



**AWARD FOR RESEARCH/CREATIVE PROJECTS IN SUMMER  
(ARCS)**

**Award Dates: May 1<sup>ST</sup> - August 31<sup>ST</sup>**

**Due Date: 5:00 PM**

*(Summer pay is limited to those pay periods not allocated to the 9 months academic pay)*

**GENERAL:**

- ARCS provide salary/fringes of \$3,000 for up to 2 months, plus \$1,000 for other operating expenses (total of \$4,000) to enable faculty to pursue research or creative projects during the summer. **Please note:** the \$3,000 provided for salary/fringe does not reflect gross salary and will be reduced based on your actual fringe rate. Please contact [proposals@wichita.edu](mailto:proposals@wichita.edu) for assistance in estimating gross salary.
- Awardees are expected to resume their teaching in the fall for the next academic year.
- Proposals are reviewed by the Senate Faculty Support Committee.
- Applicants **MUST** follow all instructions and should prepare their application using plain language. Remember reviewers may not be experts in your subject area.
- **NEW** - Proposers **MUST** work with the Research Office **prior** to submission. **Please contact [proposals@wichita.edu](mailto:proposals@wichita.edu) to request assistance.**

**ELIGIBILITY:**

- Full time current tenured, tenure eligible and probationary faculty holding no more than a 10-month appointment (with no teaching or any other concurrent appointment or employment at WSU or elsewhere for 2 months) are eligible.
- A faculty member may only participate on **one** application as a PI or Co-PI in any round of funding
- Endowed/distinguished professors are ineligible as are temporary and visiting faculty – in any research role.
- Those who accept a summer appointment from their college (for the summer dates above) are also ineligible.
- The faculty member is ineligible if departing before the next fiscal year.
- A faculty member may receive only one of the following in a fiscal year: an ARCS, a University Research/Creative Projects Award (URCA) or a Multidisciplinary Research Project Award (MURPA).
- Faculty receiving ARCS awards are ineligible in this competition for 3 years from the start date of the award.

**DEADLINE:**

Fully completed applications should be returned to Karen Davis, Office of Research and Technology Transfer (RTT) either electronically to [proposals@wichita.edu](mailto:proposals@wichita.edu) or hardcopy to Campus Box 7 no later than **5:00 p.m. on the due date.** Electronic applications should be submitted as **one** document either in Microsoft Word or as a PDF. Hardcopy applications must be single-sided. **NEW** – you **MUST** work with a member of the Pre-Award Team **prior** to

submission, please contact [proposals@wichita.edu](mailto:proposals@wichita.edu). **Incomplete or late applications will not be reviewed.**

### **ALLOWABLE COSTS:**

- In addition to the \$3,000 in salary/fringes, ARCS provide up to an additional \$1,000 for other operating expenses.
- Depending on the project being proposed, an applicant may designate that the \$3,000 salary/fringes amount be made available for other purposes, such as student assistants or travel.
- A detailed budget with justification must be provided for all items.
- The roles of student or technical assistants must be clearly defined.
- Costs **not** allowed include materials readily available from the department; travel to present findings; course development; text book writing or typing; page, review and reprint charges; dissertation preparation; food/catering service; and gift certificates/cards.
- Expenses must be incurred and processed during the grant period.

### **CRITERIA FOR EVALUATION:**

- Soundness and significance of the proposed research/creative project;
- Validity of approach or methodology;
- Qualifications of applicant;
- Adequacy of resources; and
- Adherence to allowable costs.

