

UW ROYALTY RESEARCH FUND (RRF)

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UW Tacoma Office of Research

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ROADMAP



Mission of RRF



Overview of the RRF, review process, and review criteria



Matt Kelley, RRF Committee Member



Preparing the proposal



Submitting the proposal



Decisions

THE BASICS

Mission

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

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

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“...to **advance new directions in research**, particularly:

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

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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**



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- Supplement **start-up** funds
- **Bridge** funding for lapses between external funds
(Bridge Funding program services this purpose)

THE BASICS



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Scholar vs. Standard RRF

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

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- **RRF Scholars:**
 - Must teach at least (4) “standard” courses/year
 - Cannot be paid during sabbatical leave

THE BASICS

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- Average tri-campus award rate:

26%
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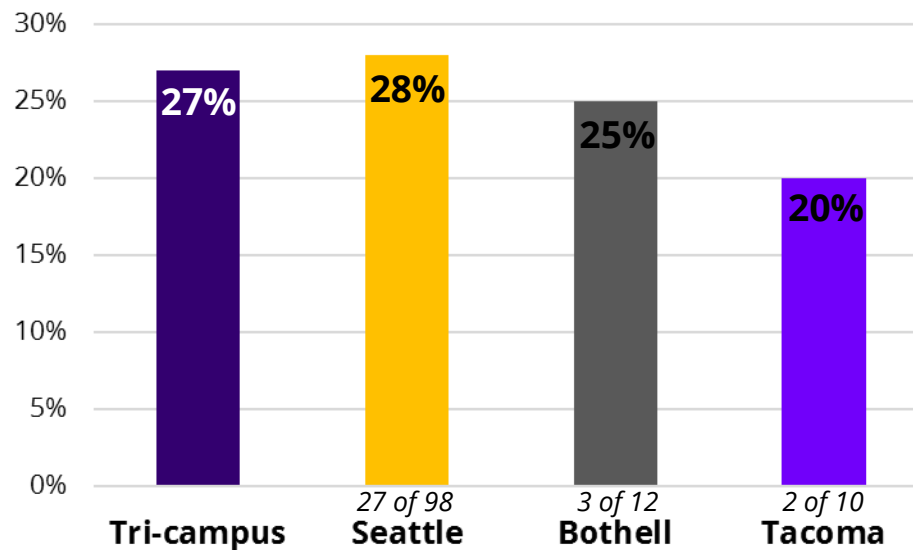
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26%
(range=24-28%)

- Tacoma and Bothell typically lower
- January 2018 awards:



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
Kate Stovel, UW Sociology

REVIEW PROCESS

Each staffed with 11-16 UW faculty from relevant disciplines:

Physical Sciences & Engineering

Chemistry
Engineering
Physics
Oceanography
Earth Sciences

Basic Biological & Biomedical Sciences

Microbiology
Biology
Environmental Health
Nursing
Psychiatry

Arts, Humanities & Social Science

Sociology
Asian Languages/Lit
Economics
Urban Studies
Gender Studies
Communication
History
American Ethnic Studies
Global Health
Political Science

REVIEW PROCESS

Step 2: Committee identifies “lead reviewer” for proposals

- Assigned based on self-selection, expertise/discipline
- Conflicts of interest avoided
- A second committee member reviews proposal, but does not score it (serves as a ‘tie breaker’)

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Step 3: Lead reviewer recruits (2) additional UW reviewers

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- Reviewers remain anonymous (PI does not)

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Step 4: Proposals ranked quantitatively by average score

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Step 5: Top scored proposals discussed in committee

- Proposals in which quantitative score not consistent with qualitative reviews
- Committee discusses/calibrates reviews
- 2nd committee member may provide feedback here

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Step 6: Committee selects proposals and allocates awards

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Primary Criterion: Merit

- Scored on (4) criteria – scale of 1 (poor) to 5 (excellent)

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 - #4: “Effect of the research on the **university infrastructure**”
- Budget not considered as part of the review

REVIEW CRITERIA

#1: Research performance competence

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

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#4: Effect of the research on university infrastructure

- Potential to improve the quality, distribution, or effectiveness of **university's research and education activities**

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Availability/timeliness for obtaining future funding

- Timing of subsequent funding deadlines
- Preference for junior in disciplines that compete for federal funding

Matthew Kelley

Associate Professor, Urban Studies

RRF Committee Member:

