CRCW CALL FOR PROPOSALS

**TO:** UCCS Full Time Tenured and Tenure-Track Faculty

**FROM:** Acting Vice Provost & Associate Vice Chancellor for Research

**SUBJECT:** Call for Proposals for Research and Creative Work

**Due March 5, 2025 at 5:00pm**

For nearly a decade, UCCS allocated funding, on a competitive basis, to support the research and creative agendas of our tenured and tenure-track faculty in every program area. The objectives of this investment program are to promote research excellence, to help early career tenure-track faculty members establish research programs, and to assist faculty members in becoming nationally competitive when seeking funding from sources external to UCCS.

The proposals submitted under this funding program are evaluated by our Committee on Research and Creative Works (CRCW) which is composed of the previous year’s award winners. The CRCW selects awardees in accordance with the eligibility and evaluation criteria specified below. The goal is to make funds available to awardees by or **before the end of June, 2025.**

This **seed grant** program is just one way we foster scholarship in its many forms on our campus. Given that money is limited, we cannot support all of the valuable activities in which our faculty members engage. In addition to the various workshops, seminars, and grant initiatives sponsored by the Office of Research (OOR) and the Offices of Sponsored Programs and Research Integrity, 55% of the total F&A recovered each year is distributed to our colleges, centers, and institutes. That money is directed to support our research environment in a variety of ways and is in addition to the CRCW funds. See F&A policy 900-003 for more details.

## COLLABORATIVE PROPOSALS ACCEPTED

In addition to the traditional $7,500 awards, the Office of Research is once again able to support a very limited number of collaborative CRCW projects –up to **$15,000** for projects that include at least two (2) faculty working together from different departments on campus. Applications for collaborative projects must highlight the unique contribution of each faculty member and are allowed one additional page of justification to describe the partnership.

**ELIGIBILITY**

To be eligible to receive a CRCW award, applicants must meet the following requirements:

* Applicants must be a full-time tenured or tenure-track faculty members at UCCS. Newly hired faculty members who have not yet begun employment are not eligible.
* Faculty may submit only one CRCW proposal per year, either as principal investigator or as co-principal investigator.
* Collaborative projects must have at least two faculty from different units on campus. Faculty collaborators can be in the same college or school, but not in the same primary unit. Collaborators who do span college boundaries will be given preference. Only one collaborative project will be funded in 2025.
* Requests are limited to a maximum of $7,500 for individual projects or $15,000 for collaborative projects.
* The Committee wishes to encourage new projects across a broad range of faculty. Faculty will not be funded for more than two years in a rolling five-year period, nor will they be funded in consecutive years.

**CRITERIA FOR EVALUATION**

Awards will be based on the merits of the proposals, according to the following:

1. Primary Criteria

* Clarity and comprehensibility of the proposal to a non-expert reviewer.
* Evidence that the award will help the proposer become more competitive when seeking extramural funding.
* Identification of a potential source of funds for supporting continued research or creative work. The proposal must identify a possible funding source (e.g., private foundation or government agency) including posted or projected deadlines for applying.
* Scholarly and/or applied significance of the project. Funding is for research and/or creative work—standard curricular materials or activities will not be funded.
* Feasibility of achieving project goals, including appropriate and clearly defined methods.
* Likelihood that the project outcomes will be appropriately disseminated (e.g., through publication or public display).
* For past CRCW awardees only: Demonstrated success in leveraging previous CRCW grants for external grant activity and/or research or creative productivity.

2. Secondary Criteria

* Proposals for summer stipends alone will receive lower priority.
* Proposals that involve students (especially funding for students) will receive higher priority than those which do not.
* Proposals that support equipment or software that can be used by multiple researchers and/or in other research projects will receive higher priority.
* Pre-tenured faculty on the tenure track will receive higher priority than tenured faculty.
* Faculty starting new research directions will receive higher priority.

**DEADLINE FOR APPLICATION**

Electronic submissions of the complete proposal must be received by **5pm on March 5, 2025.** Awards will be announced by or before May 1, 2025.

**PROCEDURE FOR SUBMITTING THE APPLICATION VIA EMAIL**

1.  Save your proposal as a single pdf file using your last name as the filename

2.  Email your proposal, including the cover sheet, to the Office of Research <[OOR@uccs.edu](mailto:OOR@uccs.edu)>

**PROPOSAL FORMAT**

The proposal should contain the following sections, with the specified length restrictions.

Proposal contents must be clear to the intelligent lay person. This is absolutely essential for thorough consideration of proposals by the Committee.

