

UW ROYALTY RESEARCH FUND (RRF) INFO SESSION







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ROADMAP

-  RRF objectives and eligibility
-  Review process and review criteria
-  Preparing the proposal
-  Submitting the proposal
-  Decisions
-  Insider tips for a successful proposal

THE BASICS

Mission

“...to **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) for in cases where funding may **increase applicants' competitiveness for subsequent funding**



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

<https://www.washington.edu/research/or/royalty-research-fund-rrf/>

THE BASICS

Not intended to...

- Support grad student/postdoc **independent** research
- Support **ongoing** funded research
- As **matching** funds for another grant
- Supplement **start-up** funds
- **Bridge** funding for lapses between external funds
(Bridge Funding program services this purpose)

THE BASICS

Budget

- ~\$1 million per cycle (UW royalty and licensing fees)
- Up to \$40,000
- 1-year (no-cost extension of up to 1-year may be granted)

Scholar vs. Standard RRF

- **Standard:** Up to 2 months summer salary total
- **Scholar:** One quarter teaching release

THE BASICS

Eligibility

- Only **tenure-track/tenured UW faculty** can be PI/co-PI
 - Acting, affiliate, visiting NOT eligible
 - Tenure-track faculty funded in the proposal MUST BE PI/co-PI
- May be PI/co-PI on **(1) proposal per round**;
Can only be **funded on (1) project** in the same period
- **Up to (2) resubmissions** of same proposal (3 submissions total)
- **Past recipients** eligible 2 years after formal termination of previous award and receipt of final report

THE BASICS

Deadlines

- Solicited twice a year
- Due by 5pm on:
 - The last Monday in September (**Sept 27, 2021**)
 - The first Monday in March (March 7, 2021)
- Awards announced by January/June
- **Begin the process early** – optimally 1-2 months in advance
 - Work with Office of Research!
 - Discuss with Dean/Director **well in advance**, particularly if requesting teaching release
 - Aim for completed proposal (3-5) business days in advance

THE BASICS

Proposal components

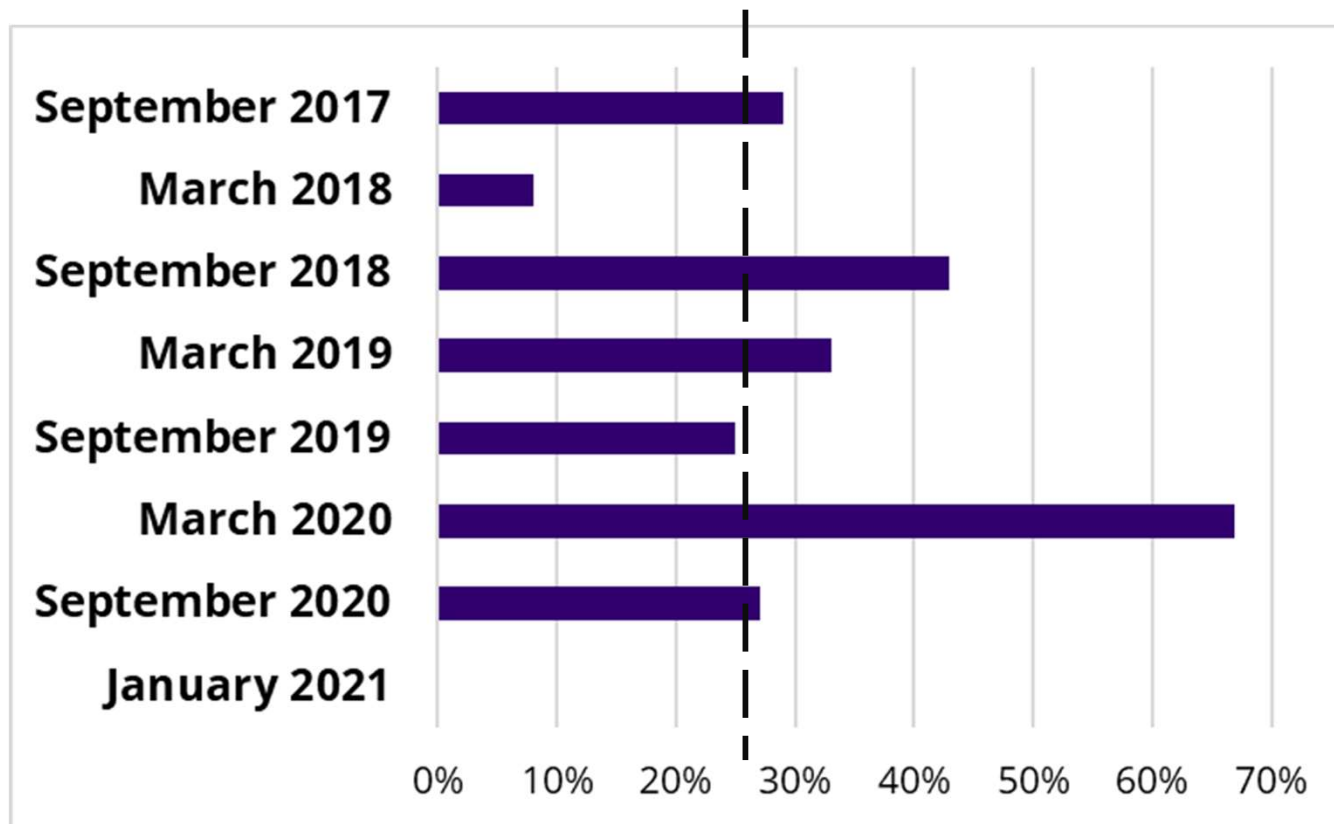
- **Cover page**
- Resubmissions: **Summary of responses to previous reviews** (*1 page*)
- **Description of proposed research** (*6 pages*)
- **Budget** – completed template and justification (*3 pages*)
- **CV(s)**, for each PI(s) (*2 pages each*)
- **Other research support** (even you have none)
- **Suggested Reviewer Memo** (attached as separate document)