Arts, Humanities, and Social Sciences

PREPARING THE PROPOSAL

Deadlines

- Solicited twice a year
- Due by 5pm on:
 - The first Monday in March (**March 5, 2018**)
 - The last Monday in September (Sept 24, 2018)
- Awards announced by January/June

PREPARING THE PROPOSAL

Proposal documents

- 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 for each PI(s) (*2 pages each*)
- Other research support (even you have none)
- References (*2 pages*)

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- Objectives
- Procedure
- Time Schedule
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Conceptualizing your project

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- Discrete project...
 - ...but clear connection to long-term research agenda

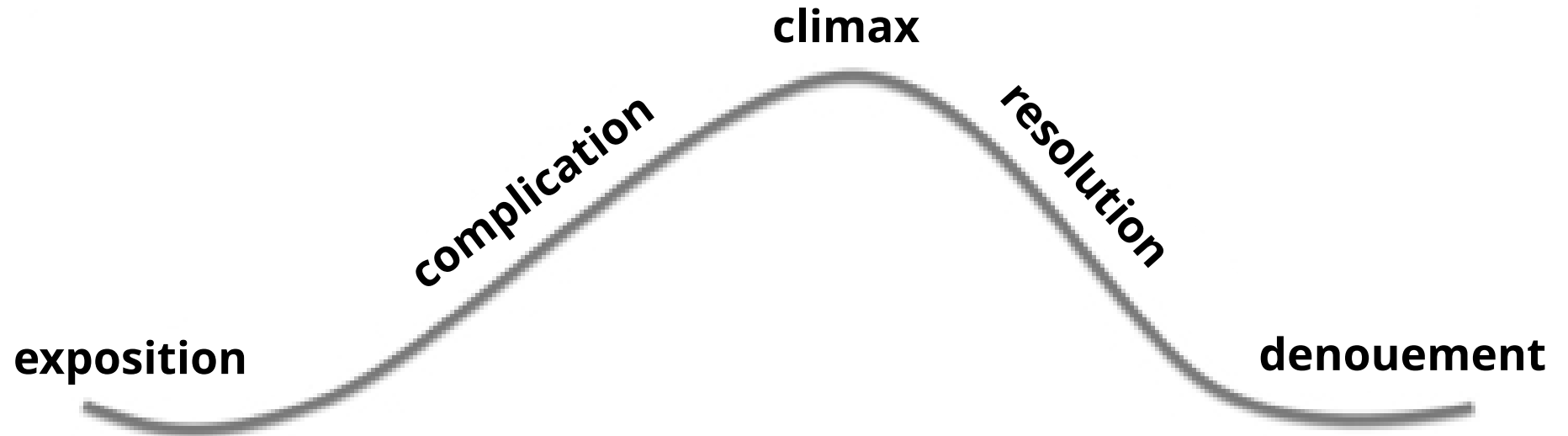
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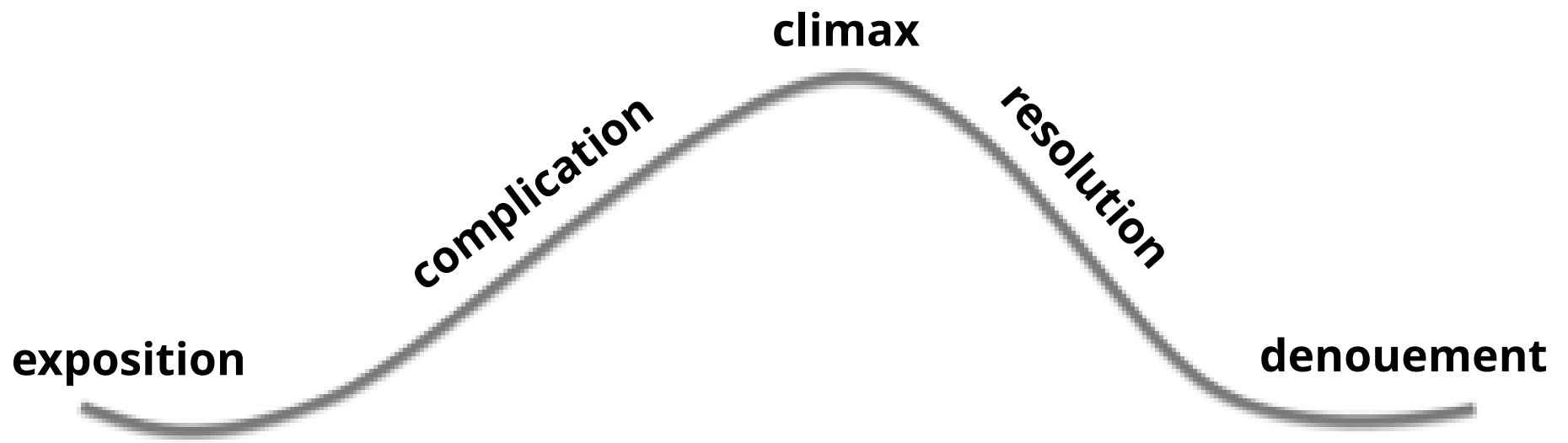
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- Scope: 1-year
- Discrete project...
 - ...but clear connection to long-term research agenda
- Focused on increasing competitiveness for future funding
 - ...and your development as a scholar

