

COLLEGE OF THE SCIENCES AND MATHEMATICS

Request for Proposals

Research in Mathematics and the Sciences (RIMS)

Faculty members in the College of the Sciences and Mathematics are invited to apply for the Research in Mathematics and the Sciences (RIMS) Award.

Important Dates

Submission Deadline: Friday, March 31, 2023 at 11:59 PM.

Award notifications will be emailed the week of April 24, 2023.

Program Purpose, Eligibility, and Scope

The purpose of the RIMS Award is to support and encourage student-involved scholarly research by the College of the Sciences and Mathematics faculty. The maximum award is \$4,000, which can be used for a variety of purposes, as described below. Projects which align with the [17 United Nations Sustainable Development Goals](#) will be prioritized. Details of these initiatives are provided in the guidelines below.

Eligibility

Tenured or tenure-track regular faculty members with an appointment in the College of the Sciences and Mathematics are eligible to apply. Priority will be given to proposals by applicants who have not received a grant from the Dean's Office in the previous year, probationary faculty members, and senior faculty members undertaking a major scholarly initiative. **All projects must clearly demonstrate how students are involved in the proposed scholarly research.**

Two-Phased Grant Cycle

In order to enable RIMS support of research during Summer 2022 and through Winter 2024, two phases have been built into the grant cycle. Awards made through this RFP can be disbursed over one of two phases of the grant cycle, or both. Budgets must clearly detail during which phase award monies will be spent. Total requests across both phases should not exceed \$4,000.

- Phase 1 awards will only be disbursed for the period July 1, 2023 to June 30, 2024.
- Phase 2 awards will only be disbursed for the period July 1, 2024 to January 31, 2025.

No Phase 1 awards can be applied to the Phase 2 period, and vice versa. It is the faculty member's responsibility to ensure that award monies are spent during the phase in which

they are budgeted. Any award money not spent during its allotted phase will return to the College.

Scope

RIMS Awards are made from discretionary funds available to the Dean of the College of the Sciences and Mathematics. They are synchronized with the fiscal year. Use of funds must comply with relevant PASSHE policies.

Specifically, RIMS Awards will fund the following budget items:

- Purchase of equipment or supplies related to a specific research project.
- Stipends for students to participate in research projects during the academic year or summer.
- Pay for page charges and other publication costs.
- Expenses associated with data collection on a specific project.
- Student travel expenses related to a research project conducted with the faculty member.
- Supplies or other costs involved in designing a high-impact experience for students.
- Supplies or other costs involved in designing and studying an area of concern in a course, pedagogical approach, curriculum design, etc. related to student success.
- Creating bridges with area schools and community organizations.
- Collaborations between Academic Affairs and Student Affairs and/or undergraduate studies (e.g. student organizations, residence life, service learning, tutoring).
- Interdisciplinary research projects.

Exclusions

- RIMS does not fund release time (AWA) to pursue a scholarly project.
- RIMS does not fund summer salary for the faculty.
- Support for faculty travel for non-data collection purposes (e.g. conference participation, poster presentation, etc.) is not eligible. (Faculty are encouraged to contact the department chair for available faculty development funds.)
- Cost for hosting guest speakers.
- RIMS does not fund the following: local travel (within 50 miles of WCU), purchase of equipment that does not directly support a specific research project, department seminars, and materials or supplies used for classroom instruction.
- Proposal duplication is not allowed.

PASSHE has implemented Tax Procedure 2015-6 – Reimbursements for Meals to Employees Who Are Not in Overnight Travel Status. This procedure is consistent with IRS regulations, which state that in order for meals that are reimbursed as travel expenses to be excluded from taxable compensation, employees must be traveling overnight and away from their tax home. (Tax home is the general area of work and not the employee's residence.) The application of this policy means that meal expense reimbursements will be paid via payroll rather than accounts payable and taxed as compensation when the employee is not in overnight travel status. For example, if an employee travels to a sampling site for one day, the cost of the lunch is considered taxable and will be paid to the employee via payroll.

