UW ROYALTY RESEARCH FUND (RRF) INFO SESSION

Kara Luckey, PhD
Proposal Development Consultant
kara.luckey@gmail.com

24. August 2023

UNIVERSITY *of* WASHINGTON | TACOMA

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

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

THE BASICS

Mission

"...to **advance <u>new</u> directions in research**, particularly:

THE BASICS

Mission

"...to **advance <u>new</u> directions in research**, particularly:

    (1) ...in disciplines for which **external funding opportunities are minimal**

THE BASICS

Mission

"…to **advance <u>new</u> directions in research**, particularly:

(1) …in disciplines for which **external funding opportunities are minimal**

and/or (2) for **faculty who are junior in rank**

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

THE BASICS

Mission

"...to **advance <u>new</u> 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

<u>Not</u> intended to…

THE BASICS

Not intended to…

- Support grad student/postdoc **independent** research

THE BASICS

Not intended to...

- Support grad student/postdoc **independent** research

- Support **ongoing** funded research

THE BASICS

Not intended to...

- Support grad student/postdoc **independent** research

- Support **ongoing** funded research

- As **matching** funds for another grant

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

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

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)

- Support **pedagogical innovations** with limited impact
  - Must advance knowledge, connect to body of literature

THE BASICS

Budget

THE BASICS

Budget

- ~$1 million per cycle (UW royalty and licensing fees)*

THE BASICS

Budget

- ~$1 million per cycle (UW royalty and licensing fees)**
- Up to $40,000

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)

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 <u>total</u>
- **Scholar**: One quarter teaching release

THE BASICS

Eligibility

THE BASICS

Eligibility

- **Full- or part-time faculty** and **professional staff** with **regular or fixed-term** appointments
  - Must have PI status as determined by their Dean

THE BASICS

Eligibility

- **Full- or part-time faculty** and **professional staff** with **regular or fixed-term** appointments
  - Must have PI status as determined by their Dean
  - Acting, affiliate, visiting NOT eligible

THE BASICS

Eligibility

- **Full- or part-time faculty** and **professional staff** with **regular or fixed-term** appointments
    - Must have PI status as determined by their Dean
    - Acting, affiliate, visiting NOT eligible
    - Eligible faculty funded in the proposal MUST BE PI/co-PI

THE BASICS

Eligibility

- **Full- or part-time faculty** and **professional staff** with **regular or fixed-term** appointments
    - Must have PI status as determined by their Dean
    - Acting, affiliate, visiting NOT eligible
    - Eligible 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

THE BASICS

Eligibility

- **Full- or part-time faculty** and **professional staff** with **regular or fixed-term** appointments
  - Must have PI status as determined by their Dean
  - Acting, affiliate, visiting NOT eligible
  - Eligible 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)

THE BASICS

Eligibility

- **Full- or part-time faculty** and **professional staff** with **regular or fixed-term** appointments
  - Must have PI status as determined by their Dean
  - Acting, affiliate, visiting NOT eligible
  - Eligible 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 (**Monday, Sept 25, 2023**)
    - The first Monday in March (**Monday, March 4, 2024**)

- Awards announced by June/January

THE BASICS

Deadlines

- Solicited twice a year

- Due by 5pm on:
    - The last Monday in September (**Monday, Sept 25, 2023**)
    - The first Monday in March (**Monday, March 4, 2024**)

- Awards announced by June/January

- **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

THE BASICS

Proposal components

- **Cover page**

THE BASICS

Proposal components

- **Cover page**

- Resubmissions: **Response to previous reviews** *(1 page)*

THE BASICS

Proposal components

- **Cover page**

- Resubmissions: **Response to previous reviews** *(1 page)*

- **Description of proposed research** *(6 pages)*

https://www.washington.edu/research/or/royalty-research-fund-rrf/rrf-for-applicants/instructions-for-preparing-an-rrf-proposal/#research

THE BASICS

Proposal components

- **Cover page**

- Resubmissions: **Response to previous reviews** *(1 page)*

- **Description of proposed research** *(6 pages)*

- **Budget** – completed template and justification *(3 pages)*

https://www.washington.edu/research/or/royalty-research-fund-rrf/rrf-for-applicants/instructions-for-preparing-an-rrf-proposal/#research

THE BASICS

Proposal components

- **Cover page**

- Resubmissions: **Response 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)*

https://www.washington.edu/research/or/royalty-research-fund-rrf/rrf-for-applicants/instructions-for-preparing-an-rrf-proposal/#research

THE BASICS

Proposal components

- **Cover page**

- Resubmissions: **Response 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)

https://www.washington.edu/research/or/royalty-research-fund-rrf/rrf-for-applicants/instructions-for-preparing-an-rrf-proposal/#research

THE BASICS

Proposal components

- **Cover page**

- Resubmissions: **Response 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)

https://www.washington.edu/research/or/royalty-research-fund-rrf/rrf-for-applicants/instructions-for-preparing-an-rrf-proposal/#research

THE BASICS

Proposal components

- **Cover page**

- Resubmissions: **Response 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)

- **Literature Cited / References / Bibliography** *(2 pages)*

https://www.washington.edu/research/or/royalty-research-fund-rrf/rrf-for-applicants/instructions-for-preparing-an-rrf-proposal/#research

THE BASICS

Proposal components

- **Cover page**

- Resubmissions: **Response 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)

- **Literature Cited / References / Bibliography** *(2 pages)*

https://www.washington.edu/research/or/royalty-research-fund-rrf/rrf-for-applicants/instructions-for-preparing-an-rrf-proposal/#research