PREPARING THE PROPOSAL

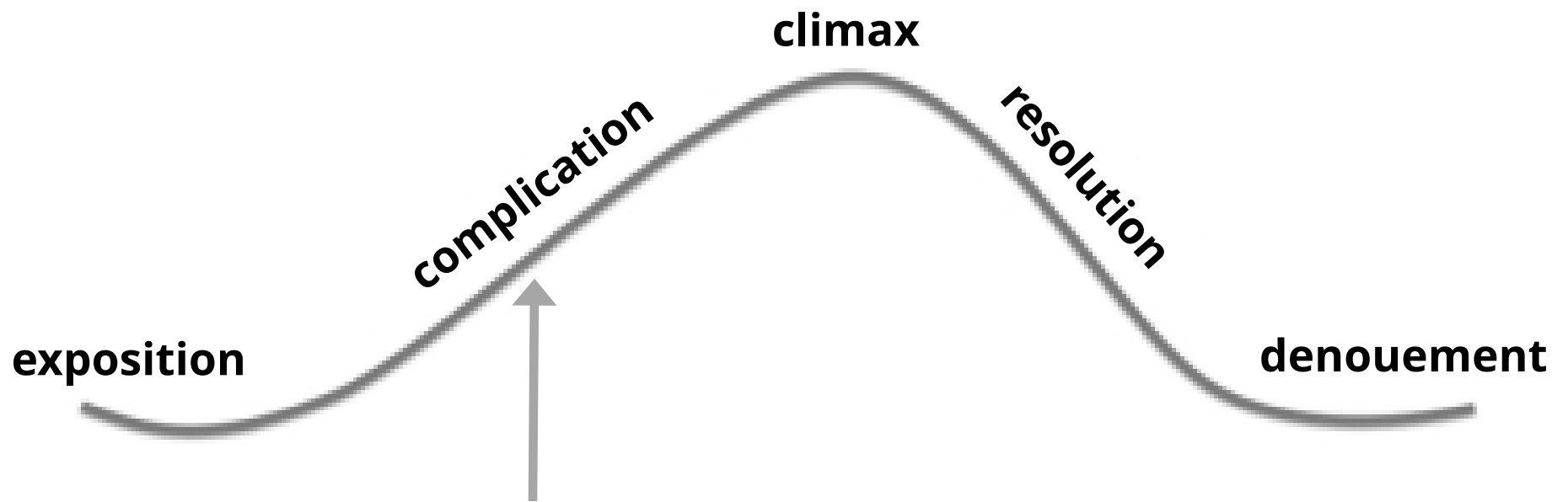
Think of the proposal's narrative arc...