**I. COVER PAGE** (one page)

The cover page is provided in a standard format and is included as the last page in this document. If more convenient, it is acceptable to substitute your own cover page that contains the same information.

**II. DESCRIPTION OF PROPOSED RESEARCH OR CREATIVE WORK**

* For single CRCWs: **1000 words**, including figures and tables; approximately three pages
* For collaborative CRCWs: 1500 words, including figures and tables; about 4 pages

The description of the work to be accomplished must be intelligible to readers in other disciplines. The text shouldn’t include undefined jargon. Please double-space the text and use a 12 point font size. The single author 1000 word limit or 1500 collaborative proposal work limit for section II, including all text, tables, and figures will be enforced. Project descriptions exceeding the word limit will be INELIGIBLE.

**III. BIBLIOGRAPHY** (one page)

Include a bibliography for references cited in the description in section II.

**IV. BUDGET REQUEST** (up to two pages)

Carefully justify all proposed expenses. Budgets should be detailed, itemized, and justified as precisely as possible in terms of the following types of categories: travel expenses, equipment, supplies, principal researcher’s stipend, student assistant salaries, fees, professional development, and communication costs.

All budget requests are examined carefully by the CRCW and the Committee reserves the right to determine the final budget. The Committee may alter the budget, (e.g., reduce the amount requested); in that event, the award will be subject to the proposer’s acceptance of the modified budget.

Include a list of any other funding sources for the proposed project. Projects fully-funded from another source will not be funded. With suitable justification, projects which are partially-funded from another source may qualify for supplemental funding with CRCW money.

**Notes on allowable costs:**

* Buy-outs can be supported if approved by the college Dean and must include a completed [course buy out approval form.](https://osp.uccs.edu/sites/g/files/kjihxj1471/files/inline-files/Course_Buyout_Guidelines_Web_5.13.19.pdf) Course buy outs will be at the current honorarium rate for each applicant’s college or $5,500 whichever is less. Such funds must also include fringe (at 36.5%); the funds used for buyouts thus cannot exceed a total of $7,500 per faculty (if applying for a collaborative project, each faculty can request one buy out for a max of $15,000). All buy-outs must be clearly justified in the budget section as to why the work requires a differential workload.
* Proposals with summer stipends will be considered, but applicants should be aware that normal reductions in pay (e.g., income tax and FICA) will be withheld. Fringe must be included at 36.5%. As with all expenditures connected with the award, summer stipends cannot be used before July 1, 2025. Stipend money may not be carried over past June 30, 2026.
* Travel requests must be specified in the budget justification and address how the travel helps in achieving the goals of the proposed project and renders the applicant more competitive for a future sponsored program. Travel for data collection, research purposes, professional development, or to attend an external conference is allowable – as long as campus travel is allowed
* Requests for conference travel must include a justification as to why the travel cannot be paid for with other resources on campus or elsewhere. Proposals that request funding for conference travel only will not be considered. Conference travel must specify the conference by name and clearly identify how conference participation helps in achieving the goals of the proposed project and renders the applicant more competitive for a future sponsored program.
* Proposals that involve students must clearly articulate the role of the student in assisting the proposer’s project. Funding cannot support a primarily student-driven project (e.g., a dissertation).
* Requests for computer equipment, software, or peripherals must include a justification as to why these cannot be accessed through current services on campus or elsewhere.

**V. POTENTIAL SOURCES OF EXTERNAL FUNDING FOR CONTINUED WORK**

Include information (typically one page of the proposal, included in the word limit) about at least one grant or contract opportunity through which the proposer can seek future funding for either a follow-on to the project described in this proposal, or for similar work. The information should include the funding entity’s name (can be a private or governmental body), a single paragraph summary of the funding program or opportunity (cutting-and-pasting from a solicitation is sufficient), and deadlines for submission. If a proposer needs assistance in identifying a potential source for external funding, they are encouraged to contact the Office of Research.

The proposal must detail how the project directly contributes to the competitiveness for a future sponsored program; including pilot data; proof of concepts; improved publication or performance record; equipment training, etc.

**VI. CONDENSED *CURRICULUM VITA*** (two pages per faculty applicant)

The CV should emphasize research and creative work activity, highlighting the last five years and/or previous work relevant to the proposed project. Use of the [SciENcv](https://www.ncbi.nlm.nih.gov/sciencv/) format is encouraged, but not required.