All Required, All Important!

THE BASICS

Broad Funding Patterns

- Average tri-campus award rate = **25%** [range = 23-28%]
- Tacoma average (last eight rounds): **25%**



REVIEW PROCESS

Step 1: Proposal assigned to one of 3 review committees

**Physical Sciences &
Engineering**

**Basic Biological &
Biomedical Sciences**

**Arts, Humanities &
Social Science**

RRF Program Committee Chair
Professor Kate Stovel, UW Sociology

REVIEW PROCESS

Each staffed with 10-16 UW faculty from relevant disciplines (*as of July 2021*):

Physical Sciences & Engineering

Earth & Space Sciences
Electrical Engineering
Environmental Sciences
Human Centered Design
Information Sciences
Mathematics
Mechanical Engineering
Physics**
Statistics

Basic Biological & Biomedical Sciences

Biological Sciences**
Comparative Medicine
Environmental Sciences
Family Medicine
Genome Sciences
Global Health
Oceanography
Pharmacy & Pharmacology
Psychiatry & Behavioral Health
Population Health

Arts, Humanities & Social Science

Anthropology
Communication
English & Comp. Literature
French & Italian Studies
History & Ethnic Studies
International Studies
Information Sciences
Medical Education
Political Science
Social Work*
Urban Design & Planning

*UW Tacoma Member

**UW Bothell Member

REVIEW PROCESS

Step 2: Committee identifies one member as “**lead reviewer**” for each proposal

- Assigned based on self-selection, expertise/discipline
- Conflicts of interest avoided
- **Important figure** – can champion, mediate outlier reviewers
- Likely to come from different field, lens – **plan accordingly**

PREPARING THE PROPOSAL

RRF Website: Past RRF Committee Members

<https://www.washington.edu/research/or/royalty-research-fund-rrf>

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

Arts, Humanities, and Social Sciences

- Christopher Adolph
Political Science
- Jessica L. Burstein
English
- Erin Casey
Social Work and Criminal Justice – Tacoma
- Manish Chalana
Urban Design and Planning/Architecture/Landscape Architecture
- Stephen F. Groening
Comparative Literature, Cinema, and Media
- Jonathan S. Ilgen
Emergency Medicine/Biomedical Informatics & Medical Education
- Moon-Ho Jung
History/American Ethnic Studies
- Marcos Llobera
Anthropology
- Louisa MacKenzie
French and Italian Studies

RRF FOR AWARDEES

- [List of Past RRF Awardees](#)
- [Guidelines for RRF Grants](#)
- [Scholar Replacement Salary Budget Instructions](#)
- [Sample Scholar Replacement Salary Budget and Workday Implementation Instructions](#)

RRF FOR COMMITTEE MEMBERS

- [Committee Member Lists](#)
- [Application Review Process \(*restricted\)](#)

REVIEW PROCESS

Step 3: Lead committee member/reviewer **recruits (2) additional UW reviewers**

- PI identifies 2-4 possible **UW faculty** reviewers
 - At least 1 of these probably used – **think strategically!**
- Lead reviewer/committee works to identify other reviewers – **may (not) come from your field**
- Resubmissions **may (not) go to original reviewers**
- A second committee member reviews, but does not score (serves as a 'tie breaker')
- Reviewers remain anonymous (PI does not)

REVIEW PROCESS

Step 4: Proposals **ranked quantitatively** by average score

Step 5: Top scored proposals (and possibly a few others) **discussed in committee**

