Royalty Research Fund

College of Arts & Sciences

Summer 2022

COLLEGE OF ARTS & SCIENCES
UNIVERSITY *of* WASHINGTON

AGENDA

- Purpose
- Deadlines & Eligibility Requirements
- Proposal Development
- Tips for Grant Writing
- Review Committee and Criteria
- Submission Process

RRF FUNDING

- Funded from royalty and licensing fee income generated by UW technology transfer program

- Started in 1992

- Funded over 1,880 projects

- Provided >$52 million in research & scholarly support

- Success rate averages 26%

PURPOSE

- **Royalty Research** – supports faculty seeking to establish new research programs

- **Royalty Scholar** – provides one quarter of release time for faculty with full teaching loads to engage in concentrated scholarly activities

ROYALTY RESEARCH PURPOSE

Advance new directions in research, particularly:

1. in disciplines for which external funding opportunities are minimal, and/or

2. for faculty who are junior in rank, and/or

3. in cases where funding may provide unique opportunities to increase applicants' competitiveness for subsequent funding.

RRF <u>SCHOLARS</u> PROGRAM

- One quarter of teaching release time
- Awards always include:
  - Department's real teaching replacement costs
- Award may include:
  - Direct costs of project support (e.g., student assistants, travel, supplies)
- See additional instructions on the RRF website for Scholars Program

*Although requests for teaching release have come
most frequently from the arts, humanities, and social sciences,
all faculty are eligible.*

RRF Scholars Program Webpage

RRF DEADLINES

	Fall	Spring
Proposal Deadlines	Last Monday in September (9/26/22)	First Monday in March (3/6/2023)
Proposal Deadline Time	5pm	5pm
Awards Announced	By January 15th	By June 15th

PI ELIGIBILITY

- PI Status – as identified by their dean
- Co-PI must also meet eligibility requirement

- Previous RRF recipients are not eligible for 2 years after previous RRF award is completed
- RRF Scholar applicants must teach at least four regular and substantial courses per year

Effort Eligibility

- Acting faculty, temporary or postdoctoral appointments may be _paid participants_ of the project team (not PI or co-PI)

- Affiliate or visiting faculty _are ineligible_ to serve on the project team

- Proposals must support faculty development, not independent research projects for grad students and/or post docs

APPLICATIONS ALLOWED

- PI or Co-PI may submit only ONE proposal per round
- No restrictions for faculty or staff who are not serving as PI or Co-PI

SIMULTANEOUS APPLICATIONS

- Simultaneous applications can be made to RRF and external sponsors
  - External sponsor awards take priority and the RRF would not be awarded
- Applications who simultaneously apply to Bridge Funding will only be given one award

FUNDING RESTRICTIONS

RRF cannot be used:

- For supplement or extend ongoing funded research project
- For start-up funds for new faculty
- For matching/cost share for another project
- Solely as bridge funding (see the Bridge Funding Program)
- During sabbatical leave

BUDGET

- Up to $40,000

- Review committee can recommend a budget reduction

- Only proposals identified by the review committee as **exceptional** will be awarded at the upper funding range

BUDGET ITEMS NOT ALLOWED

- More than 2.5 months of summer salary for PI and/or Co-PI

- Facilities renovation, administrative assistance, membership fees and subscriptions

- Conference travel and registration fees

BUDGET & JUSTIFICATION

- The budget & justification is the place for you to display your knowledge of your field and how to strategically spend money to gather data or reach the goals of your project

- RRF webpage has links to a budget template and budget categories

- Justification goals:
  - Descriptive
  - Will be understood by a wide audience
  - Conveys how the budget line items are necessary to do the project

BUDGET ITEMS REQUIRING PRIOR APPROVAL

After receiving an award:

- Re-budgeting of faculty salary
- Equipment (if not in the approved budget)
- Travel (if not in the approved budget)
- Additional items (if not in the approved budget)
- Budget shifts between approved items >25% of total award

Therefore, consider your budget items carefully.

NEW TO PREPARING A BUDGET?

