



WAYNE STATE UNIVERSITY

OFFICE OF THE VICE PRESIDENT FOR RESEARCH Arts and Humanities Research Support Program

Review Process and Proposal Guidelines

External review

External reviews will be solicited to assess the research plan merit of each proposal, likelihood of external funding, and other criteria for final award decisions. External reviewer assessments and comments are provided to our internal review committee for deliberation. We expect final announcement of award recipients will take place in June, 2019. Funding will be contingent upon the availability of funds at that time.

Please send an email to Sarah James at rifs@wayne.edu with a list of five experts in your field at institutions other than WSU by February 8, 2019. These should be experts who would not have a conflict of interest reviewing your proposal, are knowledgeable of the subject area of your proposal, and would be able to provide an insightful review, to guide the internal committee evaluation of your proposal within the context of your field.

Please provide full name, title, department, research area, institution, e-mail address, and phone number. **Please do not contact the reviewers yourself.** We will identify experts from the provided lists and contact them. External reviewers will receive an honorarium based on the number of proposals they are asked to review. **Avoid providing names of reviewers who have a conflict of interest, such as collaborators, co-publishers, former mentors, former advisors, personal friends or family.**

Review criteria provided to external reviewers

The following criteria will be addressed and considered in assigning the overall score, weighting them as appropriate for each application.

- **Responsiveness:** Does the proposal respond appropriately to the Program Announcement?
- **Connection:** Is there a clear connection between the proposal and the stated goals of the project?
- **Investment:** Is there likelihood that this project will have an impact beyond the WSU community?
- **Approach:** Are the conceptual framework, design, methods, and analyses adequately developed, well integrated, well-reasoned, and appropriate to the aims of the project? Does the proposed plan adequately address the logistics of completing a successful project and any pitfalls that might be encountered? Is a plan to evaluate outcome included?

- **Innovation:** Is the project original and innovative? Does the project develop or employ novel concepts, approaches, methodologies, tools, or technologies for this area?
- **Investigators:** Are the investigators appropriately trained and well suited to carry out this work? Is the work proposed appropriate to the experience level of the principal investigator and other researchers? Does the investigative team bring complementary and integrated expertise to the project (if applicable)?
- **Environment:** Does the environment in which the work will be done contribute to the probability of success? Do the proposed studies benefit from unique features of the environment, or subject populations, or employ useful collaborative arrangements?
- **Contributions toward advancing institutional education and institutional reputation:** Will the project advance the education and training of graduate students and undergraduates (if applicable)? Will the project advance institutional reputation?

Proposal Guidelines

Proposal text may not exceed 12 pages (12-point font), single-spaced, excluding the cover page, bibliography, and abbreviated CV(s). Provide a detailed research plan, clearly connecting proposed project to specific goals. Your proposal should contain the following sections, in this order:

Proposal Sections

Cover Sheet

Specific Aims

Background and Significance

Research Design and Methods appropriate to the project

Contributions toward advancing student education and/or institutional reputation

Anticipated Timeline for External Funding

Personnel (include narrative explaining roles and qualifications for roles)

Budget Template (18-month project period maximum. Modify form as needed as this is meant to serve only as a guide)

Budget Justification

Bibliography

Abbreviated CV (no more than 4 pages per person)

Clearly describe how funding from the Arts and Humanities Research Support Program will allow you to develop your project – for example is it a new project, or a new dimension for a larger project currently underway? Justify why this funding is critical to the future of your research/creative work and how it is more than a supplement to current funding (if applicable). If you have received funding through this program in the past, please describe the outcome of that funding.

In the **Personnel section**, provide information on the qualifications of each participant relevant to this project. Explain what each participant will contribute and at what point they will contribute. State background education and skills of any participating graduate and undergraduate students (or expectations of TBN graduate students or undergraduate students), as well as what education and skills you anticipate they will acquire during the conduct of this research project, i.e., how the project will advance the education and training of graduate and undergraduate students. Abbreviated CVs of no more than 4 pages per person should be appended to the proposal.

Present the budget in a spreadsheet and detail salaries by personnel category (e.g. graduate research assistants, etc.); do not forget to list fringe benefit costs. List major categories of budget items.

NOTE: Requests for course buyouts and summer salary supplements must be approved by the applicant's college. Arts and Humanities Research Support Program will fund summer salary supplements for one month for one summer only. Please include letters of approval for the release time from your department chair and college dean. **Travel costs are only allowable if travel is integral to the research project. Funding to attend conferences is not allowable.**

- Be mindful that Arts and Humanities Research Support Program funds are finite and keep the budget as trim as possible. Keep in mind that these funds are not intended to provide salary support for faculty members beyond supplemental summer salary or, where the institutional salary obligation is less than 100%, the equivalent of the supplemental summer salary.
- Please ask only for the amount needed to complete the project described in the proposal.
- Provide brief, but clear justification for all budget items. Provide explanations for the percentage effort required of each participant. Explain the need for equipment, supplies, computer time, etc.
- The period of support may not exceed 18 months. **Any proposal that includes a budget period exceeding 18 months will be returned without review.**

Proposal Submission

Complete proposals including the proposal sections listed in these guidelines and abbreviated CV(s) are due in **PDF format in ONE document** uploaded to [Cayuse](#) no later than **5 p.m. on Monday, March 4, 2019**. Cayuse is accessible via the Research Resources tab in Academica. A WSU access ID and Academica password is required. To submit your internal funding request, please follow the steps in the [Internal Cayuse user guide](#).

If you have not used this system before, please give yourself time to familiarize yourself with it and reach out to training specialist Tim Foley at tpfoley@wayne.edu or 313-577-8357 if you need training or guidance. Approvals by the department chair and the dean need to be obtained in the system by the proposal deadline.

- Sponsor name selected should be "Arts and Humanities Research Support - OVPR"

- All unit and college approvals must be obtained or the proposal does not reach OVPR
- The Approving Units section of Cayuse must include "VP Research H09050" to correctly route through the system.
- Indirect costs should not be included for internal funding

If you have questions about the particular funding program, contact Sarah James at sjames@wayne.edu or 313-577-8997. If you have questions about transfer of funds for any of our programs, contact Helen Smith at helen.smith or 313-577-577-2824. If assistance is required with technical issues, please contact Research_IT@wayne.edu.