Reporting and Other Requirements

Faculty who receive RIMS Awards are required to provide a final report as soon as possible and not later than three months after the grant period ends. The report must indicate how the RIMS Award advanced the scholarly growth of the applicant in a way that is meaningful to the applicant, to the University, and to the scholarly discipline. It should also indicate how the award influenced the educational experience of the students. Faculty members are not eligible to apply for subsequent RIMS Awards until the Dean's Office receives reports from previous RIMS Awards.

Application Guidelines

All applications must be submitted via InfoReady. A confirmation email will be sent to the applicant and their chair after the submission has been received. Email submissions will not be accepted.

Submit your proposal as a single PDF file.

Incomplete applications or proposals with multiple files will not be reviewed.

The RIMS program provides an opportunity for faculty to gain valuable experience preparing grant proposals that will be peer-reviewed. Receipt of a RIMS Award is a scholarly product that carries merit in the teacher-scholar models of many departments and by tenure and promotion committees. Therefore, the quality of the applications is expected to be commensurate with professional and academic standards. The application for a RIMS Award must consist of the following materials:

- **Narrative Description.** 5 pages, single-spaced, 0.75-inch margin, 12-pt font. A narrative description of the proposed project that contains the components listed below must be provided. The parts of the proposal should be labeled, using the topics

below as section headings. The evaluation of the proposal will be based, in part, on how the narrative description addresses these topics.

- **Project Title and Applicant's Name.** As a cover sheet is no longer required, please include the project title and applicant's name on the first page of the proposal, ideally in the header.
- **Purpose and Significance.** Address the intellectual merit and the scholarly importance of the proposed project. Include a review of the relevant literature with references to the most recent literature. Describe the research question to be answered or the scope and purpose of the creative work. Describe how the research will add to the body of scholarship in the discipline. Use language that can be understood by a colleague who is not an expert in the discipline.
- **Methods and Procedures.** Describe how the project will involve students. Describe how the project will be implemented: approaches, theoretical frameworks, as well as relevant procedural details of data-gathering and other research methods and methodologies. Describe materials, supplies or resources that will be used to carry out the work. Provide a project timeline.

- **Alignment with Sustainable Development Goals.** *(Optional Section. However, proposals that align with at least one of these 17 goals will be prioritized.)* Describe how the project aligns with the [17 United Nations Sustainable Development Goals](https://sdgs.un.org/goals) (SDGs). The SDGs are interrelated goals that span the social, environmental, and economic facets of



- sustainability, align with our College and University missions, and are illustrated by the given infographic. For more information on the SDGs and descriptions of specific targets associated with each goal, you may visit: <https://sdgs.un.org/goals>.
- **Dissemination of Results.** Describe how the results of the project will be disseminated to the campus, scholarly, and/or creative community. Describe papers, presentations, books, and other scholarly products that are anticipated

as a result of the work. Describe the likelihood of completion of these scholarly products and any anticipated obstacles to their completion.

- **Outcomes and Deliverables.** Describe the scholarly growth and development anticipated for the RIMS applicant. Describe other scholarly opportunities that might become available to the applicant following the completion of this project. If applicable, describe anticipated educational outcomes for students involved in the project. If applicable, describe how other sources of funding might be identified for a subsequent project or continuation of the project, such as grant proposals to be submitted or partnerships to be developed.
- **Budget.** 1-2 pages. Budget components must be itemized as specifically as possible and clearly reported as either Phase 1 budget components (must be spent July 1, 2023 through June 30, 2024) or Phase 2 components (must be spent July 1, 2024 through January 31, 2025). Expenses must be based on research about relevant costs (e.g., current published airfare and other costs, state per diem rates, equipment costs, maintenance plans, hours and wage for workers, etc.). Consultation with the department chair and/or Dean's Office Assistant Dean is recommended. A justification for each item must be provided, explaining why the item is needed to complete the project. If certain items or expenses could be covered through other funding streams (e.g., tech fee, department travel budget, startup funds) please justify the cost to RIMS. Items described as not eligible for funding (above) such as certain types of travel and items used for teaching should not be included in the budget request. The funds will not be available for use until you have connected (over email, zoom, phone, or face-to-face) with the Dean's Office Assistant Dean for your pre-award meeting. No purchases will be made until this has occurred and no reimbursements will be processed if this connection has not happened.
- **Résumé.** 2 pages. Please include relevant qualifications, experience, publications, and applicable research grants.

