the impact of WKU?

Phase II

Following the RCAP Review Committee's recommendations, each Department Head and Dean will be given a prioritized list of recommendations for their respective faculty. Each Department Head and Dean (or their designated representatives) will have the opportunity to recommend adjustments for the ranking of an applicant by committing cost share and providing a compelling endorsement.

Applicants may be asked to meet with the RCAP representatives to discuss proposed projects and/or to make adjustments to the project budget, including further cost share needs. If applicable, an applicant's history of RCAP project outcomes and award management will be considered.

All RCAP awards are subject to the availability of funds.

VIII. Other Resources

Frequently Asked Questions

Assistance with Pivot Profile or Google Scholar Account

Award Requirements

Questions? Email internal.grants@wku.edu
# Research & Creative Activities Program (RCAP) Cover Sheet

<table>
<thead>
<tr>
<th>Proposal Title:</th>
<th>Project Keywords (up to 5):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Investigator:</td>
<td></td>
</tr>
<tr>
<td>WKU ID:</td>
<td>Faculty Rank:</td>
</tr>
<tr>
<td>Email Address:</td>
<td>Date of Appointment:</td>
</tr>
<tr>
<td>Department:</td>
<td>Dean:</td>
</tr>
<tr>
<td>Department Head:</td>
<td>Office Associate/Coordinator:</td>
</tr>
</tbody>
</table>

## Co-Investigators: List the project’s additional investigators, if applicable

<table>
<thead>
<tr>
<th>Name:</th>
<th>Department/College or Organization:</th>
<th>Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Funding Level: Select one Category Type AND one Project Track

<table>
<thead>
<tr>
<th>Category Type (double-click to check one):</th>
<th>Project Track (double-click to check one):</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Category I (not to exceed $16,000)</td>
<td>☐ Singular ☐ Inter-Collegiate ☐ External</td>
</tr>
<tr>
<td>☐ Category II (not to exceed $8,000)</td>
<td>☐</td>
</tr>
</tbody>
</table>

### Project Type: (double click to check one)

- ☐ Basic Research – undertaken primarily to acquire new knowledge without any particular application or use in mind.
- ☐ Applied Research – conducted to gain the knowledge or understanding to meet a specific, recognized need.
- ☐ Development Research – systematic use of the knowledge or understanding gained for research directed toward the production of useful materials, devices, systems, or methods, including the design and development of prototypes and processes.

### Project Involves: (CTRL+Click each for more information. Approval must be obtained before project begins/funds are expended.)

- ☐ Export Controls
- ☐ Human Subjects
- ☐ Animal Subjects
- ☐ rDNA/RGZ Microbe
- ☐ Bio-hazards

### Research Profile: All applicants (including Co-PIs) must claim their Pivot and Google Scholar* profiles [CTRL+Click each for details]

*Faculty in the arts may instead cite (within their biosketch) a personal website that expresses their portfolio.

- Pivot Profile(s) Claimed: ☐ Yes ☐ No
- Google Scholar Account(s) Claimed: ☐ Yes ☐ No ☐ N/A

### Does this project involve an international component? (double-click to check one)

*If international travel is involved, complete the fields below.

- Country of Travel: Tentative Travel Dates:

### Have you and/or Co-PIs received an RCAP grant before? (double-click to check one)

*If yes, what extramural funding have you/Co-PIs applied for and/or received as a result?

### External Proposals: List possible funding opportunities you might submit to as an outcome of this project

- Agency: Program to Which You May Apply: Upcoming Deadline(s):

### Mentor: All Category I proposals submitted by applicants without prior extramural funding must identify a grants mentor

- Name of Mentor: Email Address:
## RCAP Budget Form

### Funding Amount Limits:
- Category I Projects - may not exceed $16,000
- Category II Projects - may not exceed $8,000

<table>
<thead>
<tr>
<th>ITEM</th>
<th>AMOUNT REQUESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong> (specify type – undergraduate, graduate student or assistant, post-doc, or technician)</td>
<td></td>
</tr>
<tr>
<td>Type of Personnel</td>
<td>$</td>
</tr>
<tr>
<td>Type of Personnel</td>
<td>$</td>
</tr>
<tr>
<td><strong>Fringe Benefits - Click HERE for current fringe benefit rates</strong></td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits (specify type of personnel and rate)</td>
<td>$</td>
</tr>
<tr>
<td>Fringe Benefits (specify type of personnel and rate)</td>
<td>$</td>
</tr>
<tr>
<td><strong>Materials &amp; Supplies</strong> (ex. single items which cost less than $2,000)</td>
<td></td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>$</td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>$</td>
</tr>
<tr>
<td><strong>Equipment</strong> (e.g. single items which cost $2,000 or greater)</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>$</td>
</tr>
<tr>
<td><strong>Travel</strong> (only travel vital to research; travel for professional development is not supported)</td>
<td></td>
</tr>
<tr>
<td>Travel (purpose, location, cost per trip)</td>
<td>$</td>
</tr>
<tr>
<td><strong>Participant Support</strong></td>
<td></td>
</tr>
<tr>
<td>Participant Support (type, cost per participant)</td>
<td>$</td>
</tr>
<tr>
<td><strong>Other</strong> (including publication/performance/production costs [for creative and performing arts only])</td>
<td></td>
</tr>
<tr>
<td>Non-WKU Personnel (consultant, evaluator, or contractor services)</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL AMOUNT REQUESTED:</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

**Budget Narrative**: In the space below, provide a detailed explanation and justification for all project costs. The text box will expand to accommodate additional text, as necessary.
**For Official Use Only**

<table>
<thead>
<tr>
<th>Electronic Signature Approval:</th>
<th>By marking the approval box and typing your name and date below, you are signing with the same authority as a handwritten signature.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td><strong>Date</strong></td>
</tr>
<tr>
<td>Department Head</td>
<td>□ I Approve</td>
</tr>
<tr>
<td>Dean</td>
<td>□ I Approve</td>
</tr>
</tbody>
</table>