

**BIOLOGY DEPARTMENT HANDBOOK OF INTERNAL FUNDING
FOR FACULTY, STAFF, AND STUDENTS***

January 9, 2018

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*Please notify the Department Chair regarding inaccuracies and/or incompleteness in this handbook.

FACULTY

Research

Biology: Annual Faculty Research/Travel Allotment – Each member of the tenure-track faculty (assistant professors, associate professors and professors) receives an annual allotment of \$1000 to spend on travel and/or research, to be spent within the fiscal year (July 1 through June 30). Unspent funds do not roll over to the next fiscal year.

Biology: Chair Research Funds for Faculty – Funds are available for research, including research-related travel. Maximum is \$1,000 per faculty member per year. To apply, complete the form that is on the shared drive (or ask Mary Ann Merrill to send you a copy of the form). The primary purpose of these funds is to serve as bridge funds for faculty members currently without a grant. Availability varies depending on Biology budget balances.

Biology: Fraser Funds for Faculty Research - The purpose of the Fraser endowment is to support research that shows promise of contributing to a better understanding of the complex problems of how food and fiber plants grow and how they survive environmental stresses. The money should be used to support the research of faculty, graduate students, and advanced undergraduate students (in that order). Proposals should be submitted to the Chair (unless otherwise stated in the call for proposals) by 20 April. Chair will send out call for proposals in advance of this date. Faculty can receive up to \$10,000 for a research project; the total amount of money awarded to a research lab via the Fraser fund (combined total of faculty, grad student, and undergraduate student funding) shall not exceed \$15,000 for a given funding period.

Applicants should submit the following to the Department Chair:

- Brief proposal for the project (3 pp. max., including figures but not including references) that outlines the project, the questions/hypotheses the project addresses, and specifically how the project fits the research the Frasers wanted to support. The proposal should include a brief timetable of when the work will be done and who will do the work (undergrad, grad, self).
- If the proposal is a reapplication or a new application from an individual who had prior Fraser funding, a statement of the accomplishments derived from that support.
- An abbreviated CV (2 pp. max) listing up to 5 directly relevant publications and up to 5 additional publications.
- Current and pending sources of funding: source, dates of funding, amount and project title.
- A budget detailing the expenses to be paid for with this proposal and any other sources of funding to be directly used for the work outlined.

Office of Research and Sponsored Programs: Small Grants – The WWU Office of Research and Sponsored Programs is committed to assisting faculty with research and scholarly activities by providing small grants. A faculty member may only have one active award at a time without prior approval. A specific project may be funded by either a Mini Grant, Grant-in-Aid or a Pilot Project Grant. RSP will not fund a specific project through a combination of any of the above grants, and a faculty member may only have one active award at time without prior approval. These awards fund approved items in the requested budget for one year only. Any expenditures not in the approved budget will be charged back to the awardee's department. Any funds

remaining after approved items are purchased revert back to RSP. RSP only approves funding. Please check with Business Services as to whether or not your purchase requires special handling. All expenditures must follow the University's purchasing, travel, and/or reimbursement guidelines. Include sales tax in your requested budget. For eligibility, restrictions, funding criteria, application instructions, deadlines, and other information, see [this link](#). There is also a Small Grants [FAQ page](#). The types of Small Grants are:

Pilot Project Award

- Maximum award - \$4,000 (including all applicable taxes)
- A maximum of 2 Pilot Projects awards will be made Fall, 2 in Winter, and 2 in Spring quarters.
- To generate data for a specific project for extramural funding

Grant-in-Aid

- Maximum award - \$2,500 (including all applicable taxes)
- A maximum of 2 Grant-in-Aid awards will be made Fall, 2 in Winter, and 2 in Spring quarters.
- To assist with a specific research project or performance/exhibit/creative activity

Mini Grant

- Maximum award - \$1,000 (including all applicable taxes), though faculty members may create interdisciplinary mini-grants to a maximum of \$3,000
- No deadline
- For specialized instrument, software, materials, supplies, or services related to a specific research project

Office of Research and Sponsored Programs: Summer Research Grants – The purpose of this program is to provide faculty with time to engage in projects that will result in significant advancement of their professional development and field of research, scholarly or creative work. Award recipients receive a stipend during the summer. There is one deadline per year, in early Fall quarter. For eligibility, restrictions, funding criteria, application instructions, deadlines, and other information, see [this link](#).