Tips:

1. Ask yourself what costs are needed for your project
2. Go down the list of budget categories and consider if you have any items in each of those categories
3. Consider any hidden costs – bio sample measurement might require shipping to another destination (and shipping back), if a foreign destination then consider Customs requirements
4. Ask an experienced budget preparer to assist you
5. If you can't justify each item, then perhaps it needs to be removed

GRANT WRITING STRATEGY

5 TIPS

1. Follow all the instructions
2. Meet the requirements and submit by the deadline
3. Writing takes longer than you expect – give yourself LOTS of time and plan to submit early
4. Give your Grant Manager time as well
5. Have someone review your outline and then your final draft

1 MORE GRANT WRITING TIP

- Write your proposal for your audience
  - They are faculty members of all disciplines
  - Assume no prior knowledge of your specialty
  - Craft your proposal for a wide audience

- *Although technical field-specific information will be expected, the major features of the proposal must also be accessible to non-specialists.* (excerpt from RRF instructions)

ASSISTANCE NEEDED?

- Review the list of previously awarded RRF proposals and reach out to the investigator
- Talk to your mentors
- Talk to your Chair
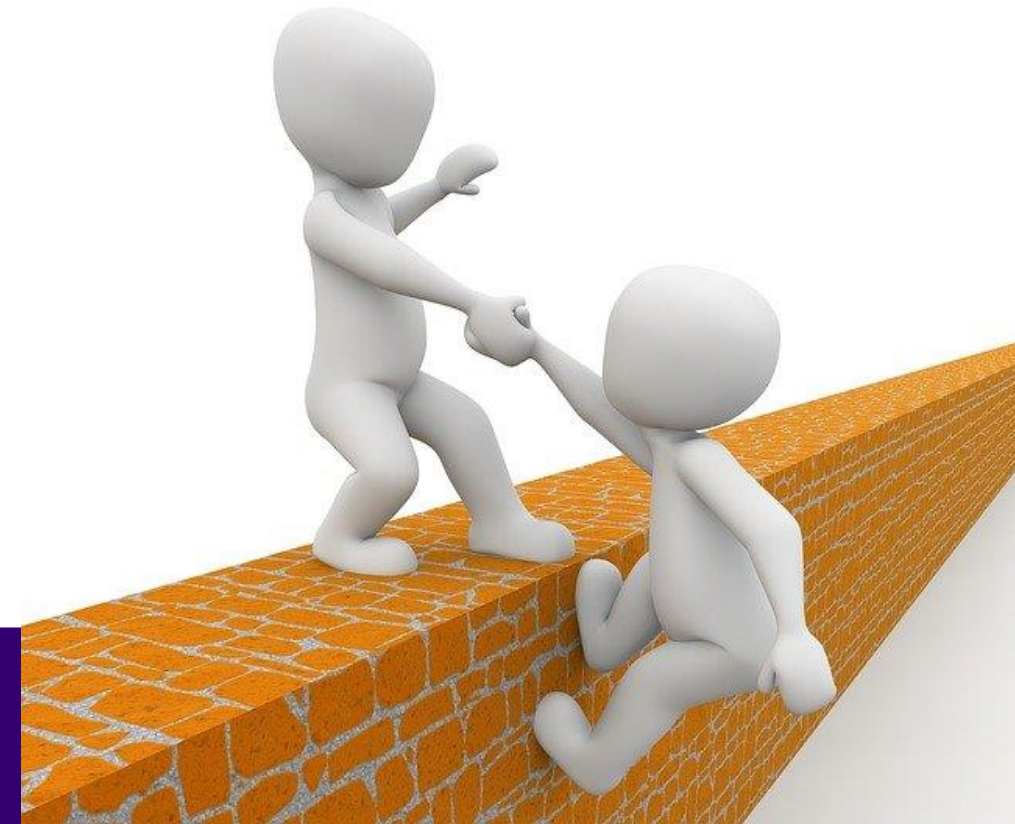
PEOPLE WHO CAN HELP:

- Application process:
  - Peter Wilsnack, Admin Specialist, Office of Research, doogieh@uw.edu or 206.685.9316