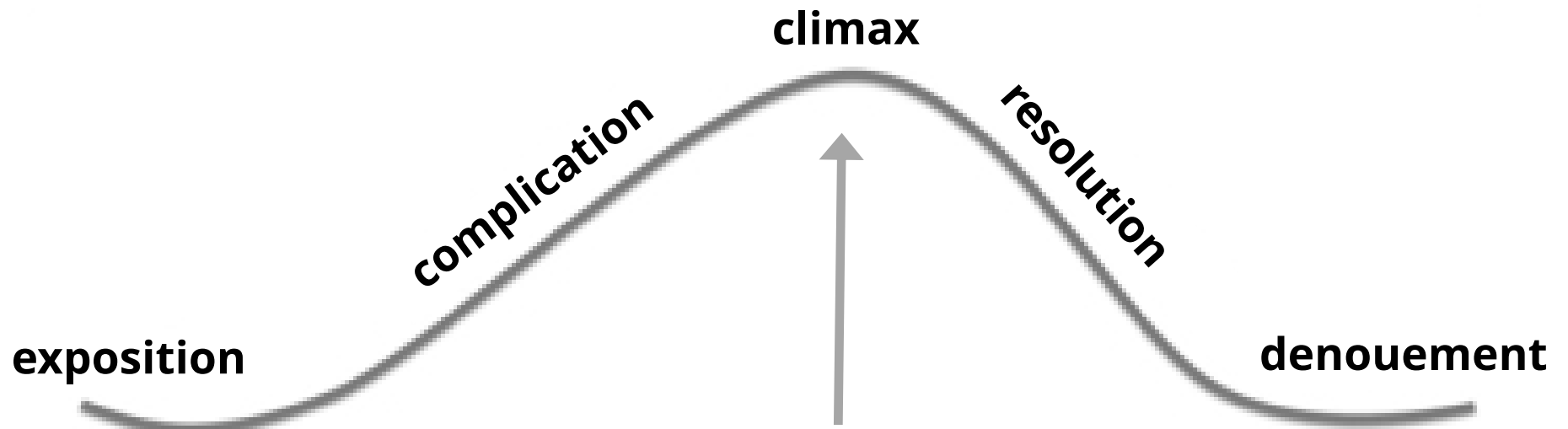
Introduction/Rationale:

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



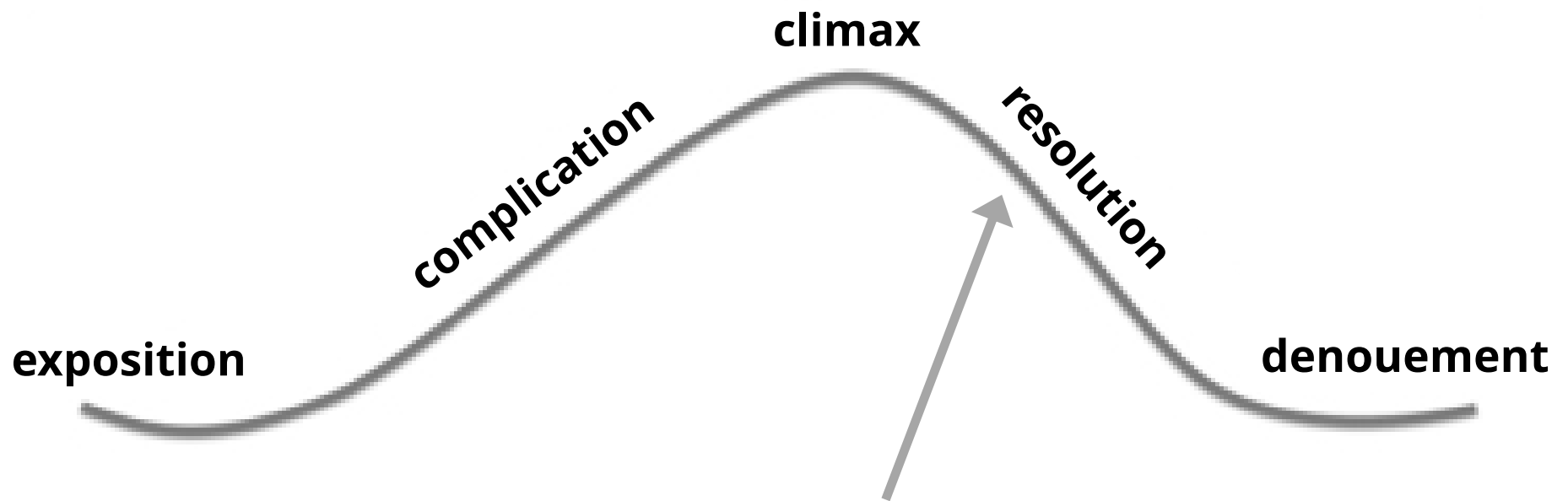
Introduction/Rationale:

