



OFFICE OF RESEARCH AND SPONSORED PROGRAMS (ORSP)  
UNIVERSITY OF WISCONSIN-WHITewater (UWW), 262-472-5212  
RELEASED 9 NOVEMBER 2011  
RON FLEISCHMANN, fleischr@uww.edu

DEADLINES: 13 FEBRUARY 2012 FOR SUMMER 2012 FELLOWS  
15 MARCH 2012 FOR SPRING 2013 FELLOWS  
15 OCTOBER 2012 FOR FALL 2013 FELLOWS

## UNIVERSITY OF WISCONSIN-WHITewater GRANT WRITING FELLOWSHIP

# INTRAMURAL GRANT APPLICATION PACKAGE

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**University of Wisconsin-Whitewater Office of Research and Sponsored Programs Intramural Transmittal Form.** ONE original, complete ORSP Transmittal Form including all relevant funding competition information, proposal information, required clearances, and required signatures must accompany each proposal submitted to ORSP.

X

**Proposal Development and Submission Instructions.** Each University of Wisconsin grant program has varying proposal development and submission requirements. Principal Investigators must review this application package carefully and adhere to specific program requirements to be competitive.

X

**Grant Program Forms.** Each University of Wisconsin grant program requires the submission of different forms. All relevant forms are included in this application package. Electronic versions of all forms can be accessed on the ORSP Funding Page (<http://www.uwworsp.org/media/funding.htm>).

X

**Additional Proposal Development and Submission Resources.** University of Wisconsin grant application packages may include additional resource information including evaluation/review criteria, description of proposal review processes and deadlines, and other pertinent appendices.

*The Office of Research and Sponsored Programs can provide additional information, proposal development assistance, and copies of funded proposals. ALL proposals must be submitted to ORSP. Grants submitted to directly to System or Extension may not be reviewed.*

DENISE EHLEN, Director, 262-472-5212, ehlend@uww.edu  
RON FLEISCHMANN, Acting Assistant Director, 262-472-5212, fleischr@uww.edu