Office of Research and Sponsored Programs: Project Development Awards – The purpose of this program is to assist faculty in the process of preparing a grant application for a new project that has high potential for obtaining significant funding from external agencies. The extramural funding to be sought is for supporting research and scholarly activities, which contribute to the mission of the university and professional development of faculty. Funding is for all aspects of the preparation of a significant external proposal, data collection, proposal writing, etc. A maximum of four awards of approximately \$10,000 each will be made annually, with two awards made in the Fall quarter and two awards in the Winter quarter.

- No equipment, general purpose software, computers, laptops, or other electronic devices may be purchased with Project Development Award funds.
- For faculty members who currently have externally funded projects, the proposal must not be for an extension of the current work nor for a renewal or continuation of the existing grant. These are intended to be seed grants for new projects.
- Funds may not be combined with Mini-Grants, Grant-in-Aid Projects, Pilot Project Grants, Enhancement of Graduate Research Awards, or Research and Creative Opportunities for Undergraduate Awards.

- Under the Project Development Awards Program, a faculty member may request:
 - One [course buyout](#) (up to 5cr) and the equivalent of a Pilot Project Award funding level to hire students, purchase supplies, and for travel to complete the project (not to disseminate the results),

OR
 - The salary equivalent to one [Summer Research Grant](#) and the equivalent of a Pilot Project Award funding level to hire students, purchase supplies, and for travel to complete the project (not to disseminate the results),

OR
 - Up to \$10,000 in support of the project: to hire students, purchase supplies and/or travel to complete the project (not to disseminate the results).
- During the tenure of a project development award award, the faculty member will work on developing a proposal for extramural funding.
- For eligibility, restrictions, funding criteria, application instructions, deadlines, and other information, see [this link](#).

Equipment and Computers

Office of Research and Sponsored Programs: Matching Equipment Fund – Funding is available via RSP for matching amounts provided by funding agencies via equipment grants. To be eligible, **the funding agency providing the grant must require an institutional match.**

- The match from RSP will amount to a maximum of 50 percent of equipment costs or the agency required match, whichever is less.
- Send a memo of request to the [Director of RSP](#).

STF: Tech Initiatives Grants – Supported by the Student Technology Fee, these grants to faculty, staff, and students support the acquisition of equipment, software, and electronic information resources in support of the instructional process and/or curricula. For a full description of what is eligible, see the [Tech Initiatives Proposal Process page](#). This page also has information on the timeline (typically one-page proposals are due in January; the STF Committee reviews these and decides which to invite as full proposals). Amounts of individual grants vary, but the total fund, campus-wide, is ~\$125,000.

Provost and CSE: Workstation Replacement – Funding is available to replace faculty workstations on a 5-year rotation, with no need to apply for the funding. In recent years, the Provost has provided \$1,000 per workstation, and CSE has supplemented that amount with another \$600 per workstation. After receiving notification of eligibility, faculty members should coordinate their purchases with Peter Thut.

Conference Travel

Biology: Annual Faculty Research/Travel Allotment – Each member of the tenure-track faculty (assistant professors, associate professors and professors) receives an annual allotment of \$1000 to spend on travel and/or research, to be spent within the fiscal year (July 1 through June 30). Unspent funds do not roll over to the next fiscal year.

CSE: Faculty Travel Funds – For details on CSE travel funds, see the [CSE travel policies, procedures, and current rates](#). In general, faculty members are limited to using CSE funds for a maximum of one international or two USA/Canada trips per faculty, per fiscal year. There are three categories of CSE funds for travel, each described below in more detail: 1) RSP-funded Travel and Conference Registration (for conferences at which the faculty member is presenting), 2) Non-RSP Funded Travel Requests (for conferences at which the faculty member is not presenting), and 3) Chair Travel Funds (restricted to department chairs).

RSP-funded Travel and Conference Registration

- The Office of Research and Sponsored Programs provides an annual allocation to each college that is equal to \$500 per faculty member. The source of this allocation is the indirect cost recovery from grant activity and will be used to supplement travel/conference registration for tenured and tenure-track faculty. Each college determines the policies under which these funds are distributed.
- In CSE, the \$500 per faculty member funding is used to form a pool of money (i.e., it is not the case that \$500 is reserved for each faculty member)
- Funding can be requested for **early registration fees** for conferences at which a faculty member is presenting, to a maximum of \$1000 per conference registration (maximum of one international or two domestic conferences per fiscal year).
- Additional funding can be requested for **travel to and from conferences** at which a faculty member is presenting (maximum of one international or two domestic conferences per fiscal year). Travel rates vary with distance, and can be found in the [CSE travel policies, procedures, and current rates](#) document.
- To request funds via the RSP-funded Travel and Conference Registration pool, fill out a [CSE Travel Support Request form](#) with the following information included in the Comments section:
 1. The amount being requested. Please break out how much is being requested for travel and how much for registration.
 2. An indication that the faculty member has been accepted to present materials relevant to his/her research and the title of the presentation.
 3. The name and location of the meeting.
 4. Submit form to Department Chair.

