

# UWM RESEARCH ASSISTANCE FUND

## REQUEST FOR APPLICATIONS

### Program Overview

The Research Assistance Fund provides small grants (up to \$5,000) for conducting and disseminating research and creative work. **One-time funding** for this program is supported by reallocation from other internal programs. The Office of Research anticipates that up to 100 awards will be made. All award expenditures must be made by June 30, 2022.

#### Eligible Applicants

- UWM faculty and staff who conduct research and are employed at least half-time.
- UWM faculty and staff who are not the Principal Investigator on a current UWM Discovery and Innovation Grant (DIG) or Advancing Research and Creativity (ARC) award.
- Co-applicants are not allowed.

#### Ineligible Applicants

- Administrators with positions at the dean level or higher
- Post-doctoral researchers
- Students
- Recent hires with remaining start-up funds of \$50,000 or more
- Those who are on notice of non-retention or who have accepted offers at other institutions

#### Examples of Eligible Expenses

- Conference/workshop/exhibition fees (remote or in-person) or travel to these events where you are presenting your research, artistic, or curated cultural works
- Subvention fees, open access fees, page charges, etc.
- Updating webpages to disseminate results
- Materials and supplies, user fees, and purchase of services for use related to a research project.
- Participant incentives
- Computers, software, and other non-capitalized equipment (items that cost less than \$5,000 per unit or system) for use related to a research project.
- Hourly graduate and undergraduate students for assistance related to a research project.
- Equipment service and repair if related to a research project.
- Travel to conduct research.

#### Ineligible Expenses

- Course releases, academic-year salary, summer salary, sabbatical salary.
- Curriculum development.
- Support for service projects that do not have a research component

#### Limit on Number of Applications

- Applicants may submit only one request for funding to this program.

#### Deadlines

- Applications will be accepted and reviewed on a rolling basis until funds are exhausted. Applicants will be notified of funding decisions within six weeks of submission. Application submission well in advance of a specific event date is strongly encouraged.

#### Outcome Report

- All award recipients must submit a short report (up to one page) on the outcomes of the funding.

## Secure Online Application System

Applications must be prepared and submitted in the online application system.

[RAF Online Application](#)

[RAF Online Application Instructions](#)

## Application Components and Instructions

### *1. Cover Page - Enter the following information into the online application portal*

- **Applicant:** Name, school/college, department, UWM email address
- **Type of request:** Multiple choices allowed
  - Conference presentation
  - Performance
  - Exhibition
  - Equipment purchase
  - Equipment repair or maintenance
  - Student hourly help
  - Publication (open access fees, page charges, subvention, etc.)
  - Web Site for dissemination of results
  - Supplies
  - Purchase of services
  - Software
  - Travel to conduct research
  - Participant incentives
  - Other
- **Budget Request:** Enter the total amount requested

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### *2. Request for Funding - 1 page maximum; upload as a PDF file*

Prepare a narrative (up to one page) that describes how you will use the funds. For some requests, specific information is needed. For example,

#### **For conferences/exhibitions/performances include**

- Title/date(s)/location of the event/URL (if applicable)
- Title and abstract of the presentation, performance, etc. (description from the event program meets this requirement)

You must also upload documentation of being invited/accepted to present your research (e.g., copy of email from the event organizers, website showing your involvement in the event, copy of the conference program) in the Supporting Documents section.

#### **For publications include**

- Name of journal
- Name of publisher (for manuscripts)
- Title and abstract of the work

You must also upload a letter of acceptance and documentation the fees being charged for the publication assistance you are seeking in the Supporting Documents section.

#### **Format Requirements**

1. The narrative must be single-spaced and all margins (top, bottom, sides) must be at least one inch.
2. Allowable fonts are Arial, Georgia, Palatino Linotype, Times New Roman, Computer Modern; minimum font size is 11 points.

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### *3. Budget Template - Download the template provided in the application, save to your computer; open in Excel, complete and save the form as a .xlsx file, upload the completed file*

Provide a detailed description and amount for each item requested. NOTE: All equipment purchased with university funds is property of the university.

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#### **4. Supporting Documents – Upload as pdf files**

Even though this section is optional, most applications will need some supporting documents such as vendor quotes/proof of cost, invitation/acceptance to give a presentation, etc.

### **Application Submission Process**

In the application system, review your application for completeness, accuracy, and compliance with format requirements.

- You can change any component of the application until you click **Mark as Complete**.
- Once you click **Mark as Complete**, no changes are allowed.
- You will receive an e-mail confirming the submission.
- A WISPER record is NOT required for this program.

### **Application Review Process**

#### **Stage 1: Administrative Review**

Applications will be screened for completion. Applications may be returned for additional information.

#### **Stage 2: Desk Review and Award Decision**

Senior Staff in the Office of Research will conduct a desk review of each application; neither an internal nor external review panel will be convened. Funding requests that do not meet program eligibility criteria will be denied. Funding requests that meet the criteria may receive partial or full awards.

**All funding decisions are final, appeals are not allowed.**

### **Award Terms and Conditions**

1. The applicant agrees to execute the award in compliance with all applicable federal and state laws and regulations and institutional policies, including but not limited to those concerning:
  - Rules and regulations governing research involving human subjects under the federal Common Rule (45 CFR 46) and U.S. Food and Drug Administration regulations (21 CFR 50, 56, 312, 600, and 812)
  - Animal care and use
  - The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
  - Use of toxic, infectious, or carcinogenic/mutagenic materials, recombinant DNA, radioactive materials
  - Environmental impacts
  - Remodeling or construction
  - Purchasing
  - Scuba diving
  - Travel
  - Hiring
2. At the conclusion of the grant period the applicant must report on the outcomes of funding.

### **Contact Us**

#### **Program Manager**

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