- Grantsmanship:
  - Dr. Katherine Stovel, RRF Program Chair, Professor, Sociology stovel@uw.edu

- SAGE eGC1:
  - Ask your unit grant manager or administrator
  - SAGE Help desk, sagehelp@uw.edu or 206.685.8335

RRF REVIEW COMMITTEE

- Peer-reviewed through one of three Committees:
  - Arts, Humanities, and Social Sciences
  - Basic Biological and Biomedical Sciences
  - Physical Sciences and Engineering

- Committee Member List is on the RRF website

- Program Chair: Katherine Stovel, Professor, Sociology
  stovel@uw.edu

REVIEW PROCESS

- Committee solicits reviews from 2 faculty peers
  - Note: They may not be a specialist in your subfield
- Faculty Committee recommends funding priorities to OR

PRIMARY REVIEW CRITERIA

- Merit of the proposal

SECONDARY REVIEW CRITERIA

- Suitability to the RRF goals & ability to get subsequent outside funding

- Preference goes to junior faculty when:
  - In disciplines for which applicants may also be eligible to compete for federal funding (e.g., NIH, NSF)
  - Among proposals of comparable merit

SECONDARY REVIEW CRITERIA

Proposals from senior faculty **must** describe how the proposal meets at least one of the following criteria in the justification:

1. Support a genuinely new direction in the applicant's research and/or career development or

2. Provide a unique opportunity to compete for subsequent one-time (or infrequently offered) funding or

3. Originate in a discipline for which external funding opportunities are minimal.

RESUBMISSIONS

- Proposal not awarded?
- Use the reviewer feedback to improve your application for the next funding cycle.

- You are able to submit a revised application 2 more times for funding consideration (for a total of 3x)

SUBMISSION PROCESS – part 1

1. Prepare Proposal Documents

2. Create SAGE eGC1

3. Choose the Research Area most appropriate
   - Review the membership list of each Committee when making your choice

4. Convert documents to PDF and attach to eGC1
   - Confirm PDF documents meet the page limits per instructions

5. Route the proposal in SAGE to campus reviewers & the Office of Research
   - Plan for this to take up to 2 days

SAGE eGC1 APPROVAL GRAPH
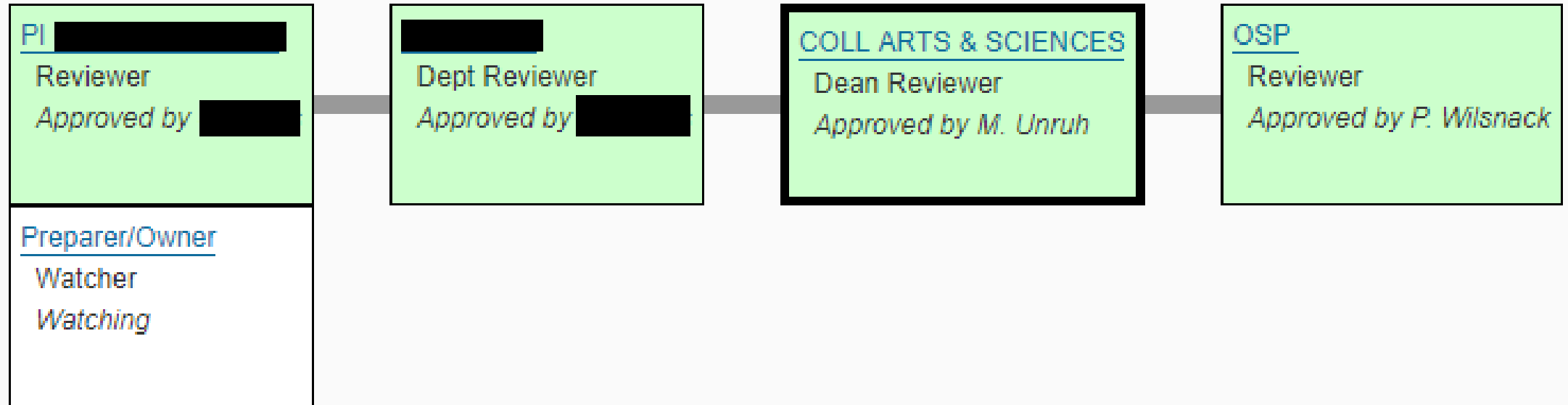
SUBMISSION PROCESS – part 2