**VII. SUMMARY OF PREVIOUSLY FUNDED CRCW PROJECTS** (one additional page)

If applicable, the summaries should include the title, paragraph description, and outcomes, i.e., publications, displays of creative works, submissions of follow-up grant proposals for external funding (include the status of those proposals, particularly as to whether funding was awarded), etc. Applicants are allotted one additional page if they are past CRCW awardee to describe past impacts and outcomes of funding.

**VIII. LIST OF CURRENT AND PENDING EXTERNAL SUPPORT IN THE PAST TWO YEARS** using the following format:

Project Title:

Agency:

Requested/Funded Amount:

Start/End Dates:

Location of Project:

Role on the Project (PI, Co-PI, etc)

**AWARD CONDITIONS**

Conditions are determined by the OOR and may be subject to change. The OOR will send one notice to recipients about reporting deadlines and requirements. CRCW recipients who fail to comply with award conditions are not eligible for a CRCW until such time that a) all conditions are met and b) at least three years have passed since the conditions were met.

**Awardees are required to:**

1. Show scholarly impact of the CRCW project within two years from the award date by meeting at least one of the following:
2. Submit a proposal for external funding through the UCCS Office of

Sponsored Programs and Research Integrity

1. Submit a manuscript to a peer reviewed journal
2. Submit a book proposal
3. Publish a paper in a peer-reviewed conference proceeding
4. Give an external performance/exhibit
5. Submit a one-year progress update report due **July 31, 2026 at 5pm.** Successful applicants will receive further instructions.
6. Submit a final report summary to the Office of Research due **July 31, 2027 at 5pm**. Successful applicants will receive further instructions.
7. Serve on at least one future CRCW review committee at the request of the Associate Vice Chancellor for Research.
8. Give a 10-minute oral presentation of the final report summary for an audience of the CRCW committee and other CRCW recipients, among other interested persons within two years of the award; Presentations will be scheduled before the end of Spring 2027.

**Administration of Funds**

Funds awarded are to be used from account set up in May/June 2025 through August 31, 2026.

The Office of Research will work with you to establish your grant account. Speedtypes will be created by your department and housed in your budget org. Each awardee will be responsible for authorizing purchases, following unit procedures for expenditures and for any over-expenditure on the account.

Awardees must spend their funds in the manner proposed or receive permission to change budget. The Office of Research retains the right to freeze or close an account in case of over-expenditure or other fiscal irregularity.

Unused funds will NOT normally be carried forward beyond **August 31, 2026** but will be recovered and put back into the fund for the next year’s CRCW awards. In exceptional circumstances awardees may petition the VP for Research for approval to roll forward funds for up to one year. Requests to roll forward must be made in writing using the Request for Change form on the CRCW website by **August 1, 2026** and include an extension justification, revised budget, and brief statement on any change in the scope of the originally proposed work.

**Timeline of Awards**

* Applications due March 5, 2025 at 5pm
* Funds administered May/June 2025
* Funds available to use starting July 1, 2025
* Funds MUST be used by August 31, 2026
  + Rollforward requests due August 1, 2026
  + Summer Stipends must be used by June 30, 2026
* One Year Progress Report due July 31, 2026 at 5pm
* Final Report Summary due July 31, 2027 at 5pm
* Presentation Spring 2027

### UCCS COMMITTEE ON RESEARCH AND CREATIVE WORKS

**APPLICATION FOR RESEARCH FUNDS 2025-2026**

**SINGLE APPLICANT**

COVER SHEET

1000 word limit

Name

Rank:

School/College

Department or Discipline

Choose one: Tenured Tenure-track

Have you received a CRCW in the past?

If yes, dates of prior award(s)

Title of Project:

Total Budget Requested:

Project Abstract: (200 words or less)

**IMPORTANT: Submit the proposal, including this cover sheet to OOR@uccs.edu by *5pm on March 5, 2025.***

### UCCS COMMITTEE ON RESEARCH AND CREATIVE WORKS

**APPLICATION FOR RESEARCH FUNDS 2025-2026:**

**MULTIPLE APPLICANTS**

COVER SHEET

1500 word limit

Name & Rank of Each Applicant:

Indicate if Tenured or Tenure Track:

College of Each Applicant:

Department or Discipline of Each Applicant:

Has anyone on the application received a CRCW in the past?

If yes, dates of prior award(s) and name of awardee:

Title of Project:

Total Budget Requested:

Project Abstract: (200 words or less)

**IMPORTANT: Submit the proposal, including this cover sheet to OOR@uccs.edu by *5pm on March 5, 2025.***