UNIVERSITY OF WISCONSIN  
WHITewater

RSP APPROVAL & CERTIFICATION  
TRANSMITTAL



DO NOT COMPLETE SHADED SECTIONS WITH DOUBLED BORDER – FOR UWW RSP USE ONLY

|   |        |  |      |   |
|---|--------|--|------|---|
| <b>FUNDING COMPETITION INFORMATION</b> Deadline:  |        | <b>RSP USE ONLY</b>  |      | ID:   |
| 1. Sponsor & Program:   |        | Date Submitted:  |      |   |
| 2. Address:   |        | Number of Copies to Sponsor (original +)   |      |   |
| 3. Telephone:   | Fax:   | Binding of Original: <input type="checkbox"/> Clip <input type="checkbox"/> Staple <input type="checkbox"/> Other <input type="checkbox"/> N/A |      |   |
| 4. Web:   | Notes: | GT Proposal Entry:   |      | GT Award:   |
| <b>PROPOSAL INFORMATION</b>   |        |  |      |   |
| 5. Principal Investigator:  |        | 5a. Department/Division/Institution:   |      |   |
| 5b. Address:  |        | Phone:   | Fax: | Email:  |
| 6. Co-Investigator:   |        | 6a. Department/Division/Institution:   |      |   |
| 6b. Address:  |        | Phone:   | Fax: | Email:  |
| 7. Co-Investigator:   |        | 7a. Department/Division/Institution:   |      |   |
| 7b. Address:  |        | Phone:   | Fax: | Email:  |
| 8. Co-Investigator:   |        | 8a. Department/Division/Institution:   |      |   |
| 8b. Address:  |        | Phone:   | Fax: | Email:  |
| 9. Project Title:   |        |  |      |   |
| 10. Funding Type <input type="checkbox"/> New <input type="checkbox"/> Renewal/Continuation   |        | <b>AWARD INFORMATION – RSP USE ONLY</b> <input type="checkbox"/> GRANT <input type="checkbox"/> CONTRACT                                       |      |   |
| 11. Total Request \$  |        | New Account <input type="checkbox"/> Non-Federal <input type="checkbox"/> Federal (CFDA# )   |      |   |
| 12. Match Information \$  |        | Org Information <input type="checkbox"/> New <input type="checkbox"/> Add To   |      |   |
| 13. Begin Date End Date   |        | Total Award Begin Date End Date  |      |   |
| <b>REQUIRED CLEARANCES – Does the project involve:</b>  |        |  |      |   |
| 14. toxic, infectious or carcinogenic/mutagenic material? Use recombinant DNA technology?   |        |  |      | Approved? (choose one)  |
| 15. use of human subjects, human tissue or vertebrate animals?  |        |  |      | <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending |
| 16. action involving space, remodeling, or construction?  |        |  |      | <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending |
| 17. hiring non-UWW personnel?   |        |  |      | <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending |
| 18. requires release time by PI (and/or Co-Is) in support of project activities?  |        |  |      | <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending |
| 19. creation of new degree programs or services?  |        |  |      | <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending |
| 20. potential environmental impacts, which require review under the Wisconsin Environmental Policy Act?   |        |  |      | <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending |
| <b>REQUIRED SIGNATURES</b>  |        |  |      |   |
| <b>PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR</b>  |        | <b>SIGNATURE</b>   |      | <b>DATE</b>   |
| I certify that the plan detailed in the proposal/contract complies with all campus, state, and federal regulations and policies and reflects University, College/Division, and Department/Unit goals. This project is achievable as described, including the limitations of time, resources, and personnel expertise. All required clearances have been satisfied. I have disclosed any possible conflicts of interest during the proposal development process. If awarded, I agree to conduct the proposed project in compliance with (1) the conditions of the grant and (2) with all policies of UWW, UWS, and the State of Wisconsin. |        |  |      |   |
| I authorize the use of my name and grant information for university publication. <input type="checkbox"/> NO <input type="checkbox"/> YES (initial)   |        |  |      |   |
| <b>DEPARTMENT CHAIR/UNIT DIRECTOR</b>   |        | <b>SIGNATURE</b>   |      | <b>DATE</b>   |
| I certify that I have reviewed the proposal/contract and found it to be complete, including required clearances, budget, and commitments involving space, faculty/staff time, and matching funds. In addition, I certify that all resources and other provisions of any award will be fulfilled. A match (check one) <input type="checkbox"/> has OR <input type="checkbox"/> has NOT been pledged. Cash match will be satisfied by a transfer of funds from org code _____ in the amount of \$_____ or via in-kind contributions as described in the budget (narrative).   |        |  |      |   |
| <b>COLLEGE DEAN/DIVISION DIRECTOR(S)</b>  |        | <b>SIGNATURE</b>   |      | <b>DATE</b>   |
| I certify that I have reviewed the proposal/contract and found it to be complete, including required clearances, budget, and commitments involving space, faculty/staff time, and matching funds. In addition, I certify that all resources and other provisions of any award will be fulfilled. A match (check one) <input type="checkbox"/> has OR <input type="checkbox"/> has NOT been pledged. Cash match will be satisfied by a transfer of funds from org code _____ in the amount of \$_____ or via in-kind contributions as described in the budget (narrative).   |        |  |      |   |
| <i>Applicants submitting proposals including an international component must secure the signature of the Director of the Center for Global Education in this cell.</i>  |        |  |      |   |
| <b>RESEARCH AND SPONSORED PROGRAMS CERTIFICATION</b>  |        | <b>SIGNATURE</b>   |      | <b>DATE</b>   |
| By signing this transmittal, I certify that this proposal/contract is consistent with campus, state, and federal regulations; is within the campus' research/service mission; and is approved for submission to the funding agency.   |        |  |      |   |
| INITIAL HERE TO APPROVE GRANT/CONTRACT ACCEPTANCE:  |        | DATE:  |      | TYPED NAME: DENISE EHLEN  |



OFFICE OF RESEARCH AND SPONSORED PROGRAMS

RELEASED 9 NOVEMBER 2011

**UNIVERSITY OF WISCONSIN-WHITWATER  
GRANT WRITING FELLOWSHIP**

**CALL FOR PROPOSALS**

**PROGRAM OVERVIEW**

The University of Wisconsin-Whitewater (UWW) offers limited funds to support release time to write grant applications. Fellows will be required to develop and submit applications for extramural funds during the one year fellowship term. Funding is limited to a summer stipend or a one course release from teaching (funds to support replacement costs will be provided to the College or Division). Funding cannot be used for other expenses (i.e., supplies, student help, travel, etc.). While applicants are encouraged to collaborate with non-UWW faculty/staff when appropriate, non-UWW collaborators are not eligible to receive Fellowship funds.

**ELIGIBILITY**

In order to be eligible for a UWW Grant Writing Fellowship, applicants must:

- Be UWW faculty or academic staff member with a full-time (academic or calendar year) appointment;
- Return to a full-time position at the University the year following the Fellowship term;
- Have complied with all requirements, including the submission of a final report, for all previous grants/award; and
- Secured the support of the department chair/unit director and college dean/division director (certified via signature on the Transmittal).

Applications are encouraged from all disciplines.