- *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*

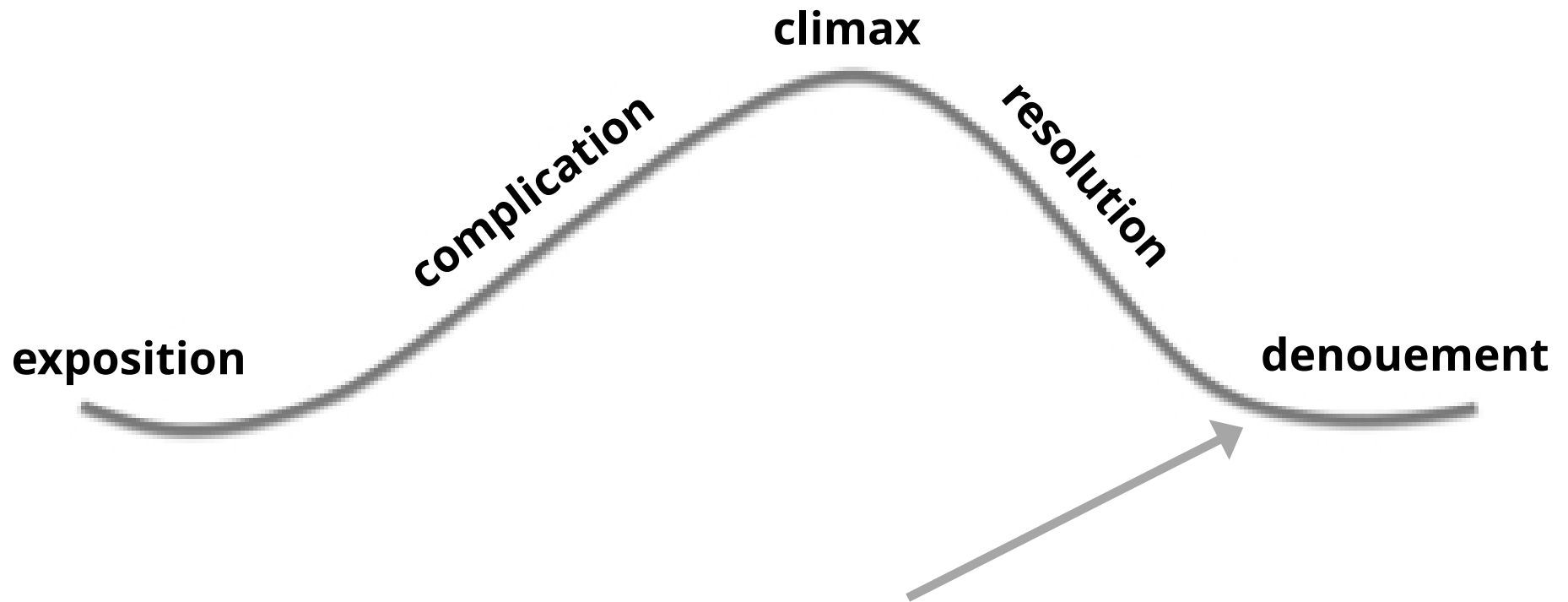


Procedure:

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

Time Schedule:

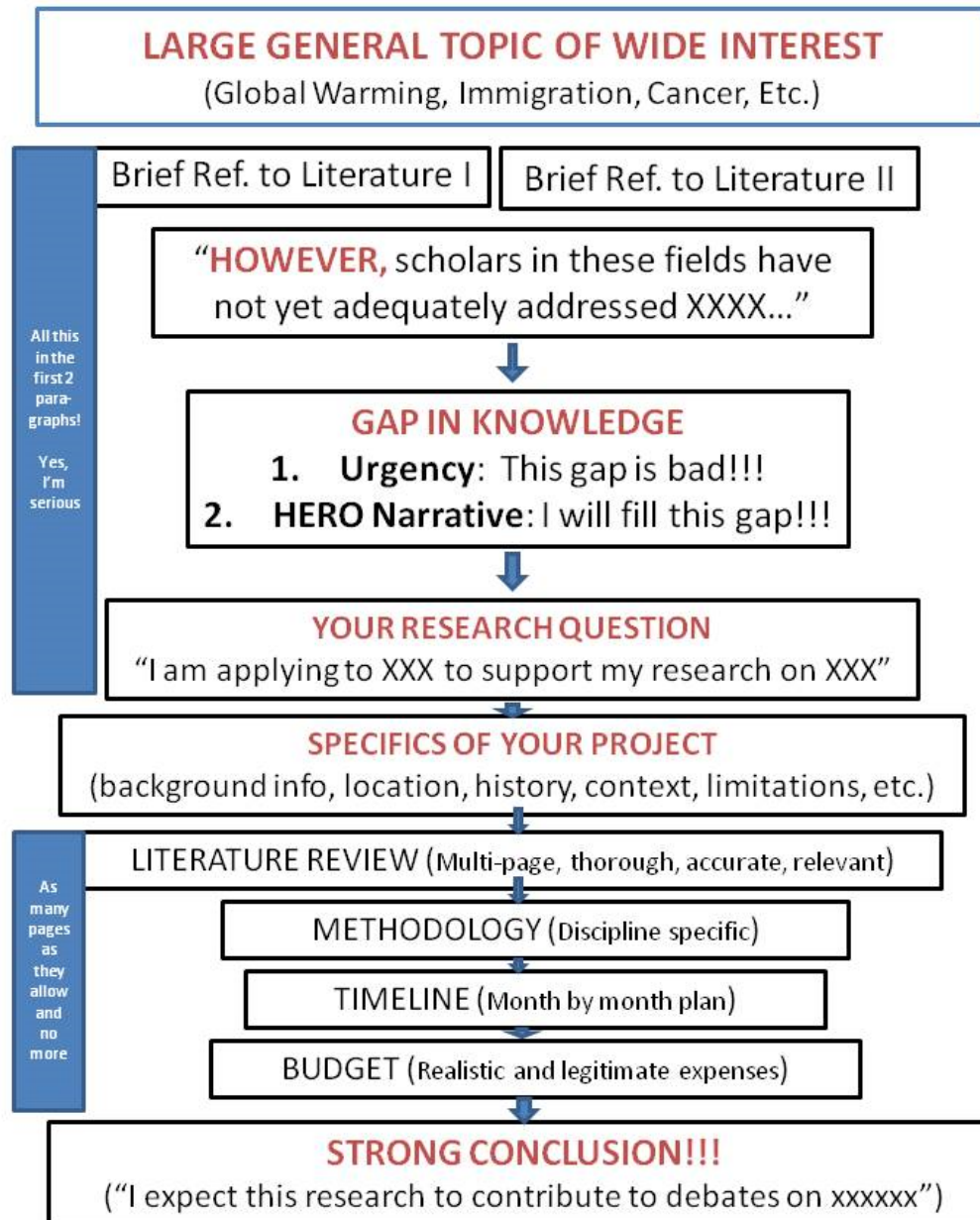
- *How will proposed work be completed within 1-year?*
- *Consider including a table outlining key milestones*



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)*

“The Foolproof Research Proposal Template”



May be reproduced with credit: Karen Kelsky, Ph.D., McNair Scholars Program, University of Oregon

Source: <https://theprofessorisin.com/2011/07/05/dr-karens-foolproof-grant-template/>

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 - Past committee members listed on RRF website

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- Request awarded proposals to understand “sweet spot”

PREPARING THE PROPOSAL

Past RRF Committee Members and Awardees on RRF website:

[🏠](#) > [UW Research](#) > [Office of Research Central](#) > [Royalty Research Fund \(RRF\)](#)

<https://www.washington.edu/research/or/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 \(*restricted\)](#)

TIPS FOR A SUCCESSFUL PROPOSAL

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 - Particularly important in “niche” fields with limited reviewer expertise

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Per the RRF office, most important to...

- Emphasize **significance**
 - Particularly important in “niche” fields with limited reviewer expertise
- Well thought-out and clearly communicated **plan of action**
 - Demonstrate that you have thought through details and are able to execute
 - Aims are specific and measurable
 - Careful with scope: 1 year

TIPS FOR A SUCCESSFUL PROPOSAL

(More) from the RRF office:

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 - What you have found → How proposed work will build on preliminary work
 - Aims should NOT incorporate completed work

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 - Not just “I will apply for NSF funding”...
 - ...but a specific program (“Geography”), solicitation (“CAREER grant”) and timeline (“in August 2019”).