Step 6: Committee **selects proposals and allocates awards**

REVIEW CRITERIA

Primary Criterion: Merit

- Scored on (4) criteria – scale of 1 (poor) to 5 (excellent)
 - #1: “Research performance **competence**”
 - #2: “**Intrinsic merit** of the research” ← **Basic Research**
 - #3: “**Utility or relevance** of the research” ← **Applied Research**
 - #4: “Effect of the research on the **university infrastructure**”
- Budget not considered as part of the review

REVIEW CRITERIA

#1: Research performance competence

- “**Capability** of investigator(s)
- “**Technical soundness** of the approach
- Adequacy of institutional **resources** available

REVIEW CRITERIA

#2: Intrinsic merit of the research

- Likelihood that the research will lead to new discoveries or **fundamental advances** in the field(s)
- Potential for substantial **impact on progress** in that field
- *Weighted more heavily for basic research*

REVIEW CRITERIA

#3: Utility or relevance of the research

- Likelihood that the research will contribute to achieving a **goal that is extrinsic or in addition to** that of the field
 - e.g. supporting new technology or solutions to societal problems, enhance teaching

REVIEW CRITERIA

#3: Utility or relevance of the research

- Likelihood that the research will contribute to achieving a **goal that is extrinsic or in addition to** that of the field
 - e.g. supporting new technology or solutions to societal problems, enhance teaching
- *Weighted more heavily for applied research*
 - But – Criterion #2 (Intrinsic Merit) still front-and-center

REVIEW CRITERIA

#4: **Effect of the research on university infrastructure**

- Potential to improve the quality, distribution, or effectiveness of **university's research and education activities**
- *Somewhat secondary: Not intended to 'make or break' a proposal*

REVIEW CRITERIA

Secondary Criteria:

Rank

- Among comparable proposals, preference for **junior faculty**
- **Senior faculty** funded only when the proposal...
 - a) "...supports a genuinely **new direction**
 - b) "...provides a unique opportunity to compete for **subsequent one-time/infrequent funding**
 - c) "...originates in disciplines with **minimal funding opportunities**"

Availability/timeliness for obtaining future funding

THE BASICS

Proposal components

- **Cover page**
- Resubmissions: **Summary of responses to previous reviews** (*1 page*)
- **Description of proposed research** (*6 pages*)
- **Budget** – completed template and justification (*3 pages*)
- **CV(s)**, for each PI(s) (*2 pages each*)
- **Other research support** (even you have none)
- **Suggested Reviewer Memo** (submitted as separate document)

All Required, All Important!

PREPARING THE PROPOSAL

Description of proposed research (*6 pages*)

Introduction and Rationale

Objectives

Procedure

Time Schedule

Need for RRF

Section headings MUST appear exactly as above, in order;