THE BASICS

Broad Funding Patterns

- Average tri-campus award rate = **25%** *[range = 23-28%]*

- Tacoma average (last 10 rounds): **33%**
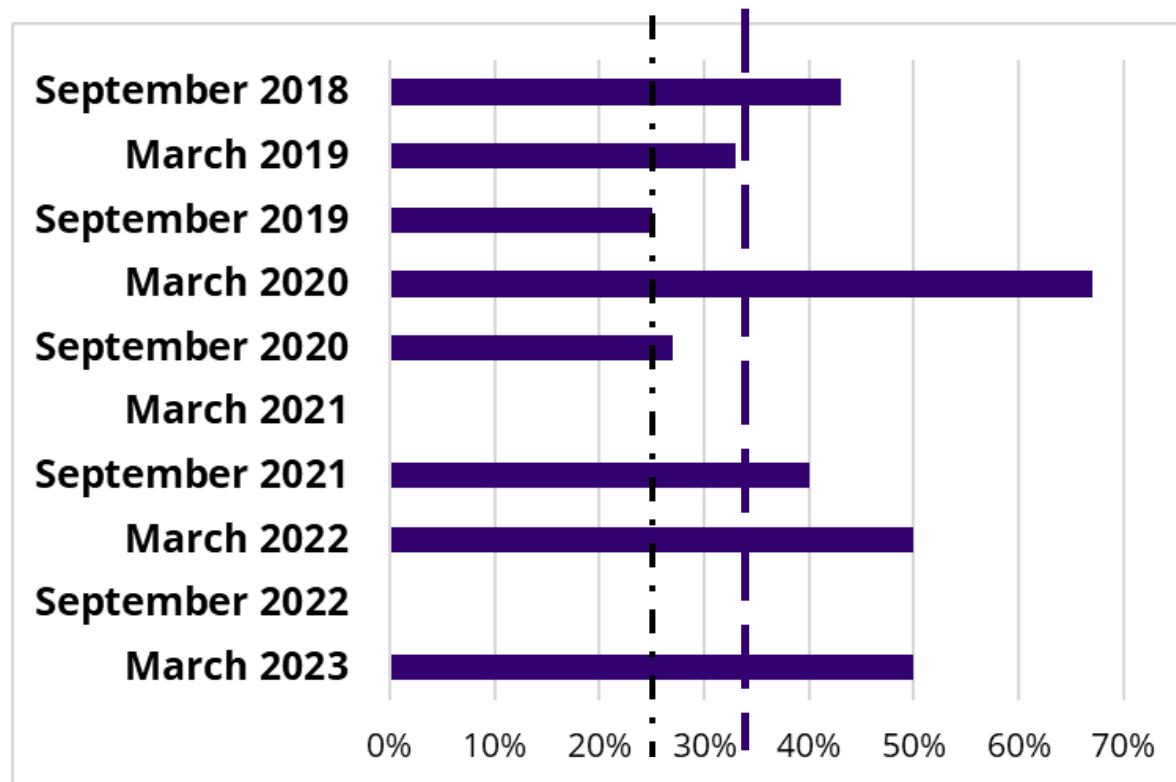
REVIEW PROCESS

Step 1: Proposal assigned to one of 4 review committees

Physical Sciences & Engineering	Basic Biological & Biomedical Sciences	Arts & Humanities	Social & Behavioral Sciences

RRF Program Committee Chair
Professor Patricia A. Kramer, UW Anthropology

REVIEW PROCESS

Step 1: Proposal assigned to one of 4 review committees

NEW!

| Physical Sciences & Engineering | Basic Biological & Biomedical Sciences | Arts & Humanities | Social & Behavioral Sciences |

RRF Program Committee Chair
Professor Patricia A. Kramer, UW Anthropology

REVIEW PROCESS

Each staffed with 6-16 UW faculty from relevant disciplines *(as of Jun 2023):*

Physical Sciences & Engineering	Basic Biological & Biomedical Sciences	Arts, Humanities & Social Science
Chemistry	Biochemistry	**American Indian Studies***
Civil & Environmental Engineering	Bioengineering	Cinema & Media Studies
Engineering & Mathematics*	Biological Sciences*	Communication**
Mechanical Engineering	Earth & Space Sciences	Dance
Physics	Immunology	Drama
	Laboratory Medicine	Education
	Microbiology	Geography
	Pediatric Surgery	History Human-Centered Design
	Pharmacy & Pharmacology	Linguistics
	Physiology & Biophysics	Psychology
		Real Estate
		Scandinavian Studies
		Sociology*

*UW Tacoma Member
**UW Bothell Member

REVIEW PROCESS

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

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

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

Arts, Humanities, and Social Sciences

- Betsy E. Evans
  Linguistics
- Angel Fettig
  Education
- Jeffrey Fracé
  Drama
- Olivia N. Gunn
  Scandinavian Studies
- Susan Harewood
  Interdisciplinary Arts and Sciences – Bothell
- B. Mako Hill
  Communication / Information School
- Natalie Jolly
  Sociology / Interdisciplinary Arts and Sciences – Tacoma
- Moon-Ho Jung
  History / American Ethnic Studies
- Cynthia Levine
  Psychology
- Rachael Lincoln
  Dance / Art, Art History, and Design
- Danica Miller
  American Indian Studies / Interdisciplinary Arts and Sciences – Tacoma

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)

https://www.washington.edu/research/or/royalty-research-fund-rrf/rrf-committee-members/

REVIEW PROCESS

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

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!**

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**

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**

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')

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

REVIEW PROCESS

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

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

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"

  - #3: "**Utility or relevance** of the research"

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

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"

  - #3: "**Utility or relevance** of the research"

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

- Budget not considered as part of the review

REVIEW CRITERIA

#1: **Research performance competence**

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**

REVIEW CRITERIA

#2: **Intrinsic merit of the research**

- Likelihood that the research will lead to new discoveries or **fundamental advances** in the field(s)

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

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

- Potential for **broader impacts** such as:
  - Increasing diversity and inclusion in the field
  - Supporting and mentoring BIPOC students, post-docs, and/or early career colleagues
  - Conducting research that benefits underrepresented or underserved communities

REVIEW CRITERIA

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

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:

REVIEW CRITERIA

Secondary Criteria:

Rank

REVIEW CRITERIA

Secondary Criteria:

Rank

- Among comparable proposals, preference for **junior faculty**

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**

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**

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**"

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

All Required,

All Important!

- **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)

- **Literature Cited / References / Bibliography** *(2 pages)*

PREPARING THE PROPOSAL
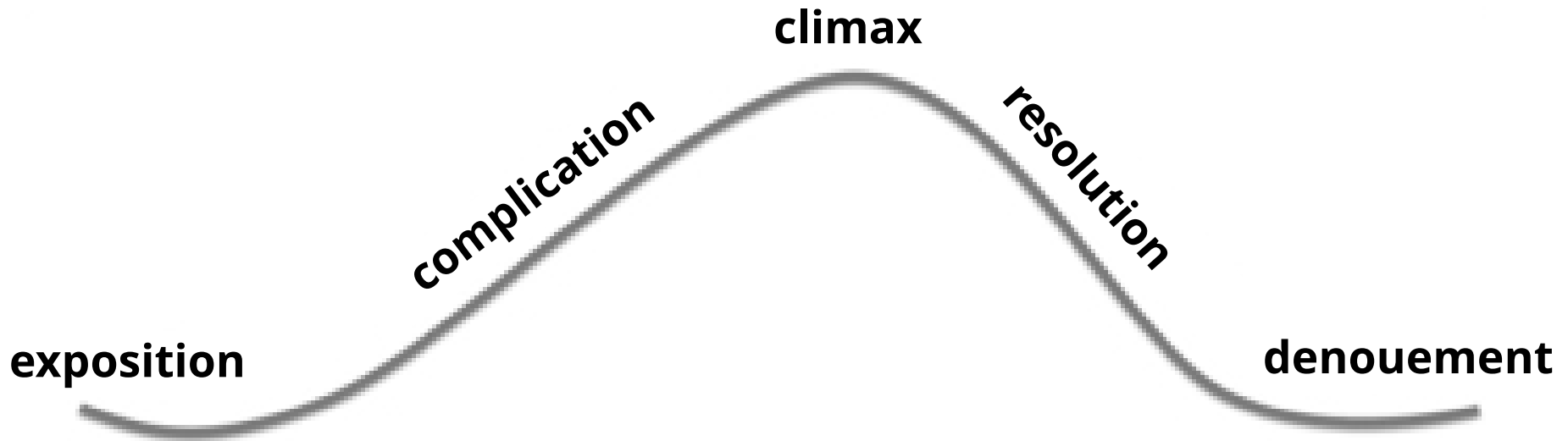
Description of proposed research *(6 pages)*

