

## **INSTRUCTIONS**

**2026-2027 Application**  
**FACULTY GRANTS FOR RESEARCH AND CREATIVE WORKS**  
**Application Deadline: October 14, 2025**  
**Chair, Dean & Co-Investigator Acknowledgement/Approval Deadline: October 21, 2025**  
version 8.04.2025

***\*\* Follow these instructions to complete the 2026-2027 application  
for faculty grants for research and creative works (FGRCW). \*\****

***\*\* The application is a separate document. \*\****

### **Purpose:**

1. Encourage research, scholarship and creative works at Eastern Washington University (EWU).
2. Support faculty in the establishment of innovative and transformational research projects and creative works.

### **Eligibility:**

1. All full-time faculty are eligible to apply with support from the department and dean.
2. Research and Scholarship Committee members cannot submit proposals for faculty grants for research and creative works during their term of office.
3. Grants will not be awarded to the same person for three consecutive years.
4. Recipients of awards from 2017-2018 onward must have their final report(s) on file in the Provost office to be eligible to receive funding.
5. Eligibility questions? Contact Bekah Bray: [rbray2@ewu.edu](mailto:rbray2@ewu.edu), 509.359.6139

### **Final Report(s) required to be on file to be eligible to receive funding:**

1. 2017-2018 onward: On file in the Provost office. Final reports will be posted on the Academic Affairs website located [here](#).

**Period of Awards:** Funds are available for the period of July 1, 2026, through June 30, 2027.

### **Funding Categories:**

1. Summer salary stipends
2. Personnel
3. Goods and services
4. Travel
5. Equipment
6. Other

### **Funding Information:**

1. Funds may be used any time during the year, **beginning July 1, 2026, through June 30, 2027.**
2. You may apply for both summer salary support and goods & services, etc., or for only one category.
3. **The total amount of funding for any faculty member, including the stipend and research support, is \$10,000.** EXCEPTION: If approved for summer overload, faculty may receive the full \$10,000 faculty grant plus teach one summer class (5 credit maximum).
4. If a faculty member submits more than one application or is included on more than one application, the total requested may not exceed \$10,000 for a single faculty member on all applications.

## **Online Submission and Approvals**

- Application is uploaded by the Principal Investigator to the [online portal](#) by **October 14, 2025**.
  - ONLY THE APPLICANT may upload the application.
  - This is required to obtain acknowledgement of the application.
  - Signatures are NOT required on the application that is uploaded.
  - Co-investigator approval is obtained via the online WordPress workflow.
  - Acknowledgements/approvals will be obtained via the online WordPress workflow.
- Confirmation of application submission is emailed to:
  - Investigator(s)
  - College Administrative Specialists
- **Applicant(s) should ensure they receive confirmation of submission.**
- **WORKFLOW:**
  - Application is submitted online by the applicant.
  - Chair, dean and co-investigator receive an email with a link to the WordPress workflow..
  - Chair and dean review the application.
  - Dean consults with the chair.
  - Chair acknowledges dean consultation by approving the workflow by **October 21, 2025**.
  - Dean acknowledges receipt of application, consultation with the chair and the opportunity to comment by approving the workflow by **October 21, 2025**
  - Once the dean has consulted with the chair, the chair and dean may approve the workflow in any order. The chair is not required to approve first. The only requirement is that the consultation of the chair and dean has taken place.
  - Co-investigator acknowledges the federal export control information by approving the workflow by **October 21, 2025**.
- Confirmation of final acknowledgement/approval is sent to:
  - Investigator(s)
  - College Administrative Specialists
- **Applicant(s) should ensure they receive confirmation of workflow completion by October 21, 2024.**
- **Any questions may be directed to Bekah Bray, rbray2@ewu.edu**
- *All decisions on granting faculty grants for research and creative works are made by the chief academic officer in consultation with the dean of the college. Requests for faculty grants must be made by the faculty member to the dean. Department chairs acknowledge the dean has consulted with them. Deans acknowledge they have received the request, consulted with the department chair and had the opportunity to comment on the proposal.*
- If more than one department chair and/or dean is involved, the signatures of each must be obtained.

Document	Individual(s)	Due Date	Instructions	Action
Application	Applicant	10/14/25	Application is uploaded to the online portal	Applicant submits application online

Application	Chair, Dean and co-investigator, if applicable	10/21/25	<ul style="list-style-type: none"> <li>- Dean consults with the chair</li> <li>- Chair acknowledges consultation with dean by approving the workflow</li> <li>-Dean acknowledges receipt of application, chair consultation and opportunity to comment by approving the workflow</li> <li>-Co-investigator acknowledges the federal export control information by approving the workflow</li> </ul>	Chair approves workflow  Dean approves workflow  Co-investigator approves workflow
Note: Once the dean has consulted with the chair, there is no order of approval. The dean does not have to wait for the chair to approve. The chair and dean may approve at any time prior to the deadline. The co-investigator may approve at any time.				