Do not include any other heading

PREPARING THE PROPOSAL

Conceptualizing your project

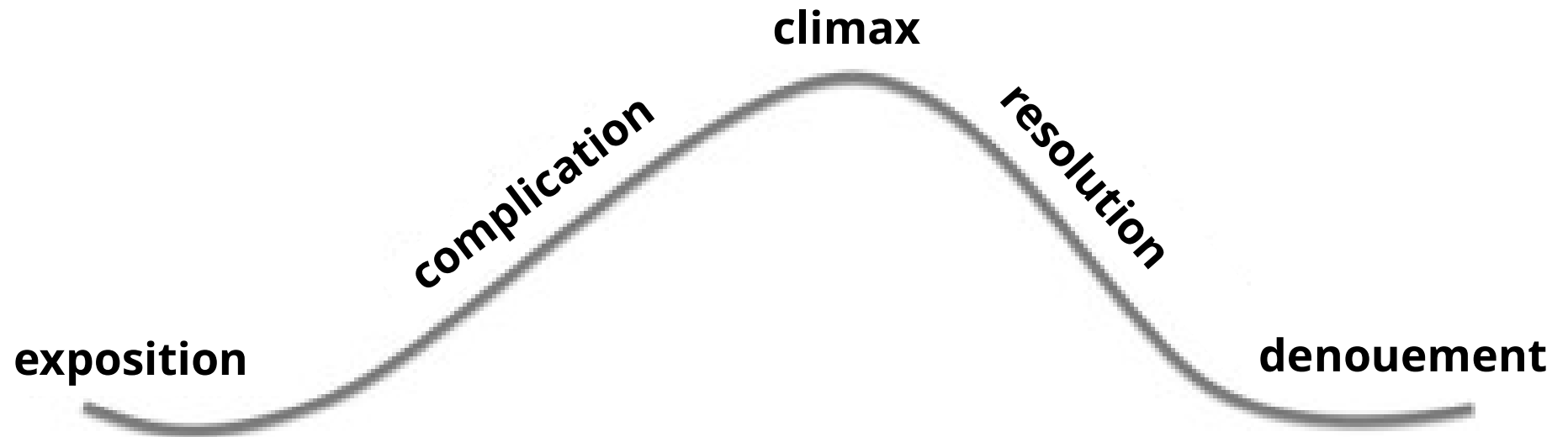
PREPARING THE PROPOSAL

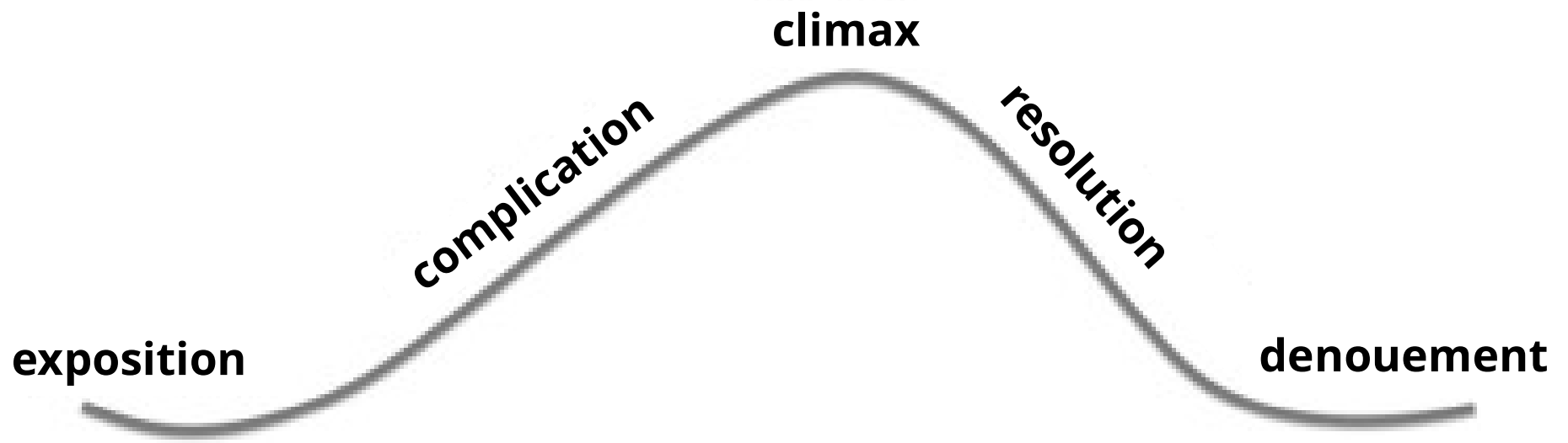
Conceptualizing your project

- Scope: **1-year**
- **Discrete** project...
 - ...but clearly **connected to long-term research** agenda
- Focused on **increasing competitiveness** for future funding
 - ...and/or **your development** as a scholar

PREPARING THE PROPOSAL

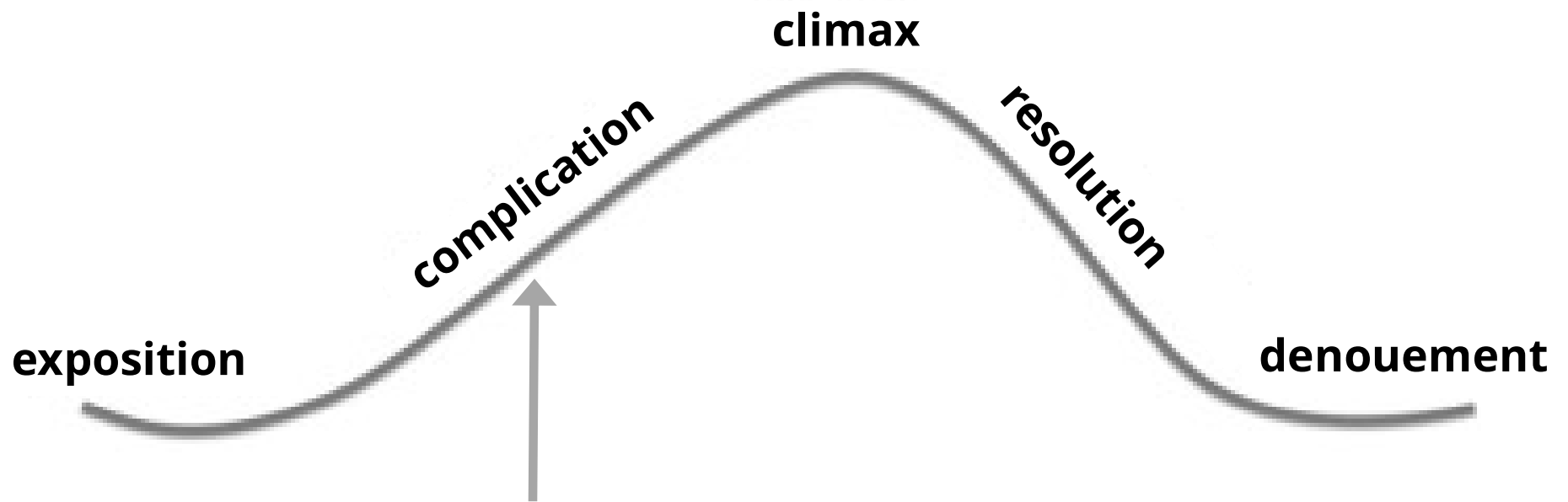
Think of the proposal's narrative arc...