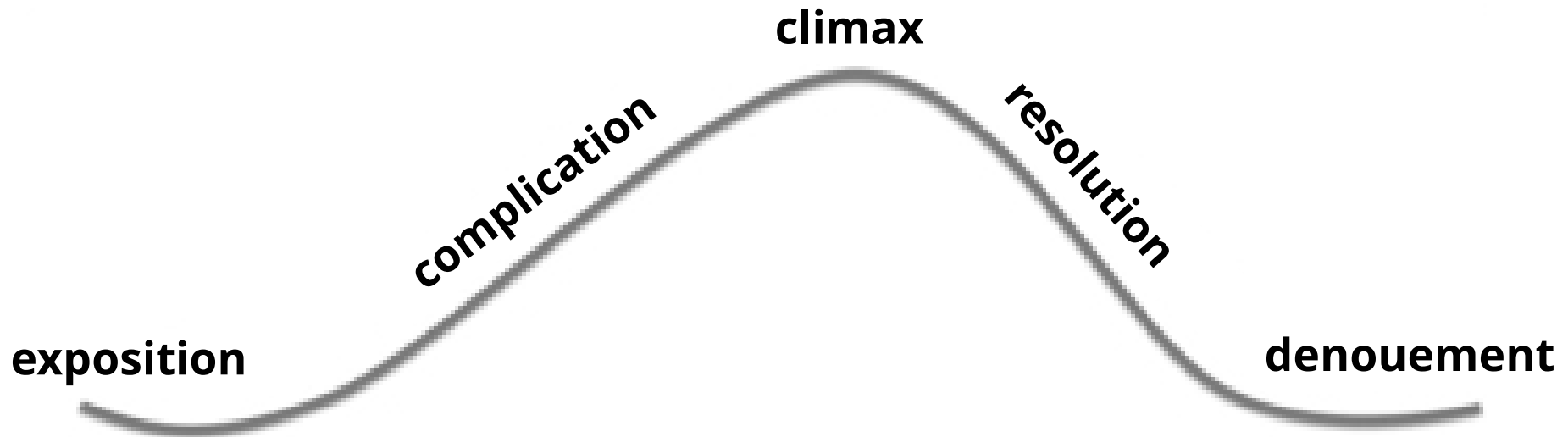   A. <u>Introduction and Rationale</u>

    B. <u>Broader Impacts</u>

    C. <u>Objectives</u>

    D. <u>Procedure</u>

    E. <u>Time Schedule</u>

    F. <u>Need for RRF</u>

Section headings MUST appear exactly as above, in order;

Do not include any other heading

https://www.washington.edu/research/or/royalty-research-fund-rrf/rrf-for-applicants/instructions-for-preparing-an-rrf-proposal/#research

PREPARING THE PROPOSAL

Conceptualizing your project

PREPARING THE PROPOSAL

Conceptualizing your project

- Scope: **1-year**

PREPARING THE PROPOSAL

Conceptualizing your project

- Scope: **1-year**

- **Discrete** project...
    - ...but clearly **connected to long-term research** agenda

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

Description of proposed research *(6 pages)*

    A. <u>Introduction and Rationale</u>

    B. <u>Broader Impacts</u>

    C. <u>Objectives</u>

    D. <u>Procedure</u>

    E. <u>Time Schedule</u>

    F. <u>Need for RRF</u>

  Section headings MUST appear exactly as above, in order

https://www.washington.edu/research/or/royalty-research-fund-rrf/rrf-for-applicants/instructions-for-preparing-an-rrf-proposal/#research

PREPARING THE PROPOSAL

Think of the proposal's narrative arc...

exposition

complication

climax

resolution

denouement

climax

complication

resolution

exposition

denouement

A. <u>Introduction/Rationale</u>:

- *Describe the **fundamental "problem"***

- *Theoretical **background/justification***

- ***Significance** & Potential **impact***

climax

complication

resolution

exposition

denouement
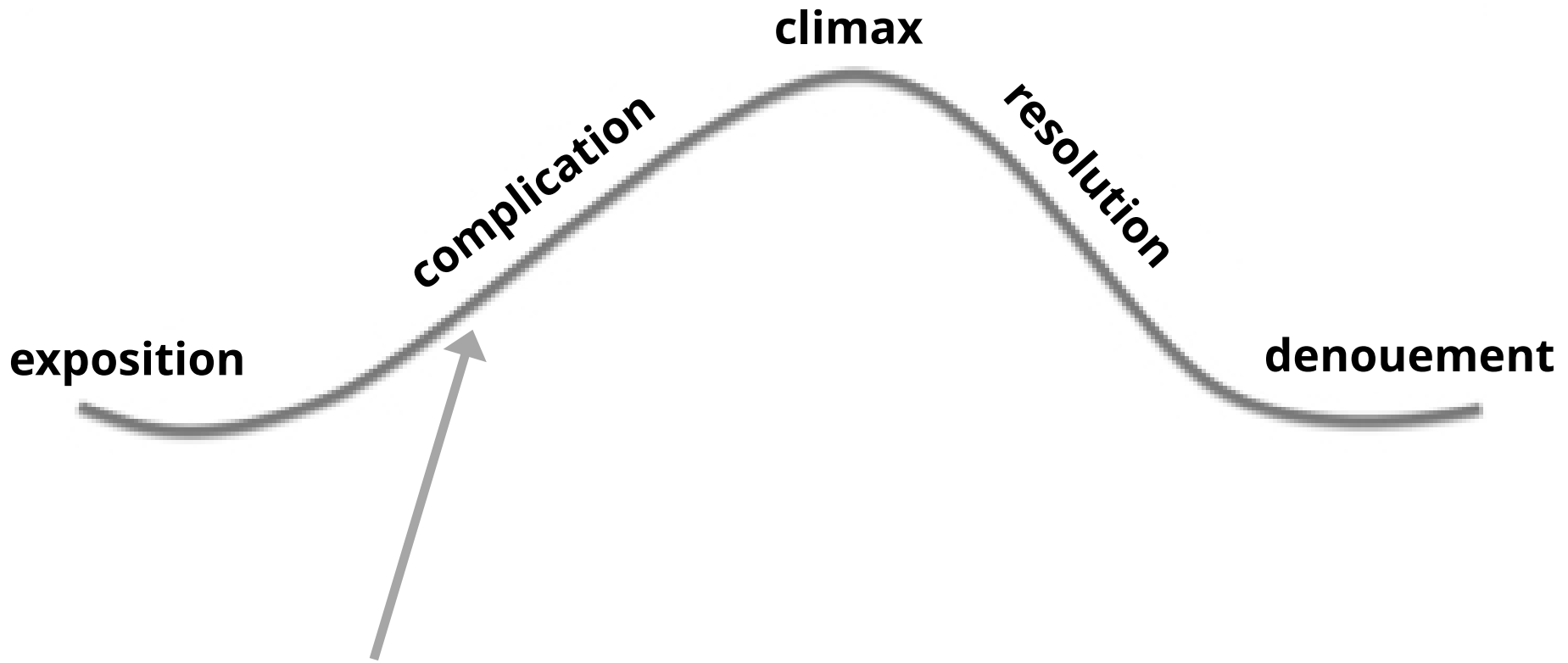
A. <u>Introduction/Rationale</u>:

- *Critical **literature review***

- ***Preliminary work**, if any, including publications*

- *Identify **a critical gap in knowledge / practice***

climax

complication

resolution

exposition

denouement

B. Broader Impacts

NEW!
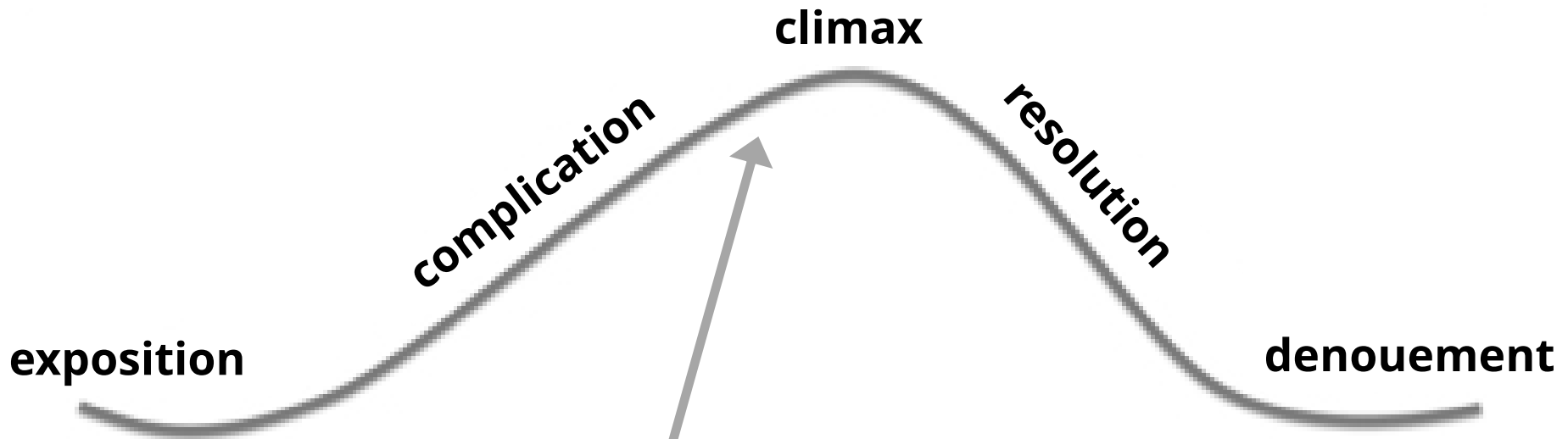
*How does the project demonstrate **engagement with broader impacts** such as:?*

- *Activities aimed at **increasing diversity and inclusion** in the field*

- ***Supporting and/or mentoring BIPOC members of UW community** – students, post-docs, and/or early career colleagues*

- *Benefitting **underrepresented and/or underserved communities***

climax

complication

resolution

exposition

denouement
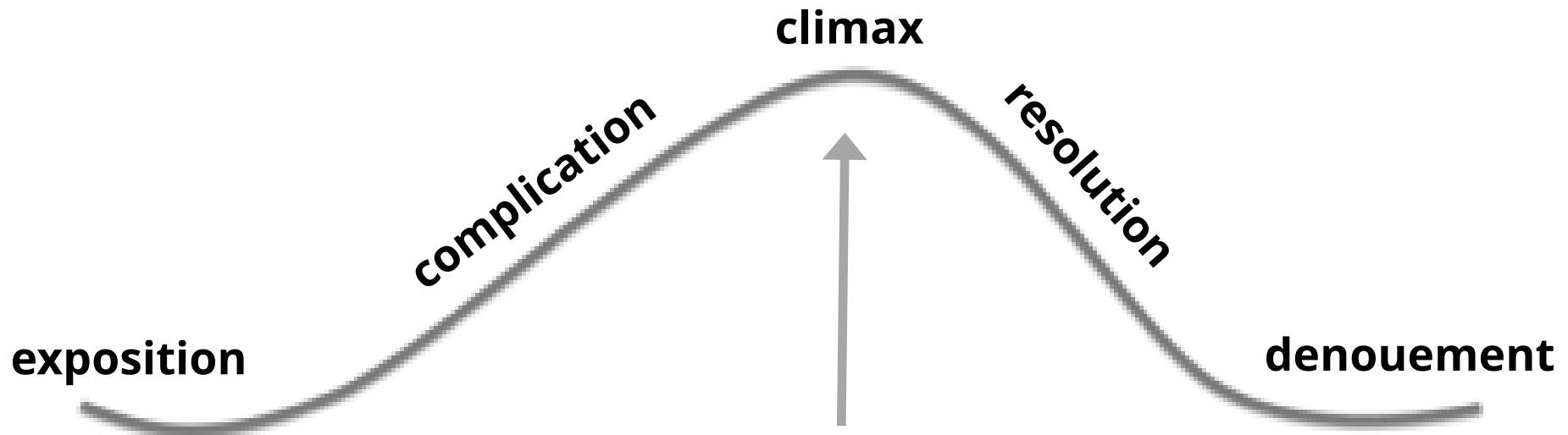
<u>Objectives</u>:

- *How do you **propose to address** The Critical Gap and achieve Broader Impacts?*