**FUNDING AND DEADLINE INFORMATION**

| <b>Fellowship Application Deadline</b> | <b>Fellowship Term</b> | <b>Grant Submission Timeline</b>         | <b>Review Decision Notification</b> |
|--|------------------------|--|-------------------------------------|
| February 13, 2012                      | Summer 2012            | August 1, 2012 to<br>July 31, 2013       | March 2012                          |
| March 15, 2012                         | Spring 2013            | May 1, 2013 to<br>April 30, 2014         | April 2012                          |
| October 15, 2012                       | Fall 2013              | December 1, 2013 to<br>November 30, 2014 | February 2013                       |

Summer Grant Fellows will receive a \$5,000 stipend. The first allocation (\$4,000) will be paid on August 1. The second allocation (\$1,000) will be paid after submission of the extramural grant proposal. Summer Fellows may be granted to a team of authors; funding will not exceed \$7,000 total regardless of the size of the Fellowship Team.

An award of \$5,000 will be provided to Spring/Fall Fellows' College/Division to fund replacement costs to support a one course release from teaching.

## **TERMS AND CONDITIONS**

- The extramural proposal (or proposals) developed during the project period must request extramural funds of at least \$50,000.
- Fellows have one year to submit the extramural grant application (see Grant Submission Timeline on page one).
- If the initial submission is not funded, the investigator(s) will work with the Office of Research and Sponsored Programs (ORSP) and/or an ORSP grant writing coach to discuss and/or develop a plan for resubmission, if appropriate. For example, may include:
  - Resubmission fellowship – up to \$1,000, or
  - Grant writing assistance / coaching services – up to \$500.
- Successful Fellows may be asked to serve as a panel reviewer in subsequent Grant Writing Fellowship competitions.

## **REVIEW PROCESS/CRITERIA**

Proposals will be reviewed by a team of evaluators that may include:

- Representative(s) of the Office of Research and Sponsored Programs Advisory Board,
- The Director of the Office of Research and Sponsored Programs, and
- An external evaluator.

Reviewers will make final funding decisions in collaboration with the ORSP Director. ORSP will communicate panel reviews and funding decisions to applicants.

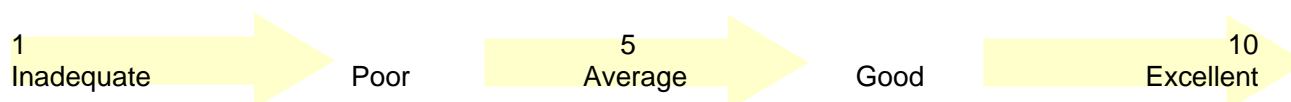
Applications will be reviewed using the following criteria (see also page 3):

- Scientific or subject matter merit of the research or scholarly activity to be proposed in the extramural grant application,
- Likelihood of extramural funding--relevance of the proposal to the sponsor's priorities, and
- Fellow's(s') qualifications.

Preference may be given to:

- Fellows proposing to write applications for larger grants with substantial indirect costs, and/or
- Applicants who have not received a Grant Writing Fellowship award.

The rubric below will guide panel review; evaluators will use the following scale:



| SCALE AND CRITERIA               | 1  | 5   | 10   |
|----------------------------------|--|---|--|
| Brief Project Description        | Discussion of project goals or research questions is not included. There is no explanation of how project goals will be achieved or research methods.  | The discussion of project goals and objectives or research questions and methods is incomplete. There is little explanation of activities, outcomes and/or methods.   | The project goals/objectives or research questions/methods is thoroughly described. Activities and outcomes are clearly explained.   |
| Likelihood of Extramural Funding | The reviewers are unable to ascertain the likelihood of funding. The applicant does not identify the connection between the proposed project and the sponsor's priorities, selection criteria, or previously funded projects. Significance is not stated or unclear. | A partial explanation of the link between the proposed project and the sponsor's priorities, selection criteria and funding history is provided. Some elements are ambiguous. The explanation of relevance to sponsor goals is vague and/or requires inference. | The connection between the proposed project and sponsor's priorities, selection criteria and previously funded projects is obvious and compelling. Significance is clearly stated in practical terms. Applicant will submit a proposal to a sponsor that supports full indirect cost recovery. |
| Fellow's(s') Qualifications      | The project is not compatible with the applicant's record of scholarship. No evidence is provided that the project director assembled or will assemble the proposal/project components necessary for success.  | Connection between the proposed project and the applicant's track record is tenuous; some evidence supporting a link is presented. It is unclear if all proposal/project components can be assembled.   | The proposal is directly linked to the applicant's record of scholarship. The project director has assembled/will assemble all proposal/project components necessary to achieve success.   |

## APPLICATION

Office of Research and Sponsored Programs Approval and Certification Transmittal: Grant Writing Fellowship applications must be approved by the department chair/unit director and college dean/division director using the University of Wisconsin-Whitewater Office of Research and Sponsored Programs Approval and Certification Transmittal.