Evaluation

The RIMS applications will be evaluated by the CSM Faculty Proposal Review Committee on the quality of the project proposed and the quality of the proposal submitted. Be advised that it can be difficult to evaluate the quality of the project if the proposal is not written in a manner that clearly addresses all of the components required in the narrative description. Below is the rubric that will be used to evaluate the proposal and the project. The rubric corresponds directly with the RIMS guidelines, and applicants are encouraged to use the rubric as a guide as they prepare their proposal.

RIMS Evaluation Rubric

Evaluators will score each proposal in the following categories as excellent, very good, good, fair, or poor. The proposals and ratings will therein be discussed in a panel.

Item	E 5	VG 4	G 3	F 2	P 1
Adherence to Guidelines. The proposal includes all required components. Page limits are within guidelines: 5-page narrative; 1-2-page budget; 2-page résumé.					
Purpose and Significance. Narrative describes why the project has scholarly importance. A review of the relevant literature with appropriate references to the most recent literature is included. The research question to be answered or the scope and purpose of the creative work is adequately described. The manner in which the research will add to the body of scholarship in the discipline is described. The proposal can be easily understood by a colleague who is not an expert in the field.					
Methods and Procedures. The manner in which the project will be implemented and how the students will be involved are clearly described. Relevant theories, approaches, methods are explained in connection with the proposed project. Materials, supplies, or other resources that will be used to carry out the work are clearly described. A projected timeline for the project is provided, including details about how time will be spent on the project. The methods and procedures indicate that the project is well-conceived and well-planned and is likely to be completed successfully.					
Alignment with SDG. <i>(Optional, but proposals which include this will be prioritized.)</i> Proposal clearly indicates how the project advances environmental, social, and/or economic sustainability. Relevant Sustainable Development Goals and associated targets are highlighted and clearly explained related to project's significance, implementation, and outcomes.					
Dissemination of Results. The manner in which the results of the project will be disseminated to the scholarly and creative community is clearly described, including papers, presentations, books, and other scholarly products that are anticipated as a result of the work. The likelihood of completion of these scholarly products and any anticipated obstacles to their completion is described. The project is likely to result in scholarly products that will have significant impact on the relevant disciplinary scholarly/creative community.					
Outcomes and Deliverables. The scholarly growth and development anticipated for the RIMS applicant is described clearly. Other scholarly opportunities that might become available to the applicant following the completion of this project are clearly described. If applicable, anticipated educational outcomes for students involved in the project are described. If applicable, the manner in which other sources of funding might be identified for a subsequent project or continuation of the project, such as grant proposals to be submitted or partnerships to be developed, is described. Outcomes and deliverables that are separate from the scholarly products (books, paper, presentations) are likely to be achieved and will make a significant contribution to the applicant, as well as to the department, College, and University strategic goals.					
Budget. The budget components are itemized specifically and labeled as Phase 1 or Phase 2. Expenses are based on informed estimates that have been appropriately researched. A budget justification for each item is provided, explaining why the item is needed to complete the project.					
Total					

E = Excellent VG = Very Good G = Good F = Fair P = Poor

RIMS Scoring Guide

Based on the scores and discussion during the panel, evaluators will then place the proposal in one of the three categories.

- Highly Competitive
- Competitive
- Not Competitive

The recommendations of the panel will be taken into consideration by the Dean, who will make the final decisions on the awards to be made.

Dean's Office Contact

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