Royalty Research Fund

College of Arts & Sciences
Summer 2022
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 SCHOLARS 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 Deadlines

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

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

Continued ➔
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)
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 not review 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

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<td>HOLIDAY</td>
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<td>Line Up Internal Reviewers</td>
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<td>Route eGC1 w/ draft scope of work</td>
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<td>AM-Due at CAS</td>
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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
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)
Gretchen Davis Richey
Director of Research
College of Arts & Sciences

gsd@uw.edu
616.9425
Thank You