- *What **objectives** will the project accomplish towards that end?*

- *Specific, measurable **aims***
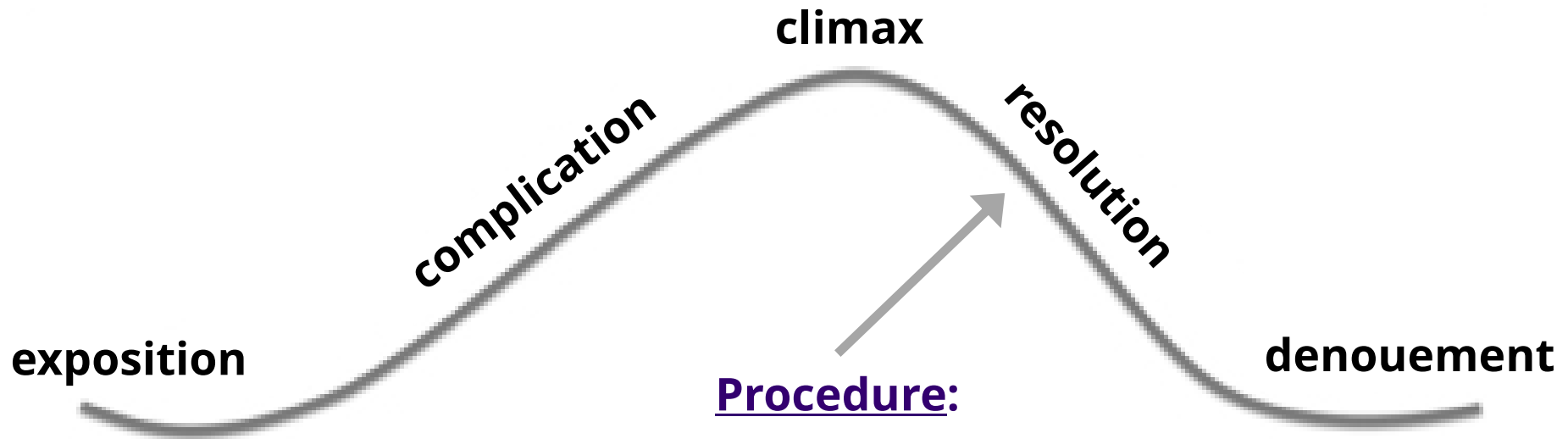
climax

complication

resolution

exposition

denouement

Procedure:

- *What is your **plan** for achieving the objectives?*

- *What **methods/tools** will be used?*

- *What **capacities** do you have to successfully execute?*

- *If access to a particular location/lab is required, indicate **whether permission is secured***

climax

complication

resolution

exposition

denouement

Procedure:
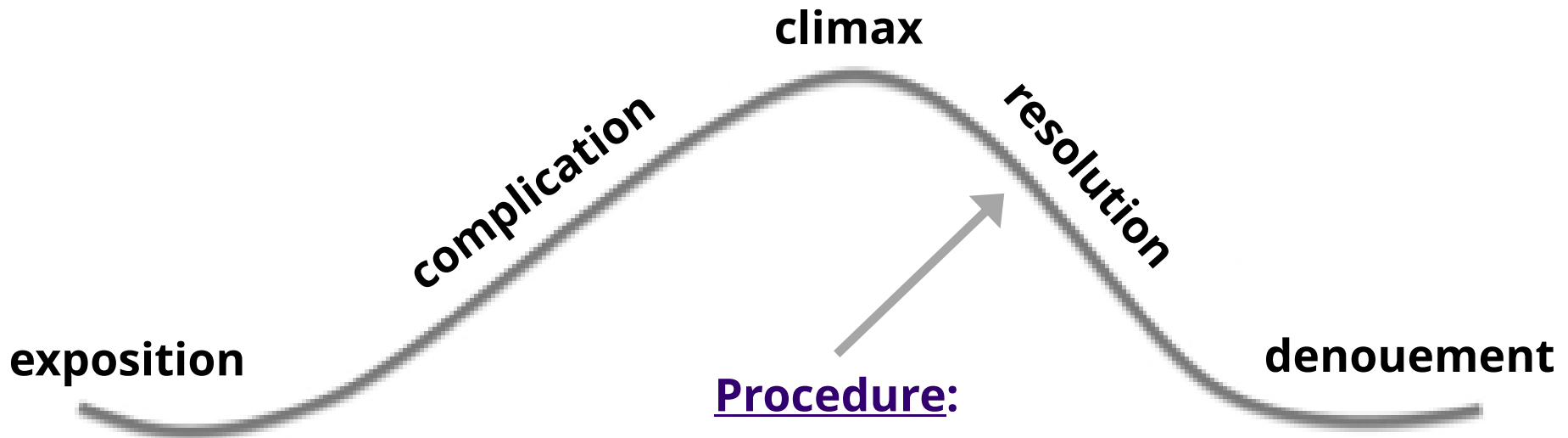
- *What is your **plan** for achieving the objectives?*

- *What **methods/tools** will be used?*

- *What **capacities** do you have to successfully execute?*

- *If access to a particular location/lab is required, indicate **whether permission is secured***

Time Schedule:

- *How will proposed work be **completed within 1-year**?*

- *Consider including a table outlining key milestones*

climax

complication

resolution

exposition

denouement
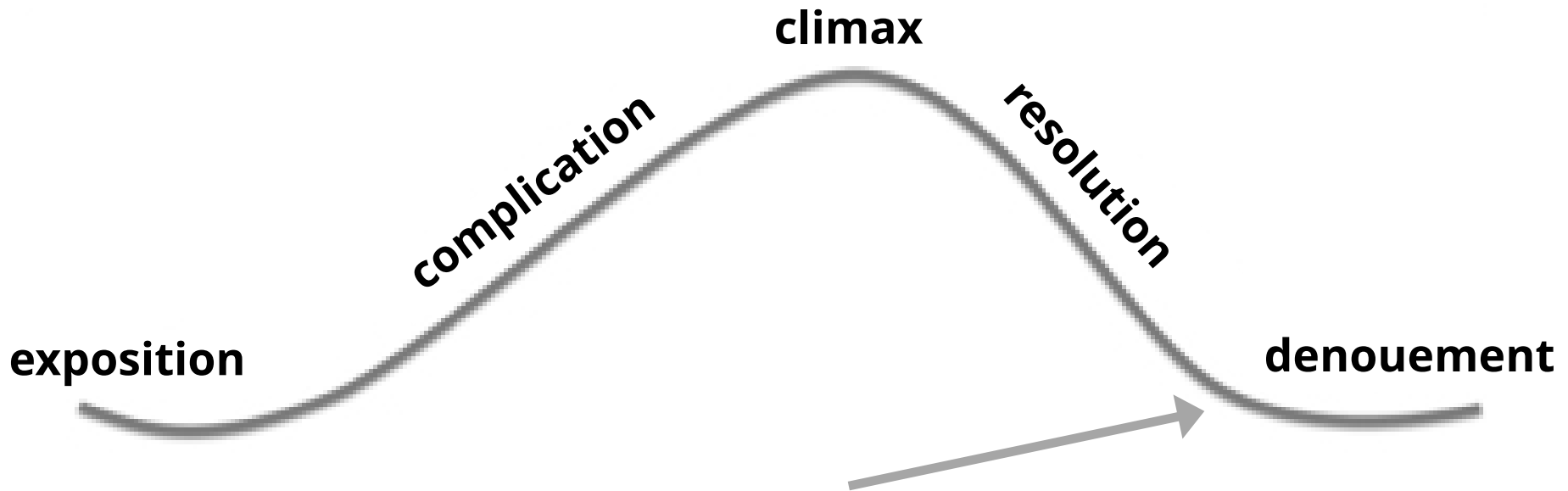
Need for RRF:

- *How will the award **advance your overall research agenda** and career trajectory?*

- *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")*

climax

complication

resolution

exposition

denouement

NEW!
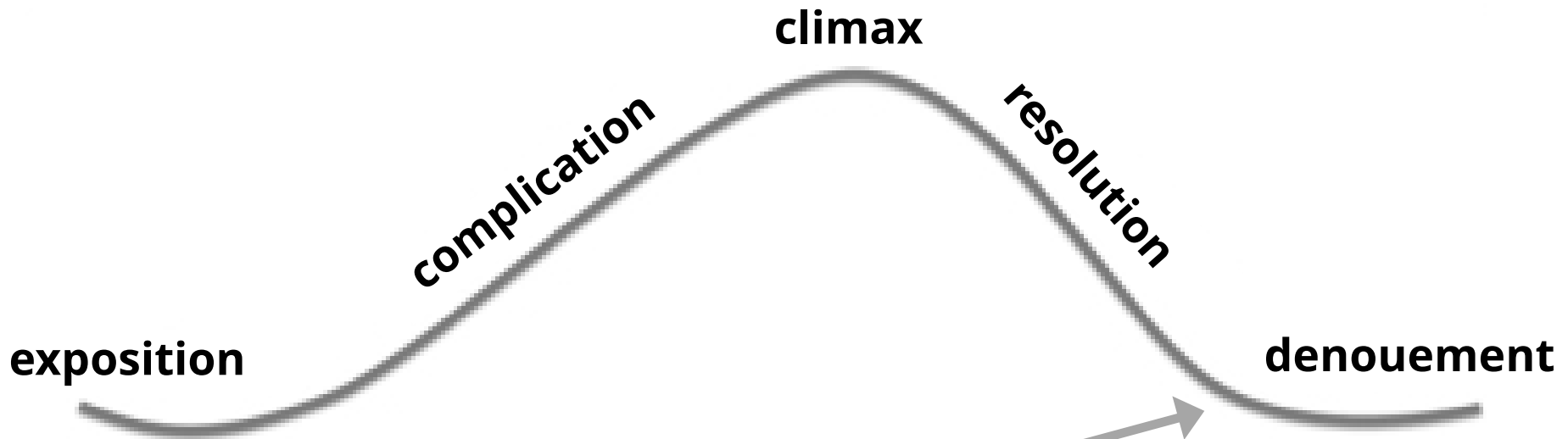
Need for RRF:

If senior faculty – *Describe **in detail** how the project meets at least one of the following criteria:*

a) *Supports a genuinely **new direction** in your research and/or career*

b) *Constitutes a **unique, time-sensitive opportunity**, e.g. generating preliminary findings for infrequently-offered external funding, undertaking time-critical/-limited work*

c) *Originates in a discipline for which **external funding opportunities are minimal***

PREPARING THE PROPOSAL

Your target audience:

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

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

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

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

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

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

June 2023 Awardees

- Abitua, Philip (Genome Sciences)
  A189629
  The evolution of a novel vertebrate innate immune system
  $40,000

- Alaei, Sarah (UWT Sciences and Mathematics)
  Co-PI Gardell, Alison (UWT Sciences and Mathematics)
  Co-PI Gawel, James (UWT Environmental Chemistry and Engineering)
  A189756
  Characterizing the Impacts of Arsenic Contamination on Freshwater Lake Microbiomes
  $39,944

- Arce-McShane, Fritzie (Oral Health Sciences)
  Co-PI Popowics, Tracy (Oral Health Sciences)
  A188009
  Encoding of periodontal ligament deformation in the primate orofacial sensorimotor cortex
  $39,932

- Bayer, Ellen (UWT Interdisciplinary Arts and Sciences)
  A189822
  Life Near the Bone: A Journey of Discovery in the Wild
  $24,544

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)

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

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") <u>or</u> release costs for 1 quarter ("scholar")
    - Summer salary <u>and</u> teaching release rare – justify, identify priority
    - Faculty salary may <u>only</u> be requested for PI/co-PI(s)

BUDGET

Allowable budget categories

- **Faculty salary**
  - 2 months summer ("standard") <u>or</u> release costs for 1 quarter ("scholar")
  - Summer salary <u>and</u> teaching release rare – justify, identify priority
  - Faculty salary may <u>only</u> be requested for PI/co-PI(s)

- **Research assistants**
  - Grad students / Undergrads – **Discuss with Lisa**

BUDGET

Allowable budget categories

- **Faculty salary**
  - 2 months summer ("standard") <u>or</u> release costs for 1 quarter ("scholar")
  - Summer salary <u>and</u> teaching release rare – justify, identify priority
  - Faculty salary may <u>only</u> 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

BUDGET

Allowable budget categories

- **Faculty salary**
  - 2 months summer ("standard") <u>or</u> release costs for 1 quarter ("scholar")
  - Summer salary <u>and</u> teaching release rare – justify, identify priority
  - Faculty salary may <u>only</u> 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**

BUDGET

Allowable budget categories

- **Faculty salary**
  - 2 months summer ("standard") <u>or</u> release costs for 1 quarter ("scholar")
  - Summer salary <u>and</u> teaching release rare – justify, identify priority
  - Faculty salary may <u>only</u> 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**

BUDGET

Allowable budget categories

- **Faculty salary**
  - 2 months summer ("standard") <u>or</u> release costs for 1 quarter ("scholar")
  - Summer salary <u>and</u> teaching release rare – justify, identify priority
  - Faculty salary may <u>only</u> 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