**\*\* SUBMIT APPLICATION ONLINE \*\***

Application guidelines and other materials are available at:

<https://www.ewu.edu/about/leadership/academic-affairs/faculty/#section-2>

Policies:

Faculty who receive a faculty grant must comply with all university policies while engaged in their research, scholarship and creative works.

Final Report:

1. Faculty awarded a grant under this program must submit a report on grant activities no later than **September 30, 2027**. This due date is 14 months after the beginning of the grant on July 1, 2026.
2. The final report will be posted to <https://www.ewu.edu/about/leadership/academic-affairs/faculty/#section-3>
3. The final report should contain the following:
  - a) Purpose and background information on the project
  - b) Status of the project
    - i. What has been accomplished?
    - ii. What needs to be accomplished before the project is completed?
  - c) Results or expected results
  - d) If there were deviations from the proposed project, explain what was done and the reason for the change.
4. Submit the final report via online submission [form](#).

## PROPOSAL FORMAT

### *PART I: APPLICATION COVER PAGE*

#### **Name(s) & Title(s) of Principal Investigator(s)**

- If two or more faculty are collaborating on a single project, they should submit one proposal, with the names of all faculty applicants listed on this cover sheet.
- Each faculty member on a joint proposal may request up to \$10,000 toward stipend/goods/services/etc.
- Provide all information for each co-investigator: department and title.
- If more than one department chair and/or dean is involved, the approval/acknowledgement of each must be obtained via the online workflow process.

#### **Review this Proposal as Applied/Basic Research or Creative/Theoretical Work**

- Check the appropriate track.
- Follow the appropriate track to complete pages 3 or 4 of the application.
- Complete only ONE track.

### *PART II: PROPOSAL NARRATIVE*

- To begin, select either Applied/Basic or Creative/Theoretical track.
- Respond to EACH item (a through e) in the tracks using the format provided.
- ***Label each item.***
- ***If format is not followed, the application may be disqualified.***
- Narrative may not exceed **five (5)** double-spaced pages, with no less than **1-inch margins, using Times New Roman Font, no smaller than 11-point font.**
- Narrative should be written in clear language, so it is understandable by an educated but non-specialist audience.
- ***Assume that the readers will not have in-depth knowledge of your field.***
- Given the timeframe and available funds, proposals should focus on a SINGLE, well-conceived research or creative project, rather than on a number of smaller projects.
- It is the responsibility of the applicant to make the significance of the work clear to readers.
- If there are other factors affecting your proposal, include alternative plans. For example, if your proposal is affected by the possible receipt of a separate grant, professional leave, etc., include an alternative timeline IF the separate grant, professional leave, etc. is NOT awarded.
- Appropriate references should be cited.
- Products that are ineligible for funding include curriculum-related work such as software or textbooks for use in the classroom, public lectures, book reviews, text editing, grant proposals, and any other works that would not be subject to peer review.

**Faculty Grants for Research and Creative Works**  
**Applied/Basic or Creative/Theoretical Tracks**

**Proposals will be evaluated on the following criteria:**

<b>Applied /Basic Track</b>	<b>Creative/Theoretical Track</b>
<p><b><i>Formatting (10 points)</i></b>            ___ Application adheres to all formatting and content-specific instructions; uses the current application form.</p>	<p><b><i>Formatting (10 points)</i></b>            ___ Application adheres to all formatting and content-specific instructions; uses the current application form.</p>
<p><b><i>Statement of significance (30 points total)</i></b>            ___ Project is presented within the context of existing literature. (10 points)            ___ Project innovation and ability to advance knowledge in the discipline is described. (10 points)            ___ Language used to describe significance is appropriate for an educated, but non-specialist audience. (5 points)            ___ Bibliography is included-3 pages max. (5 points)</p>	<p><b><i>Statement of significance (30 points total)</i></b>            ___ Project is creative, original or unique; represents innovation and contributes to field. (10 points)            ___ Explanation of the personal importance and artistic intent behind the work is described. (10 points)            ___ Language used to describe significance is appropriate for an educated, but non-specialist audience. (5 points)            ___ Evidence of media/references drawn upon to create work, using specific illustration examples; and/or a bibliography is included-3 pages max. (5 points)</p>
<p><b><i>Objective and/or hypothesis (5 points)</i></b>            ___ Objective, purpose or hypotheses is clearly identified</p>	<p><b><i>Objective and/or hypothesis (5 points)</i></b>            ___ Objective, purpose or hypotheses is clearly identified.</p>
<p><b><i>Potential for scholarly product and impact (30 points total)</i></b>            ___ Scholarly product(s) identified, including examples of target publications, conferences or outlets. Identify products from previous faculty grants. (10 points)            ___ Potential to impact EWU students through research experience, teaching, alterations to course content, etc. (10 points)            ___ Impact the project will have on the proposer's trajectory as an EWU faculty member and/or trajectory as a scholar is described. (10 points)</p>	<p><b><i>Potential for scholarly product and impact (30 points total)</i></b>            ___ Scholarly product(s) identified, including examples of target publications, conferences or outlets. Identify products from previous faculty grants. (10 points)            ___ Potential to impact EWU students through the field/profession and/or enhance educator's teaching or creative activity. (10 points)            ___ Impact the project will have on the proposer's trajectory as an EWU faculty member and/or trajectory as a scholar is described. (10 points)</p>
<p><b><i>(Continued on next page)</i></b></p>	<p><b><i>(Continued on next page)</i></b></p>

