Research Council Grant Guidelines
Project Year: May 1, 2025 – June 30, 2026

SUBMISSION GUIDELINES
1. Prepare and submit a single PDF file containing all of the materials required in the Research Council Grant Application package to: Michele Smith, Office of Grants and Sponsored Research Development (GSRD) smithmr@winthrop.edu, 803/323-2460
   Applications are due to GSRD on January 31, 2025, by 5:00 p.m. *Late submissions will not be accepted.*
2. The application must be electronically signed by the Department Chair and the Dean for it to be accepted by GSRD. Colleges may have earlier internal deadlines to which faculty must adhere.
3. Applicants will receive an email confirmation when the submission process is complete.
4. Any application with missing information on the Application Form and/or that does not include all required sections including the Abstract, Narrative, Budget and Budget Justification, Short Form Curriculum Vitae will not be reviewed.
5. Maximum requested balance should not exceed $5,000 for Faculty Research and $6,000 for Faculty Research with Student Co-Investigator.

ELIGIBILITY – Principal Investigators and Student Co-Investigators
1. Applicant must be a member of and eligible to vote in the Winthrop University Faculty Conference and must be employed continually at Winthrop during the entire funding period. Membership in the Faculty Conference is extended to every person who holds rank as instructor, assistant professor, associate professor, or professor at Winthrop University. Lecturers, adjunct faculty, and visiting faculty are not members of Faculty Conference.
2. Applicant must have submitted timely final project reports for any Research Council grants received prior to this funding period.
3. A faculty member will not simultaneously receive funding from the Faculty Research and Faculty Research with Student Co-investigator programs in a given funding period due to funding limits.
4. Faculty members are limited to two Faculty Research awards every three years. However, faculty can continue to apply in this category if they demonstrate that they also are applying for external grants.
5. Students serving as co-investigators on a project must be in good standing at Winthrop University and be enrolled in classes (minimum of 3 credit hours) at the University during the project period or the upcoming fall semester for summer research.
6. Deans, Associate/Assistant Deans, and current Research Council members are not eligible to apply for funding.

GRANT CATEGORIES
Faculty Research
Supports individual faculty research, scholarship, and creative activities in all disciplines.

Faculty Research with Student Co-Investigator
Supports research that clearly includes students (graduate and undergraduate) as co-investigators substantially involved in the project. Student involvement may occur throughout the project's duration; during a critical stage(s); or for specific, vital tasks. Student co-investigator contributions may include conceiving ideas and artistic designs, writing grant applications, conducting research, analyzing data, producing performances, and reporting results. The faculty applicant is required to clearly describe the tasks of student co-investigators at the time the application is submitted.

If the student is not named in the grant application, the principal investigator must answer the following questions on the application form:
a. Why is the student not being identified?
b. What criteria will be used in selecting a student to serve as a co-investigator?

APPLICATION PACKAGE

Applicant must select the appropriate application form and compete the sections of the application in the order listed and within stated page limits. Be sure to write the application using terminology easily understood by faculty from diverse disciplines. Excessive technical jargon will result in a lower score.

1. **Abstract** (1 page)

Include the following information:
◊ Description of the project and summary of goals
◊ Beginning and ending dates of project activity
◊ Total amount requested (Ensure this balance matches the application form and budget justification)

2. **Project Narrative** (5 pages)

Include the following subheadings:
◊ *Goals and Objectives*
  o clearly state goals and objectives
  o state when they will be accomplished and how they will be measured
  o be sure objectives support the overall research goal
  o objectives on the student co-investigator application must state tasks to be performed by the student and demonstrate they are involved substantially in the project
  o discuss plans for the continuation of the project if objectives cannot be accomplished within the grant period and with the funding requested
◊ *Activities and Time Line*
  o include a detailed timeline and milestones for the grant period and list project activities in chronological order
  o list responsible personnel along with each activity
  o provide an overview of anticipated obstacles to success and strategies for overcoming them if applicable
  o for student co-investigator application state how activity provides a significant learning experience for the student researcher
◊ *Significance of the Project*
  o explain why the research is an important and compelling problem that should be rewarded
  o build desire for the project
◊ *Literature Review*
  o include a brief review of relevant research that highlights the importance/need for the project
◊ *Project Feasibility*
  o state the qualifications of personnel to be involved in the project and discuss any activities that have already transpired to ensure the project will take place if funded
◊ *Prior Research*
  o describe past funded/unfunded research conducted related to this project
  o include Research Council and/or any external funding received previously for similar research
  o list all other prior funded Research Council grants for the past three years (title and year) in a separate paragraph

3. **Budget and Budget Justification** (2 pages)
Complete the Research Council Budget Worksheet and provide a detailed description of proposed costs and how they support the scope of work of the project. Show calculations of all cost categories. Ensure that the amounts shown on the budget worksheet agree with those shown on the application form and Abstract.

4. **Short Form Curriculum Vitae** (2 pages)
Provide for each principal investigator and student co-investigator and include relevant and/or recent projects.

