The Office of Research is here to support faculty in preparing RRF and all other proposals. Please contact Cheryl Greengrove, Associate Vice Provost for Research (cgreen@uw.edu) to discuss how we can help.

**MORE INFO:**
For full details about submitting to the RRF visit: https://www.washington.edu/research/or/royalty-research-fund-rrf/.

**Last updated Jan 2024**
Preparing a successful RRF proposal

The RRF requires a (6) page Description of Proposed Research with the following required headings:

A. Introduction and Rationale
- Identify the fundamental “problem” or “gap”
- Theoretical background/justification; Significance and Potential Impact
- Critical literature review
- Preliminary work, including relevant publications
- Clear segue to research questions/objectives

B. Broader Impacts
- How will the proposed work (a) Increase diversity and inclusion in the field, (b) Support / mentor BIPOC UW community members, and/or (c) Benefit underrepresented or underserved communities

C. Objectives
- What specific, measurable objectives will the project achieve to address gaps in knowledge / practice?

D. Procedure
- What is your plan for achieving the objectives? What methods/tools will be used?
- What capacities do you have to successfully execute the plan of action?
- If access to a particular location or institution is required, state whether permission has been obtained

E. Time Schedule
- How will the proposed work be completed within 1-year? A table with key milestones helps here.

F. Need for RRF
- How will the award advance your overall research agenda and career trajectory?
- How will the results lead to increased competitiveness for further external funding or commercial applications?
- If requesting release, document teaching load (quarter, course number, title & credits)
- If senior faculty: describe in detail how the project (a) supports genuinely new directions in your research/career; (b) constitutes a unique, time-sensitive opportunity, and/or (c) originates in a discipline for which external funding opportunities are minimal

In addition, the following proposal components are also required:
- Cover Page, Response to Previous Reviews (for resubmissions), Budget & Budget Narrative, Curriculum Vitae for all (co-)PIs, Other Research Support, References, and Suggested Reviewer Memo

Awarded proposals tend to share these common elements:
- Broad elements are understandable to a wide audience (scientifically-literate, but not expert)
- Proposes a discrete, stand-alone project, but with a clearly-communicated connection to the PI's long-term research agenda; Demonstrates how the award will contribute to your scholarly development
- Clearly articulates the significance of the project to your field, and more broadly;
- Provides a well-reasoned plan of action that is feasible within a 1-year scope;
- Includes preliminary results (as possible) and distinguishes between past and proposed work;
- Emphasizes how the award increases competitiveness for specific future funding opportunities;
- Emphasizes the value of the work beyond the particular site in terms of contributions to the field, your long-term research agenda, and Diversity, Inclusion, and Equity objectives;
- Describes the contextual factors at UW Tacoma that make the project compelling and impactful
- PI writes with the possible committee members who may review the proposal in mind. See list: https://www.washington.edu/research/or/royalty-research-fund-rrf/rrf-committee-members/
- PI has requested successful proposed from awarded PIs doing relevant work. See list: https://www.washington.edu/research/or/royalty-research-fund-rrf/rrf-for-awardees/list-of-past-awardees/

See full instructions for submitting a RRF here:
www.washington.edu/research/or/royalty-research-fund-rrf/rrf-for-applicants/instructions-for-preparing-an-rrf-proposal/

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