SUBMITTING THE PROPOSAL

Process

1) eGC1 created in SAGE *[Systems to Administer Grants Electronically]*

SUBMITTING THE PROPOSAL

Process

1) **eGC1** created in SAGE *[Systems to Administer Grants Electronically]*

2) **Proposal documents** attached to eGC1 as **single PDF**

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 in the *Documents to be Submitted to Sponsor* section

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 in the *Documents to be Submitted to Sponsor* section

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

SUBMITTING THE PROPOSAL

Identify appropriate "Research Area" in SAGE

SUBMITTING THE PROPOSAL

Identify appropriate "Research Area" in SAGE

Be strategic! Use past committee member list as guide

SUBMITTING THE PROPOSAL

Suggested Reviewer Memo

SUBMITTING THE PROPOSAL

Suggested Reviewer Memo

- Identify **2 to 4 <u>UW</u> faculty** (any campus) who can provide a "thorough and objective review"
    - <u>Cannot</u> have written or taught with in <u>past 5 years</u>
    - <u>Cannot</u> be applying to RRF in the same round
    - <u>Can</u> be from your own department(s) as long as above two criteria met
    - Include contact details (phone / email)

SUBMITTING THE PROPOSAL

Suggested Reviewer Memo

- Identify **2 to 4 <u>UW</u> faculty** (any campus) who can provide a "thorough and objective review"
    - <u>Cannot</u> have written or taught with in <u>past 5 years</u>
    - <u>Cannot</u> be applying to RRF in the same round
    - <u>Can</u> be from your own department(s) as long as above two criteria met
    - Include contact details (phone / email)
- Recommend **UW<u>T</u> faculty** and those who understand our context

SUBMITTING THE PROPOSAL

Suggested Reviewer Memo

- Identify **2 to 4 <u>UW</u> faculty** (any campus) who can provide a "thorough and objective review"
  - <u>Cannot</u> have written or taught with in <u>past 5 years</u>
  - <u>Cannot</u> be applying to RRF in the same round
  - <u>Can</u> be from your own department(s) as long as above two criteria met
  - Include contact details (phone / email)
- Recommend **UW<u>T</u> 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

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 in past 5 years
  - Cannot be applying to RRF in the same round
  - Can be from your own department(s) as long as above two criteria met
  - Include contact details (phone / email)
- 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

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 <u>unfunded</u> proposals

  - "...would probably require significant revisions"
    → <u>Not</u> in top 25-30%

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 <u>unfunded</u> proposals

  - "…would probably require significant revisions"
    → <u>Not</u> in top 25-30%

- Regardless, **resubmit**!

  - 60% of successful UWT proposals were resubmissions

INSIDER TIPS FOR A SUCCESSFUL PROPOSAL

INSIDER TIPS FOR A SUCCESSFUL PROPOSAL

1) How is **what you are proposing different than what you have done before?**

- Clearly distinguish between *past* **and** *proposed* **activities**
- How will proposed work **build on previous work**
- **What outcome will RRF be able to point to** as a result of the funding?

INSIDER TIPS FOR A SUCCESSFUL PROPOSAL

1) How is **what you are proposing different than what you have done before?**

- Clearly distinguish between *past* **and** *proposed* **activities**
- How will proposed work **build on previous work**
- **What outcome will RRF be able to point to** as a result of the funding?

2) Be **realistic about your scope** with **well-thought out plan of action**

- Overly ambitious scope reads as though you don't know what you're doing
- Demonstrating that you can do that you have thought through details signals to reviewers that you are able to execute

INSIDER TIPS FOR A SUCCESSFUL PROPOSAL

1) How is **what you are proposing different than what you have done before?**

- Clearly distinguish between *past* **and** *proposed* **activities**
- How will proposed work **build on previous work**
- **What outcome will RRF be able to point to** as a result of the funding?

2) Be **realistic about your scope** with **well-thought out plan of action**

- Overly ambitious scope reads as though you don't know what you're doing
- Demonstrating that you can do that you have thought through details signals to reviewers that you are able to execute

3) Be explicit about **how you will achieve your objectives**

- RRF does not fund things that say "trust me"
- Don't be in the "great idea, no idea of how they will do them" group

INSIDER TIPS FOR A SUCCESSFUL PROPOSAL

5) Write *(not adapt)* **<u>for</u>** **RRF**, show **how RRF will launch** *(not maintain)*

INSIDER TIPS FOR A SUCCESSFUL PROPOSAL

5) Write *(not adapt)* **for** **RRF**, show **how RRF will launch** *(not maintain)*

6) Use language carefully, **demonstrate awareness of positionality**
   - Particularly important with new required statement on broader impacts

INSIDER TIPS FOR A SUCCESSFUL PROPOSAL

5) Write *(not adapt)* **for** RRF, show **how RRF will launch** *(not maintain)*

6) Use language carefully, **demonstrate awareness of positionality**
   - Particularly important with new required statement on broader impacts

7) Anticipate reviewers could have **unexpected contextual knowledge**

INSIDER TIPS FOR A SUCCESSFUL PROPOSAL

5) Write *(not adapt)* **<u>for</u>** **RRF**, show **how RRF will launch** *(not maintain)*

6) Use language carefully, **demonstrate awareness of positionality**
   - Particularly important with new required statement on broader impacts

7) Anticipate reviewers could have **unexpected contextual knowledge**

8) 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

INSIDER TIPS FOR A SUCCESSFUL PROPOSAL

5) Write *(not adapt)* <u>**for**</u> **RRF**, show **how RRF will launch** *(not maintain)*

6) Use language carefully, **demonstrate awareness of positionality**
   - Particularly important with new required statement on broader impacts

7) Anticipate reviewers could have **unexpected contextual knowledge**

8) 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

9) Select reviewers strategically!
   - 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

- When possible, <u>specific</u> detail about **future funding** opportunities
  - Not just "I will apply for NSF funding"…
  - …but a specific program ("Geography"), solicitation ("CAREER grant") and timeline ("in January 2023").

(MORE) TIPS FOR A SUCCESSFUL PROPOSAL

- When possible, <u>specific</u> detail about **future funding** opportunities
  - Not just "I will apply for NSF funding"...
  - ...but a specific program ("Geography"), solicitation ("CAREER grant") and timeline ("in January 2023").

- 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)

(MORE) TIPS FOR A SUCCESSFUL PROPOSAL

- When possible, <u>specific</u> detail about **future funding** opportunities
  - Not just "I will apply for NSF funding"…
  - …but a specific program ("Geography"), solicitation ("CAREER grant") and timeline ("in January 2023").