### **AWARDS:**

- Awards are made by the Vice President for Research and Technology Transfer from recommendations of the Faculty Support Committee and subject to availability of funds.
- Awards will be announced in April.
- **Due to the nature of the funds, NO extensions will be allowed.**

### **FINAL REPORT:**

- A final report with all data/manuscript(s)/product(s) generated is due in RTT within 90 days of the project end date.
- The filing of the report is a precondition to any future award.
- Please reference your grant number when submitting and send electronically to [proposals@wichita.edu](mailto:proposals@wichita.edu)

## WHAT TO SUBMIT

Applications should use the section headings below in the order listed and be assembled as a single document. You **must** work with a member of the Pre-Award Team prior to submission. Please contact [proposals@wichita.edu](mailto:proposals@wichita.edu) PRIOR to the deadline for assistance. **Incomplete or late applications will not be reviewed.**

### **PROJECT APPLICATION FORM**

- Complete and return the Project Application form as part of your submission. Please note that this form includes endorsements from the Chair and Dean. It is the responsibility of the PI to collect signatures and ensure an on-time submission.

### **PROJECT DESCRIPTION –**

- The text needs to include enough detail about the project so that reviewers can assess the quality, feasibility and significance of the project. Proposals should also be written in **plain language**. The project description is **limited to 5 pages excluding references**. Any page(s) exceeding the limitation will be removed before circulation to the reviewers.
  - **Abstract**. Provide a brief narrative in non-technical language describing the project, overall goals and specific objectives, and the approach/methodology to be employed.
  - **Background**. Present the project to be addressed and the importance of the proposed project.
  - **Methodology/approach**.
    - Provide both a description of and a justification for the project. For research projects, this might include design, sample size, measurement techniques, instrumentation and data analysis.
    - For creative projects, this might include an outline of the project, a sample of the material, a description of the plot e.g., slides, audio or videotape, written description.
    - Include a timetable for accomplishing specific tasks.
    - If student assistance is requested, clearly delineate the activities of the faculty investigator and student.
  - **Significance**.
    - For research projects, describe the expected outcomes and their impact on current understanding, knowledge or practice. For creative projects, describe the significance of the project both to a particular field and to the arts and humanities in general. For either project, describe how the project contributes to the applicant's professional development as a scholar.
  - **Adequacy of resources**.
    - Describe relevant experience, and what space, facilities and equipment are available. Provide evidence for access to facilities elsewhere if necessary to carry out the proposed research.
    - For artistic endeavors, include information on galleries, events, judges/juries, etc.
  - **Planned proposal development**.
    - Indicate funding agencies identified for proposal submission upon completion of this project or concurrently, and include a time schedule.

## **CURRICULUM VITAE**

- **Limited to 2 pages.**
- Include date and institution of terminal degree, publications, and/or creative projects for the past 10 years (in print or accepted).
- The vitae must delineate the applicant's role in multi-authored citations (e.g., primary author, secondary author, principal investigator, co-principal investigator, data collection, data analysis, director, choreographer, etc.). As there are different ways of interpreting authorship order across disciplines, you must indicate your role on all publications listed or state the significance of author order for your discipline. . Failure to include this information may result in your application being deemed non-compliant.
- Any page(s) exceeding the limitation will be removed before circulation to the reviewers.

## **BUDGET:**

- Submit a detailed budget with an explanation justifying the amount requested under each category. See "Allowable Costs".
- Budget and justification of costs should be on a separate page from the Project Description and is not included in the page limit.
- If Faculty salary or Student/Technical Assistant salaries are budgeted, the appropriate Fringes must also be budgeted.
- Please see the Rate Sheet on the RTT website when developing your budget. Applicants must work with the Pre-Award Team in the Office of Research and should contact [proposals@wichita.edu](mailto:proposals@wichita.edu) ASAP.
- If applicable, the cost of animal care and costs of disposal of radioactive wastes and hazardous wastes/biohazards must be included in the budget.

## **SCHEDULE OF SUMMER ACADEMIC/PROFESSIONAL ACTIVITIES:**

- Present a schedule of planned summer activities, demonstrating that time is available for the proposed project.

## **OTHER DOCUMENTS**

- If you have previously received an URCA, MURPA or ARC you are **required** to include a copy of your most recent final report.

## **SUBMISSION**

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**Failure to follow ALL application instructions will result in your application not being reviewed/considered for funding.**