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- Explicit about how the project fits within **long-term research agenda**

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TIPS FOR A SUCCESSFUL PROPOSAL

Framing applied, engaged work:

- RRF committee “enthusiastic” about community-engaged element...
 - ...but cautious about it as “front-and-center”
 - Particularly careful with “direct service” and/or ongoing programs
- Very important to emphasize...
 - Clarity of procedures and operationalization
 - Theoretical contributions beyond particular site(s)
 - How partnerships will set you up for future work/funding

TIPS FOR A SUCCESSFUL PROPOSAL

Framing UW Tacoma context:

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 - Diverse student population
 - *Over half transfer students*
 - *Less than 45% Caucasian*
 - *20% enrolled through military benefits*
 - *Anchor for South Sound urban/rural communities*

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 - Culture of interdisciplinarity and common difficulties getting ID funding
- Very supportive of undergraduate involvement
 - ...but RRF is not intended as undergrad support grant
 - Focus remains on the researcher trajectory

BUDGET



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- Travel, supplies/materials, equipment
- Retirement and Benefits
- Student aid/tuition, if applicable – **Discuss with Lisa**

SUBMITTING THE PROPOSAL

Components

SUBMITTING THE PROPOSAL

Components

- 1) **eGC1** created in SAGE

SUBMITTING THE PROPOSAL

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

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3) Approvals via SAGE: Dean/Director → Finance/Administration
and AVC of Research → Seattle

- Plan time for approvals!

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- 2) **Proposal documents** attached to eGC1 as single PDF
- 3) **Approvals via SAGE:** Dean/Director → Finance/Administration and AVC of Research → Seattle
 - Plan time for approvals!
- 4) Suggested **Reviewer memo**, by email (1 page, max) – REQUIRED

SUBMITTING THE PROPOSAL

Suggested Reviewer Memo

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- 2 to 4 UW faculty

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 - Particularly important if working in a 'niche' field

SUBMITTING THE PROPOSAL

Suggested Reviewer Memo

- 2 to 4 UW faculty
- Recommend **Tacoma faculty** to greatest extent possible
- Think carefully about this: At least 1 (maybe 2) will review
 - Particularly important if working in a 'niche' field
- OR working on a list of recommended reviewers
 - **Let us know if you'd like to be one!**

SUBMITTING THE PROPOSAL

Identify appropriate “Research Area” in SAGE

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Identify appropriate “Research Area” in SAGE



SAGE

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

A132867

- Details**
- PI, Personnel, & Organizations
- Contacts & Assign Access
- Abstract & RFA/RFP
- Activity Locations
- Budget & Fiscal Compliance
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Additional Information for RRF Application ?

Research Area

Application for RRF Scholar?
(one quarter teaching release)

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

[Continue](#)

[Check for Errors](#)

SUBMITTING THE PROPOSAL

Identify appropriate “Research Area” in SAGE

The screenshot shows the SAGE system interface for an RRF application. The left sidebar contains a navigation menu with the following items: [Details](#) (highlighted with a red box), [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](#), and [Save & Close this eGC1](#). At the bottom of the sidebar is a [Check for Errors](#) button.

The main content area is titled "Additional Information for RRF Application" (highlighted with a red box). It contains a "Research Area" dropdown menu (highlighted with a red box) with the following options: "Choose One", "Arts or Humanities", "Social or Behavioral Sciences", "Physical Sciences", "Engineering", "Basic Biological or Biomedical Sciences", and "Clinical Biomedical Science". Below the dropdown is a "Continue" button. To the right of the dropdown, there is a label "Application for RRF Scholar? (one quarter teaching release)" and a partially visible label "n of Research (E.)".

Below the screenshot, three colored boxes represent the research areas:

- Arts, Humanities & Social Science** (blue box)
- Physical Sciences & Engineering** (red box)
- Basic Biological & Biomedical Sciences** (yellow box)

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

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Save & Close this eGC1

Check for Errors

May not be your discipline; see past committee list for insight

DECISIONS

Decision letter

- Scores not released, but decisions letters offer clue:

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 - "...competitive..."
 - In top 25-30% of unfunded proposals

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Award allocations

- Pot divided equally among three committees

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Award allocations

- Pot divided equally among three committees
- Budget reductions more common
 - Specific line items may be specified in letter
 - Or, soft cut across all awards
 - Can contest if feel there is no way to complete project

WORKING WITH US

We are here to help!

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- **Academic editing**

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- **Academic editing** – different levels

Proofreading – spelling, grammar, word choice

Stylistic (line) editing – syntax (sentence) level

Developmental editing – argument level

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- Interested in serving as **reviewer**? – Email me

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- Interested in serving as **reviewer**? – Email me
- Interested in serving on **RRF committee**?
 - History of external funding
 - Associate/Full

We are here to help!

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turan@uw.edu