Grant Program Data: Limit response to one page including:

1. Name, department, telephone and email of principal investigator and all co-investigators;
2. Title or subject area for application that will be developed for extramural funding;
3. Name of extramural agency/grant program and URL (attach a hard copy of the call for proposals if not available online);
4. [Proposed] project period (start and end dates);
5. [Estimated] total project/proposal budget;
6. Grant program deadline; and
7. Original submission or revision (attach a copy of reviewers' comments if you will use the Fellowship term to revise and resubmit an application).

Proposal Narrative: The application narrative should be single-spaced using an 11 point font and one inch margins. The narrative may not exceed three pages and must include (in order):

1. Brief description of the proposed project;
2. Reasons why the extramural grant request is likely to be funded (i.e., connection to funding criteria, sponsor's priorities and agency's funding history as well as a proposal development plan); and
3. Discussion of the applicant's scholarly track record and connection to grant success (i.e., title and amount of past grants as well as relevant publications, exhibits, conference presentations and/or performances directly related to the proposed project and the extramural proposal).

Abbreviated CV: Applicants must provide a two-page single-spaced curriculum vita using the following format<sup>1</sup>:

1. *Professional Preparation:* A list of the individual's undergraduate and graduate education and postdoctoral training as indicated below:  

|                              |       |                         |
|------------------------------|-------|-------------------------|
| Undergraduate Institution(s) | Major | Degree & Year           |
| Graduate Institution(s)      | Major | Degree & Year           |
| Postdoctoral Institution(s)  | Area  | Inclusive Dates (years) |
2. *Appointments:* A list, in reverse chronological order, of all the individual's academic/professional appointments beginning with the current appointment.
3. *Publications/Presentations:* A list of: (i) up to 5 publications or presentations (including juried shows, musical performances, etc.) most closely related to the proposed project; and (ii) up to 5 other significant publications or presentations, whether or not related to the proposed project. Each publication identified must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title,

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<sup>1</sup> National Science Foundation Biographical Sketch, GPG, [http://www.nsf.gov/pubs/policydocs/pappguide/nsf10\\_1/gpgprint.pdf](http://www.nsf.gov/pubs/policydocs/pappguide/nsf10_1/gpgprint.pdf)

volume number, page numbers and year of publication. If the document is available electronically, the Website address also should be identified. Each presentation must include the names of all presenters, the venue/sponsor, title (if applicable) and date/year of the presentation.

For unpublished manuscripts, list only those submitted or accepted for publication (along with most likely date of publication). Patents, copyrights and software systems developed may be substituted for publications. Additional lists of publications, invited lectures, etc., must not be included. Only the list of 10 will be used in the review of the proposal.

4. *Synergistic Activities*: A list of up to five examples that demonstrate the broader impact of the individual's professional and scholarly activities that focuses on the integration and transfer of knowledge, as well as its creation. Examples could include, among others: innovations in teaching and training (e.g., development of curricular materials and pedagogical methods); contributions to the science of learning; development and/or refinement of research tools; computation methodologies and algorithms for problem-solving; development of databases to support research and education; broadening the participation of groups underrepresented in science, mathematics, engineering and technology; and service to the scientific and engineering community outside of the individual's immediate organization.
5. *Collaborators & Other Affiliations*
  - a. Collaborators and Co-Editors: A list of all persons in alphabetical order (including their current organizational affiliations) who are currently, or who have been, collaborators or co-authors with the individual on a project, book, article, report, abstract or paper during the 48 months preceding the submission of this proposal. Also include those individuals who are currently, or have been, co-editors of a journal, compendium or conference proceedings during the 24 months preceding the submission of the proposal. If there are no collaborators or co-editors to report, this should be so indicated.
  - b. Graduate and Postdoctoral Advisors. A list of the names of the individual's own graduate advisor(s) and principal postdoctoral sponsor(s), and their current organizational affiliations.
  - c. Thesis Advisor and Postgraduate-Scholar Sponsor. A list of all persons (including their organizational affiliations) with whom the individual has had an association as thesis advisor or with whom the individual has had an association within the last five years as a postgraduate-scholar sponsor. The total number of graduate students advised and postdoctoral scholars sponsored also must be identified.

## SUBMISSION

Please submit a hard copy or electronic version of your application to:

Denise Ehlen, Director  
Office of Research and Sponsored Programs  
2243 Andersen Library  
Email: [ehlend@uwv.edu](mailto:ehlend@uwv.edu)  
Telephone: 262-472-5212