Non-RSP-funded Travel and Conference Registration

- Requests for college funds to support NTT faculty travel or to support TN/TT faculty travel to a conference or meeting where the faculty member is not presenting research results will be considered on an individual basis. To request non-RSP travel funds, fill out a [CSE Travel Support Request form](#) with the following information included in the Comments section:
 1. The faculty member's request including a detailed account of his/her level of participation in the workshop, conference or meeting (i.e., chairperson on an organizing committee, etc.), how the participation relates to his/her research, scholarship and/or teaching, and any other sources of funding being used.
 2. The chair will send the Travel Support Request form, with his/her approval, to the Dean's office for review.

CSE Chair Travel Funds

- Up to \$1,000 per year is available for each department chair for travel to professional meetings. To request chair travel support, fill out a [CSE Travel Support Request form](#) as described above under RSP-funded Travel and Conference Registration.

Teaching

Office of Research and Sponsored Programs: Summer Teaching Grants – The purpose of this program is to provide faculty with time to engage in projects that will result in significant enhancement of instruction. Award recipients receive a stipend during the summer. There is one deadline per year, in early Fall quarter. For eligibility, restrictions, funding criteria, application instructions, deadlines, and other information, see [this link](#).

Publication and Journal Editing

Office of Research and Sponsored Programs: Manuscript Preparation/Publication Support – Funding is available from RSP to cover costs associated with publishing manuscripts. This funding can be used for:

- Reprints, pages charges and publication fees (including peer-reviewed open access journals and monographs)
- Assistance with manuscript preparation for publication:
 - professional editing,
 - professional indexing,
 - copyright materials for article
 - copies of a manuscript to an editor, publisher or reviewers
- Maximum award per manuscript/publication - \$2,200 (including all applicable taxes*)
- No deadline
- E-form for applying for these funds is at [this link](#).

Office of Research and Sponsored Programs: Support for Journal Editing – Funds are available to support faculty members who take on editorial responsibilities for professional journal. As initial support for faculty members taking on journal editing functions, the Office of Research and Sponsored Programs will provide a maximum of \$2,000 per year for the first two years. A maximum of \$1,000 is available for the third year. The funding may be used to obtain partial course release, student assistance or clerical help. The following editorial functions are eligible for support:

- Journal Editor
- Co-editor with major editorial functions
- Book Review Section Editor with major editorial functions

The support is subject to the following restrictions:

- The editorial function must be a new undertaking for Western and the faculty member. Journals which are currently being edited or produced at Western are not eligible.
- The journal must be published, or will be published in at least two issues per year, and must be sponsored by a major scholarly association in the field.
- Payments to the publisher or the printer of the journal are not supported.

Application Procedures:

Use the [Small Grant Form](#) to request Support for Journal Editing and include the following information: description of the publication, the sponsoring professional organization, approximate size of membership, the support provided by the institution of the preceding editor, and a description of your editorial responsibilities. Indicate the duration of support requested, and commitments provided by your department and college. A memorandum from the Department Chair or the Dean indicating support for this activity must accompany the request.

STAFF

Travel

CSE: Staff Travel Funds – Funds are available from CSE to support job-related travel that will enhance staff professional development. For details on CSE travel funds, see the [CSE travel policies, procedures, and current rates](#). To request this funding, fill out a [CSE Travel Support Request form](#) with the following information included in the Comments section:

- The staff member's request including an account of how the training/meeting relates to his/her job duties and any other sources of funding being used.
- The chair will send the Travel Support Request form with his/her approval and comments of support to the Dean's office for review.
- If approved by the Dean, the staff member will be reimbursed for registration and related travel fees up to a maximum of \$600 for one trip per fiscal year.

Equipment and Computers

STF: Tech Initiatives Grants – Supported by the Student Technology Fee, these grants to faculty, staff, and students support the acquisition of equipment, software, and electronic information resources in support of the instructional process and/or curricula. For a full description of what is eligible, see the [Tech Initiatives Proposal Process page](#). This page also has information on the timeline (typically one-page proposals are due in January; the STF Committee reviews these and decides which to invite as full proposals). Amounts of individual grants vary, but the total fund, campus-wide is ~\$125,000.