- 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:

(MORE) TIPS FOR A SUCCESSFUL PROPOSAL

Framing UW Tacoma context:

- Remind reviewers/committee (likely in "Need for RRF") of:
  - Predominantly undergraduates

(MORE) TIPS FOR A SUCCESSFUL PROPOSAL

Framing UW Tacoma context:

- Remind reviewers/committee (likely in "Need for RRF") of:
  - Predominantly undergraduates
  - Diverse student population
    Check for current: https://www.tacoma.uw.edu/home/about-university-washington-tacoma
    - *Over 50% of undergrads First to College of First to Degree*
    - *Over 60% of undergrads are students of color*
    - *16% military-affiliated students*
    - *Anchor for South Sound rural communities*

(MORE) TIPS FOR A SUCCESSFUL PROPOSAL

Framing UW Tacoma context:

- Remind reviewers/committee (likely in "Need for RRF") of:
  - Predominantly undergraduates
  - Diverse student population
    Check for current: https://www.tacoma.uw.edu/home/about-university-washington-tacoma
    - *Over 50% of undergrads First to College of First to Degree*
    - *Over 60% of undergrads are students of color*
    - *16% military-affiliated students*
    - *Anchor for South Sound rural communities*
  - Heavy teaching load
  - For some, heavy administrative/institution-building loads

(MORE) TIPS FOR A SUCCESSFUL PROPOSAL

Framing UW Tacoma context:

- Remind reviewers/committee (likely in "Need for RRF") of:
  - Predominantly undergraduates
  - Diverse student population
    Check for current: https://www.tacoma.uw.edu/home/about-university-washington-tacoma
    - *Over 50% of undergrads First to College of First to Degree*
    - *Over 60% of undergrads are students of color*
    - *16% military-affiliated students*
    - *Anchor for South Sound rural communities*
  - Heavy teaching load
  - For some, heavy administrative/institution-building loads
  - Interdisciplinary culture, associated challenges in finding 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
    Check for current: https://www.tacoma.uw.edu/home/about-university-washington-tacoma
    - *Over 50% of undergrads First to College of First to Degree*
    - *Over 60% of undergrads are students of color*
    - *16% military-affiliated students*
    - *Anchor for South Sound rural communities*
  - Heavy teaching load
  - For some, heavy administrative/institution-building loads
  - Interdisciplinary culture, associated challenges in finding funding

- Emphasize undergraduate involvement (if applicable)

(MORE) TIPS FOR A SUCCESSFUL PROPOSAL

Framing UW Tacoma context:

- Remind reviewers/committee (likely in "Need for RRF") of:
  - Predominantly undergraduates
  - Diverse student population
    Check for current: https://www.tacoma.uw.edu/home/about-university-washington-tacoma
    - *Over 50% of undergrads First to College of First to Degree*
    - *Over 60% of undergrads are students of color*
    - *16% military-affiliated students*
    - *Anchor for South Sound 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 <u>researcher</u> and their long-term trajectory

WORKING WITH US

The Office of Research is here to help!

WORKING WITH US

The Office of Research is here to help!

- **Proposal development** and **editing**

WORKING WITH US

The Office of Research is here to help!

- **Proposal development** and **editing**

- **Budget** development

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 us!
    - History of external funding
    - Associate/Full preferred

Thank you! Questions?

Kara Luckey, Proposal Development Consultant
   kara.luckey@gmail.com

Lisa Isozaki, Director, Office of Research
   lisozaki@uw.edu

UNIVERSITY *of* WASHINGTON | TACOMA

PREPARING THE PROPOSAL

RRF Website: Past RRF Committee Members and Awardees

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

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

Proposals must demonstrate a high probability of generating important new creative activities or scholarly understandings, new scholarly materials or resources, significant data or information, or essential instrumentation resources that are likely to significantly advance the reputation of the university, lead to external funding, or lead to developing a new technology. **(Note: RRF proposals must support faculty development; this fund is not intended to support independent research projects undertaken by graduate students and/or post-doctorates.)**

Over the past three years, the success rate for RRF proposals has ranged from 24% to 28%, with an average of 26%.

History

This program is funded from royalty and licensing fee income generated by the University's technology transfer program. The RRF has been offered twice a year since the Spring of 1992. In 1994, the Royalty Research Fund Scholar program was initiated to provide one quarter of release time for faculty with full teaching loads to engage in concentrated scholarly activities. The RRF welcomes proposals with budgets up to $40,000.

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)

climax

complication

resolution

exposition

denouement
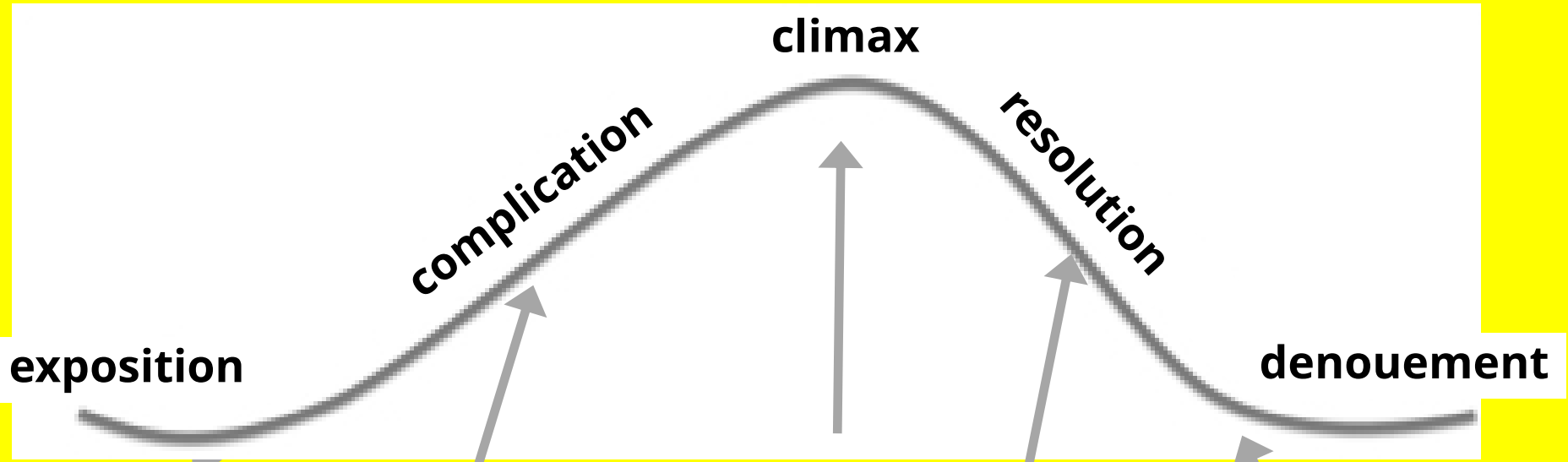
Objectives:

Introduction/Rationale:

Procedure:

Time Schedule:

Need for RRF