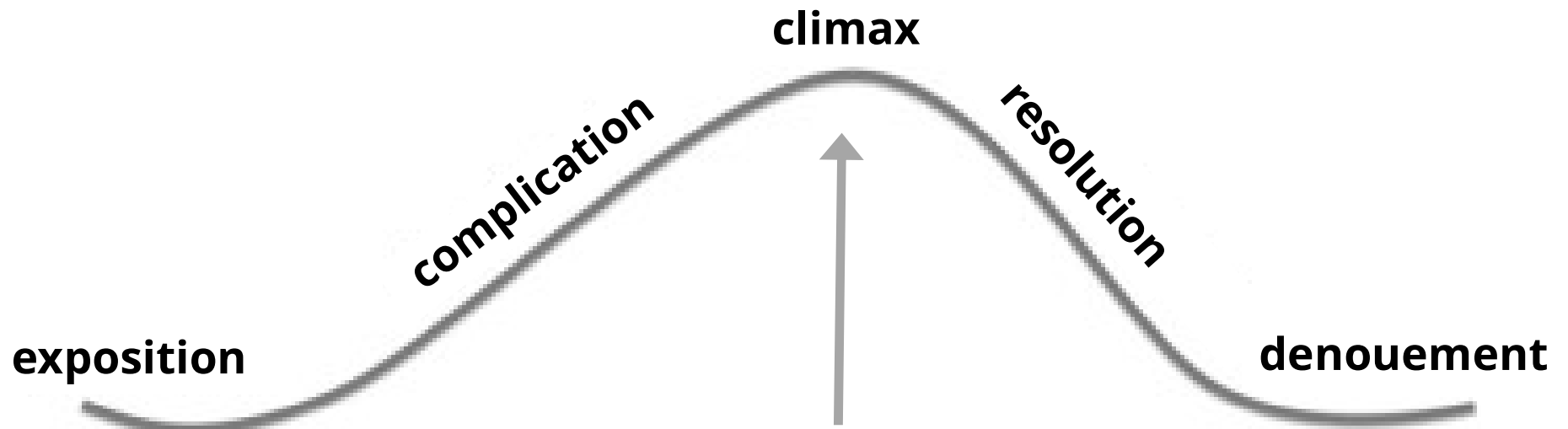
Introduction/Rationale:

- *Theoretical **background/justification***
- ***Significance***
- *Potential **Impact***



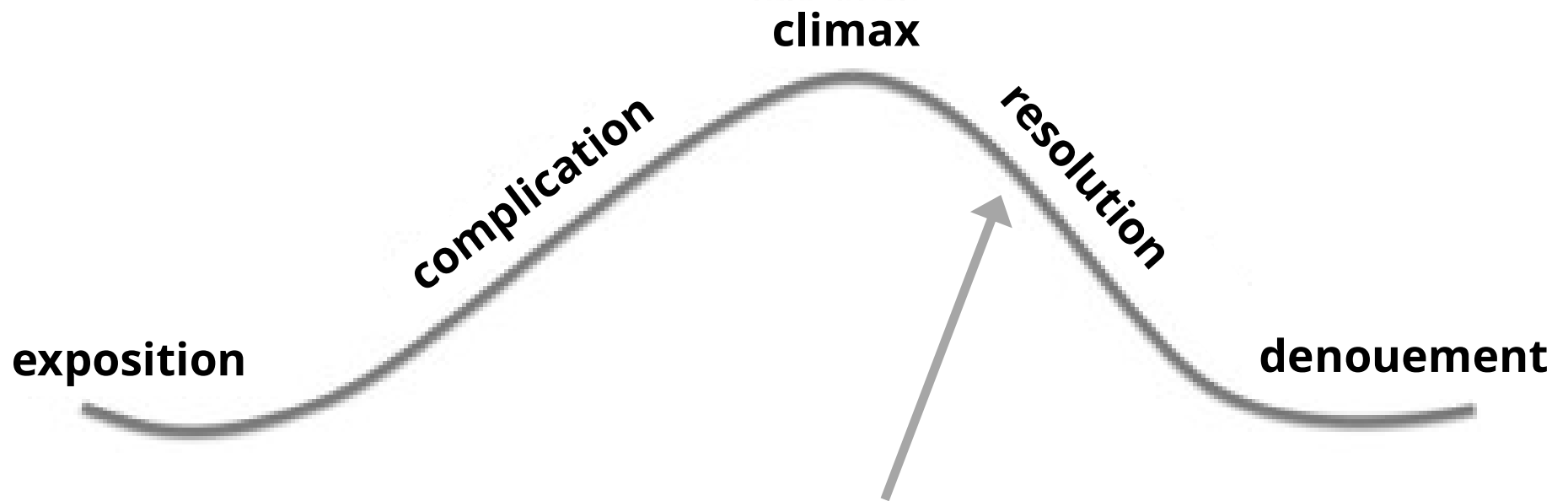
Introduction/Rationale:

- *Critical **literature review***
- *Identify the fundamental "**problem**"*
- ***Preliminary findings**, if any*
- *Segue to research questions/objectives*



Objectives:

- How do you **propose to solve** the "problem"?
- What **objectives** will the project accomplish towards that end?
- Specific, measurable **aims**

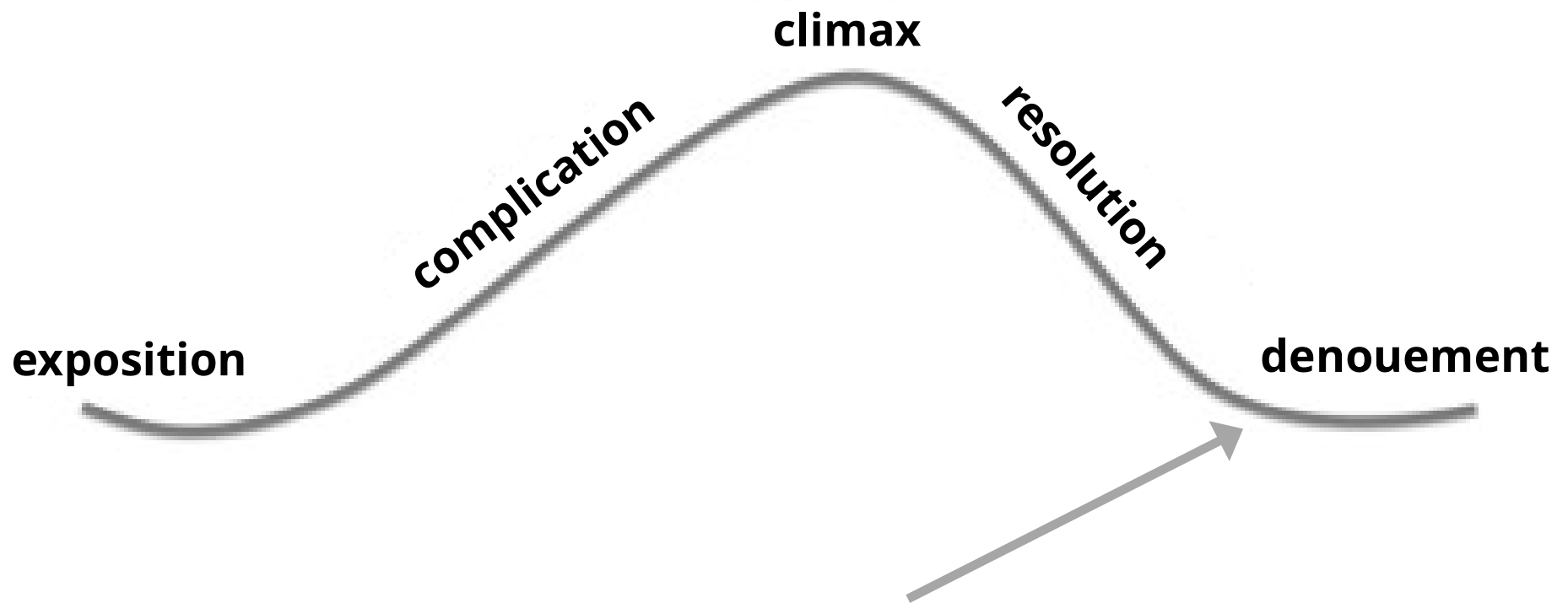


Procedure:

- What is your **plan** for achieving the objectives?
- What **methods/tools** will be used?
- What **capacities** do you have to successfully execute?