Applied/Basic Track	Creative/Theoretical Track
<p><b>Methodology (20 points total)</b></p> <p>_____ Methodology is defined in sufficient detail to evaluate how it achieves the project's objectives; language is appropriate for non-specialist audience. (10 points)</p> <p>_____ Outcome measures are specified, appropriate to the discipline and address the objectives. (10 points)</p>	<p><b>Methodology (20 points total)</b></p> <p>_____ Process is described in sufficient detail to evaluate how it achieves the project's objectives; language is appropriate for non-specialist audience. (10 points)</p> <p>_____ Outcome measures are specified, appropriate to the discipline and address the objectives. (10 points)</p>
<p><b>Timeline (5 points)</b></p> <p>_____ Timeline is provided, including summer activities</p>	<p><b>Timeline (5 points)</b></p> <p>_____ Timeline is provided, including summer activities</p>

### **PART III: BUDGET PAGE**

- Stipend
  - For each principal investigator, \$5,000 per month for up to 2 months, July and August (maximum of \$10,000).
  - Regular summer teaching at EWU or any other institution will be deducted.
  - \$1,000 per teaching credit will be deducted from the *STIPEND* amount of the grant.
  - For example, teaching 5 credits during summer school: 5 credits x \$1,000 = \$5,000. Therefore, only \$5,000 is available for the stipend category.
  - EXCEPTION: If approved for summer overload for 1 class (5 credit maximum), may receive the full \$10,000 faculty grant stipend plus teach one summer class (5 credit maximum).
  - Department chairs with .25 FTE appointments during summer are eligible for a stipend not to exceed \$7,500.
- Personnel (other than your own salary)
  - Explain the role of personnel on the budget explanation page.
  - Rate of pay for hourly employees must be at least minimum wage.
  - Your budget may be adjusted if wages are paid and the 2025 minimum wage increases.
- Goods and Services
  - List expendable supplies, printing, copying costs, etc.
  - Purchases MUST include use tax, even if tax was not charged (e.g., internet orders).
  - State law requires we pay use tax on purchases from out-of-state vendors who are not required to collect tax on their sales.
- Travel
  - List destinations, air fare, mileage, per diem, etc.
  - Travel funds are available beginning July 1, 2025.
- Equipment
  - List items individually; include tax @ 8.9%, shipping and installation.
  - All purchases must include Use Tax, even if tax was not charged (e.g., internet orders). State law requires we pay Use Tax on purchases from out-of-state vendors who are not required to collect tax on their sales. Use Tax will be charged against your budget.
- Other
  - List items individually; include tax @ 8.9%, shipping and installation, if applicable.
  - All purchases must include Use Tax. See explanation above in Equipment category.
- This is not part of the five-page narrative limit.

#### ***PART IV: BUDGET EXPLANATION***

- Provide a brief (at most one page, double-spaced) statement explaining your costs.
- It is important to justify why certain expenses are critical to the project.
  - Explain why the stipend you request for yourself reflects the appropriate amount of time to be dedicated to the project.
  - Explain what a student assistant will be doing and why the amount of time you requested is appropriate.
  - What supplies are needed and their purpose.
  - Explain travel.
- This is not part of the five-page narrative limit.

#### ***PART V: AN ABBREVIATED CURRICULUM VITAE***

- *Not to exceed three pages.*
- Include a list of recent publications.
- Provide one c.v. for each principal investigator, if proposing a collaborative project.
- This is not part of the five-page narrative limit.

#### ***PART VI: BIBLIOGRAPHY***

- Three-page maximum.
- This is not part of the five-page narrative limit.

#### ***PART VII: INTERNATIONAL TRAVEL INFORMATION AND ACKNOWLEDGEMENT***

Self-explanatory

#### ***PART VIII: EXPORT CONTROL INFORMATION AND ACKNOWLEDGEMENT***

Self-explanatory

**Ensure your proposal is complete and signed at the time of submission. Missing c.v., signatures, or other details may jeopardize your chance for funding.**

**Applicants are notified of application submission and workflow approval completion. It is the applicant's responsibility to ensure the application is submitted and the workflow approval is complete by the deadline.**

#### **WHAT MAKES A SUCCESSFUL GRANT:**

- Quality of the application.
  - Well written
  - Complete
  - Easy to understand by someone outside your discipline
- It may be helpful to have a colleague from outside your discipline review your application.
- Having a co-presenter or the categories of your application ARE NOT factors in the deciding whether to fund your proposal.
- See the Faculty Grant webpage for more information  
<https://www.ewu.edu/about/leadership/academic-affairs/faculty/#section-3>