BUDGET GUIDELINES
1. Requested balance should not exceed $5,000 for an individual Faculty Research grant.
2. Requested balance should not exceed $6,000 for a Faculty Researcher with Student Co-Investigator grant. Up to $1,500 of the $6,000 may be used for faculty salary support (including fringe benefits) if the proposal involves faculty mentoring of students while off contract (i.e., during summer).
3. Research Council Budget Worksheet must be completed and included in the application. It should not exceed two pages. Be sure that all categories and the total are rounded to the nearest dollar. The budget justification should explain clearly the purpose of requested balances and include calculations of line item costs. Do not include a budget in your application other than this worksheet.
4. Funds may be requested for the acquisition of or access to materials or services essential for the project. Do not include materials and or services regularly available on campus.
5. Travel fund requests must support the acquisition of information or materials related to the research or creative activity. Funds requested to travel to conferences to present research findings for faculty or students are not allowed.
6. Funds may be used to hire student assistants when the tasks of the assistants are clearly identified in the project narrative. Undergraduate and graduate student employees should be paid a fair wage for the proposed tasks that considers the complexity of the work to be performed, their experience, and the average wage rate that the faculty's department pays students. All rates requested must explained in the budget justification.
7. Fringe benefits costs must be calculated when salary and wages are requested. They are included in the total requested balance. See https://www.winthrop.edu/grants/budget-preparation-employer-contributions.aspx for rates.
8. All equipment, supplies, and materials purchased with Research Council Grant funds become the property of Winthrop University.
9. Funding will not be released until student is identified.
10. Disallowed Costs:
    a. Faculty salary and fringe benefits should not be requested on Faculty Research grants.
    b. Student wages if they earn course credit for this research during academic year.
    c. Fees to pay people who live in other countries to do work/research for Winthrop University.
    d. Travel costs to conferences to present research results by faculty or student.
    e. Cost associated the preparation of publications, although funds may be awarded for page costs for externally reviewed materials. Copy-editing will not be funded.

EVALUATION PROCESS
The Research Council uses a scoring rubric to evaluate each application. When the rubric scores are otherwise even, priority will be given to:
- Untenured faculty hired in the past three years.
- Tenured faculty who have not applied for funding in the past three years.
- Proposals specifically designed to position the Principal Investigator to submit a competitive application for extramural funding.
- Faculty research with student co-investigator.

The members make funding recommendations to the Provost who makes the final award determinations. The rubric is located on the GSRD website on the Research Council page at https://www.winthrop.edu/grants/research-council.aspx.

GENERAL FUNDING REQUIREMENTS
1. Research Council funds must be used only for the project approved by the Council.
2. Funds will be available for expenditure upon return of the signed award letter by the principal investigator to GSRD and must be fully expended by June 30, 2026 or else they are forfeit.
3. Budgets must be expended in compliance with State of South Carolina and Winthrop University procurement policies and procedures.
4. Changes in the scope of the work must be discussed with and approved by the Provost.
5. Modifications to the budget must be approved by GSRD and Research Council, if appropriate.
6. Faculty researchers must certify and agree that the project will be conducted in accordance with all applicable laws and university policies including those related to copyright and intellectual property.
7. Awards may provide supplemental support for projects partially funded by other sources.
8. Timely submission of prior Research Council Grant award reports are considered by the Research Council in making future funding decisions.

GRANT EXPENDITURE FORMS
Follow all instructions for completing these forms found on the applicable office's webpage.
Personnel
◊ Temporary Help and Non-Students: Complete an Electronic Personnel Action Form (ePAF)
◊ Graduate and Undergraduate Student Wages: Complete the Student Payment Agreement available on-line at https://www.winthrop.edu/hr/. Obtain Department Chair approval and send the form to HR.

Supplies and Equipment
◊ Purchase Requisition: Complete the Purchase Requisition using Banner. Contact the Purchasing Office at ext. 2143 if you need assistance.
◊ Procurement Card (P-card) Purchases: Purchases of supplies/materials using departmental p-cards are allowed. Advise your p-card liaison of any charges made on the card so that they may be allocated correctly to the Research Council grant account.

Travel
◊ Faculty/Staff: Complete a Travel Authorization Form prior to going on the trip and a Travel Reimbursement Request upon your return. These forms are available on-line at Accounts Payable and must be submitted to the Office of Finance for approval.
◊ Student and Non-Winthrop Employee Travel: Complete the Travel Reimbursement Request for expense reimbursement after returning from the trip.

REPORTING REQUIREMENTS
The principal investigator (and student co-investigator) should prepare a report summarizing the activities and the results of the funded project. Submit the Research Council Grant Final Report via email to the Provost and GSRD. Download the template from the GSRD website https://www.winthrop.edu/grants/research-council.aspx. A copy of this report will be available for review by future Research Council members. Failure to submit this report by the due date makes the investigator ineligible for future funding.
Deadline: September 15, 2026