Time Schedule:

- How will proposed work be **completed within 1-year**?
- Consider including a table outlining key milestones



Need for RRF:

- How will the award **advance your overall research agenda** and career trajectory?
 - If **junior**: how will the award set you up for success?
 - If **senior**: how will the award support you in pursuing new directions?
- How will award **increase competitiveness** for subsequent funding?
- Briefly: **Anticipated contribution** to the field and practice/society
- Document **teaching load** (if requesting release, i.e. submitting as "RRF Scholar")

PREPARING THE PROPOSAL

Your target audience:

- Scientifically-literate, but **likely NOT specialist** in your field
 - “major features should be accessible to non-specialists”
 - Ask non-specialist colleagues to review
- But, some reviewers **may have expertise**
 - Include enough technical detail to satisfy their expectations
- Busy academics just like you – **make it easy for them!**
 - Be explicit and clear – connect the dots for them
- Can help to keep in mind a **theoretical lead reviewer**
 - Past committee members listed on RRF website
- Request awarded proposals to **understand “sweet spot”**

PREPARING THE PROPOSAL

RRF Website: Past RRF Awardees

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

List of Past Awardees

Download a spreadsheet of [RRF Awards since 2011](#) to the present.

June 2021 Awardees

- Barnard, Arthur (Physics)
A167295
A 2-axis shear cell for probing emergent states in quantum materials
\$40,000
- Cabernard, Clemens (Biology)
A166864
Polar lobe formation and biased cortical retraction in spiralian embryos
\$39,711
- Condit, Cailey (Earth and Space Sciences)
A167510
Searching for Episodic Tremor and Slip in the Exhumed Rock Record
\$39,995
- Elliott-Groves, Emma (Learning Sciences & Human Development)
Co-PIs Sanders, Elizabeth and Shea, Molly (Learning Sciences & Human Development)

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BUDGET

Budget

- Up to **\$40,000**
- Budget reductions sometimes occur
 - **Request only what you *really* need**

BUDGET

Allowable budget categories

- **Faculty salary**
 - 2 months summer (“standard”) or release costs for 1 quarter (“scholar”)
 - Summer salary and teaching release rare – justify, identify priority
 - Faculty salary may only be requested for PI/co-PI(s)
- **Research assistants**
 - Grad students / Undergrads – **Discuss with Lisa**
- **Other staff**
 - Technicians/Professional Staff: 2 months (if co-PI), by justification if not PI
 - Contractors/Consultants/Collaborators
- **Travel (non-conference), supplies/materials, equipment**
- **Retirement and Benefits**
- **Student aid/tuition, if applicable – Discuss with Lisa**

SUBMITTING THE PROPOSAL

Process

- 1) **eGC1** created in SAGE [*Systems to Administer Grants Electronically*]
- 2) **Proposal documents** attached to eGC1 as **single PDF**
- 3) **Suggested Reviewers Memo** attached separately (Word doc)
- 4) **Approvals via SAGE:** Dean/Director → Finance/Administration and UWT Office of Research → Seattle
 - Plan time for approvals!
 - Discuss teaching release with Dean/Director **well in advance**

SUBMITTING THE PROPOSAL

Identify appropriate "Research Area" in SAGE

The screenshot displays the SAGE system interface for an RRF application. On the left, a navigation menu lists various sections, with 'Details' highlighted. The main content area is titled 'Additional Information for RRF Application' and contains a 'Research Area' dropdown menu. The dropdown menu is open, showing a list of research areas: 'Choose One', 'Arts or Humanities', 'Social or Behavioral Sciences', 'Physical Sciences', 'Engineering', 'Basic Biological or Biomedical Sciences', and 'Clinical Biomedical Science'. A 'Continue' button is visible below the dropdown.

SAGE

[Back to My eGC1s](#) > [A132867](#) > [Details](#)

A132867

Details

- PI, Personnel, & Organizations
- Contacts & Assign Access
- Abstract & RFA/RFP
- Activity Locations
- Budget & Fiscal Compliance
- Cost Sharing
- Compliance Questions
- Compliance Explanations
- Application Summary
- Attached Documents
- Certify & Route
- Save & Close this eGC1

[Check for Errors](#)

Additional Information for RRF Application ?

Research Area Choose One

Application for RRF Scholar? (one quarter teaching release)

Continue

Choose One

- Arts or Humanities
- Social or Behavioral Sciences
- Physical Sciences
- Engineering
- Basic Biological or Biomedical Sciences
- Clinical Biomedical Science

SUBMITTING THE PROPOSAL

Identify appropriate “Research Area” in SAGE

SAGE

Back to My eGC1s > A132867 > Details

A132867

Additional Information for RRF Application ?