- Upload separately a Suggested Reviewers Memo
- List 2-4 UW faculty "who would be able to provide a thorough and objective review of the proposal"
- Also list any UW faculty who should <u>not review</u> proposal due to conflict of interest
  - Supervisors, current/previous collaborators (research and/or teaching)

Note: RRF committee is not obliged to select from this list

TIP

Historically if you submit your application early it will receive a quick review by Peter Wilsnack and he will send it back for any revisions to ensure your proposal meets all requirements

SUGGESTED RRF PROPOSAL TIMELINE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September				1	2 Request release time from Dept	3
4	5 HOLIDAY	6	7 Line Up Internal Reviewers	8	9 Early Draft	10
11	12	13	14	15 Final Draft	16	17
18	19 Gather & Incorporate Feedback	20	21 Route eGC1 w/ draft scope of work	22 AM- Due at CAS	23	24
25	26 AM-Submit Final **Due Date**	27	28	29	30	

RRF Information Sessions – College of Arts & Sciences
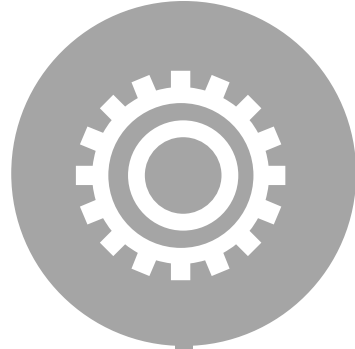Summer 2020

eGC1 Ready to Submit Question
Is this application ready to be submitted to the sponsor?

- No → all campus reviews can take place and feedback sent back to the PI/Department for correction; application will not be submitted to sponsor

- Yes → locks down your proposal, no more editing can take place, and gives the green light for your application to be submitted to the sponsor (only do this with Final docs attached)

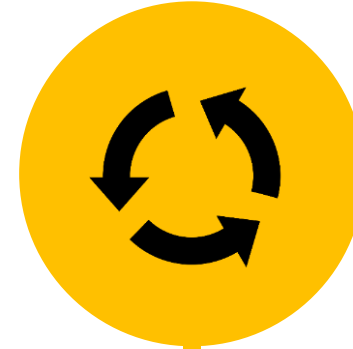- Must be marked YES by the deadline

TIMELINE

IDEA
Solidify proposal idea

Test it with spouse/neighbor

Line up internal reviewers

PLANNING
Read instructions

Read awarded proposals

Draft scope of work

Draft budget

WRITE
Craft your proposal for a wide audience

Include technical data as needed

Tell a story

Final Review
Get internal reviewer feedback

Revise & finalize your documents

Let it sit overnight
Review one last time

Route eGC1
Fill in the SAGE eGC1

Attach documents

Route draft SOW for campus approvals starting 9/21/22

Must arrive at OR by 9/26/22 (earlier is better)

College of Arts & Sciences – Summer 2022

🏠 › UW Research › Office of Research Central › Royalty Research Fund (RRF)

Royalty Research Fund (RRF)

The Royalty Research Fund (RRF) is a competitive awards program that provides research support to University of Washington faculty. The RRF is funded by royalty and licensing fee income generated by the University's technology transfer program. The Royalty Research Fund has been offered twice a year since 1992. In 1994, the RRF Scholar Program was initiated to provide one quarter of release time for faculty with full teaching loads to engage in concentrated scholarly activities. The RRF welcomes proposals with budgets up to $40,000. Approximately $1M is awarded per round. The success rate for applicants averages 25%.

- Purpose
- Eligibility
- Guidelines
- Deadlines & How to Apply
- Proposal Review Process
- Questions

The program webpage is the place to go with your questions

RESOURCES ON THE RRF WEBSITE

- List of past awardees
- Committee member lists
- Instructions for preparing an RRF Proposal
- Creating a SAGE eGC1 (for RRF)

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