Research Area: Choose One

Application for RRF Scholar? (one quarter teaching release)

Continue

Arts, Humanities & Social Science

Physical Sciences & Engineering

Basic Biological & Biomedical Sciences

Details

PI, Personnel, & Organizations

Contacts & Assign Access

Abstract & RFA/RFP

Activity Locations

Budget & Fiscal Compliance

Cost Sharing

Compliance Questions

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Application Summary

Attached Documents

Certify & Route

Save & Close this eGC1

Check for Errors

Be strategic! Use past committee member list as guide

SUBMITTING THE PROPOSAL

Suggested Reviewer Memo

- Identify **2 to 4 UW faculty** (any campus) who can provide a “thorough and objective review”
 - Cannot have written or taught with recommended reviewers
 - Must have a formal appointment (i.e. no adjunct/affiliate, but lecturers may be selected if appropriate research experience)
- Recommend **UWT faculty** and those who understand our context
- Consider carefully: **At least 1 (maybe 2) will likely review**
 - Particularly important if working in a ‘niche’ field
- Also identify UW **faculty who should not review** the proposal due to a conflict of interest (e.g. supervisors, previous collaborators)

DECISIONS

Decision letter

- Roughly equal chance of getting funded across committees
- Scores not released, but decisions letters offer clue:
 - "...competitive..."
 - In top 25-30% of unfunded proposals
 - "...would probably require significant revisions"
 - Not in top 25-30%
- Regardless, **resubmit!**
 - 60% of successful UWT proposals were resubmissions

INSIDER TIPS FOR A SUCCESSFUL PROPOSAL

Kate Stovel, RRF Program Chair *(Feb 2019)*

- 1) How is **what you are proposing to do different than what you have done before?**
 - And what outcome will RRF be able to point to as a result of the funding?
- 2) Be **realistic about your scope**
 - Overly ambitious scope reads as though you don't know what you're doing
- 3) Be explicit about **how you will achieve your objectives**
 - RRF does not fund things that say "trust me"
 - Sees a lot of great ideas, with no idea of how they will do them – don't be in this group

INSIDER TIPS FOR A SUCCESSFUL PROPOSAL

Robin Evans-Agnew, RRF Committee Member *(Jan 2020)*

- Use language carefully, **demonstrate awareness of positionality**
- Anticipate reviewers could have **unexpected contextual knowledge**
- **Write** *(not adapt)* **for RRF**, show how **RRF will launch** *(not maintain)*
- For **resubmissions: Demonstrate responsiveness**
 - Committee members get to know proposal and may advocate for it
 - And even if reviewers not the same, institutional memory persists
- **Strategically select reviewers!**
 - Can be difficult to recruit – Make your reviewer’s job as easy as possible
 - Recruit a **likely champion**, not a detractor

(MORE) TIPS FOR A SUCCESSFUL PROPOSAL

- Emphasize **significance**
 - Particularly important in “niche” fields with limited reviewer expertise
- Well thought-out and clearly communicated **plan of action**
 - Demonstrating that you can do that you have thought through details signals to reviewers that you are able to execute
- Very clear **operationalization** of key concepts/variables
- Include **preliminary results** to greatest extent possible...
 - ...but clearly **distinguish between past and proposed** work
 - What you have found → How proposed work will build on preliminary work
 - Aims should NOT incorporate completed work

(MORE) TIPS FOR A SUCCESSFUL PROPOSAL

- When possible, specific detail about **future funding** opportunities
 - Not just “I will apply for NSF funding” ...
 - ...but a specific program (“Geography”), solicitation (“CAREER grant”) and timeline (“in August 2022”).
- Use “Need for RRF” to describe the **career trajectory**
 - How administrative/teaching loads have impacted research (as applicable)
 - Good place to emphasize commitment to undergraduate research and/or community-engaged scholarship (as applicable)
- Explicit about how the project fits within **long-term research agenda**
 - The RRF is investing in YOU, and your long-term contributions to the UW’s intellectual capital

(MORE) TIPS FOR A SUCCESSFUL PROPOSAL

Community-engaged/"applied" work -

Particularly important to:

- **Clearly detail procedures and operationalization** so that nothing about plan appears "fuzzy"
- Emphasize **theoretical contributions** beyond particular site(s)
- Describe how partnerships will set you up for **future work/funding**

(MORE) TIPS FOR A SUCCESSFUL PROPOSAL

Framing UW Tacoma context:

- Remind reviewers/committee (likely in “Need for RRF”) of:
 - Predominantly undergraduates
 - Diverse student population
 - *Over half transfer students*
 - *Less than 45% non-Hispanic and white*
 - *20% enrolled through military benefits*
 - *Anchor for South Sound urban/rural communities*
 - Heavy teaching load
 - For some, heavy administrative/institution-building loads
 - Interdisciplinary culture, associated challenges in finding funding
- Emphasize undergraduate involvement (if applicable)
 - ...but realize that RRF is not intended as undergrad support grant
 - Focus remains on the researcher and their long-term trajectory

WORKING WITH US

The Office of Research is here to help!

- **Proposal development** and **editing**
- **Budget** development
- Interested in serving on **RRF committee?** – Talk to the Office of Research!
 - History of external funding
 - Associate/Full preferred

Thank you! Questions?

Kara Luckey, Proposal Development Consultant
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