Provost and CSE: Workstation Replacement – Funding is available to replace staff workstations on a 5-year rotation, with no need to apply for the funding. In recent years, the Provost has provided \$1,000 per workstation, and CSE has supplemented that amount with another \$600 per workstation. After receiving notification of eligibility, staff members should coordinate their purchases with Peter Thut.

GRADUATE STUDENTS

Research

Biology: Graduate Committee Research Funds – Funds are available for research, including research-related travel, for research done under a thesis committee-approved proposal. Maximum is \$250, one-time only per student. Can be requested in conjunction with a request for a match via

Chair Research Funds for Graduate Students. See the [Biology Graduate Student Handbook](#) for information on eligibility, restrictions, funding criteria, and application instructions.

Biology: Chair Research Funds for Graduate Students – Funds are available for research, including research-related travel. Maximum is \$250, one-time only per student. Can be used as a match for Biology Graduate Committee Research Funds. Students who have already received a Chair match for Biology Graduate Committee Travel Funds are not eligible. To apply, complete the form that is on the shared drive (or ask Mary Ann Merrill to send you a copy of the form), attach it to a committee-signed copy of your thesis proposal, and submit it along with a project budget to the Chair.

Biology: Fraser Funds for Graduate Student Research - The purpose of the Fraser endowment is to support research that shows promise of contributing to a better understanding of the complex problems of how food and fiber plants grow and how they survive environmental stresses. Graduate students can apply for research funds up to \$2000. The total amount of money awarded to a research lab via the Fraser fund (combined total of faculty, grad student, and undergraduate student funding) shall not exceed \$15,000 for a given funding period. Proposals should include a brief description of the project, including how it relates to the research theme designated by the donors (2 pp. max., not including references) and a budget detailing the overall project costs, the specific items being requested in this application, and additional sources of funding (if applicable). A letter from the advisor that addresses the student's qualifications and the likelihood of success of the project is required. The proposals and budget should be submitted to the Chair of the Graduate Committee. The Graduate Committee will be responsible for making the awards. Advisors of applicants must recuse themselves from the review process. See the call for proposals each Spring quarter for more information on eligibility, restrictions, funding criteria, application instructions, deadlines, and other information.

Biology: Hodgson Funds for Graduate Student Research – The purpose of the Hodgson endowment is to provide up to \$2,000 to support plant-related research by graduate students. Applications should be submitted to the Graduate Program Advisor in response to a call for proposals in Spring quarter of each year. See the call for proposals for eligibility, restrictions, funding criteria, application instructions, deadlines, and other information.

Office of Research and Sponsored Programs: Fund for the Enhancement of Graduate Research – This funding is used to assist graduate students in accomplishing their thesis work. Awards may be made for equipment, computer software, consumable items, travel, etc. Requests should be confined to activities or equipment that are central to the student's thesis work and which are not available to the applicant through the Department. The maximum single award per student is \$1,000. Matching funds from departments are encouraged (Biology Chair Research Funds for Graduate Students and Biology Graduate Committee Research Funds are often used as matches for these requests). Any permanent equipment acquired using award funds remains University property. Applications may be submitted Fall, Winter, or Spring, but the bulk of the funding is distributed in the Spring award cycle. For eligibility, restrictions, funding criteria, application instructions, deadlines, and other information, see [this link](#).

Summer Stipends

Biology: Flora Endowment Fund – Funds are available to support a \$3,000 summer stipend to an MESP graduate student in Biology. Applications should be submitted to the Graduate Program Advisor in response to a call for proposals in Spring quarter of each year. See the call for proposals for eligibility, restrictions, funding criteria, application instructions, deadlines, and other information.

Biology: Fraser Endowment Fund – Funds are available to support \$3,000 summer stipends to a Biology graduate student whose research shows promise of contributing to a better understanding of the complex problems of how food and fiber plants grow and how they survive environmental stresses. For more information, see Fraser Funds for Graduate Student Research (above).

Biology: Thon Endowment Fund – Funds are available to support a \$3,000 summer stipend to a Biology graduate student. Applications should be submitted to the Graduate Program Advisor in response to a call for proposals in Spring quarter of each year. See the call for proposals for eligibility, restrictions, funding criteria, application instructions, deadlines, and other information.

Scholarships

Biology, CSE, and other sources – For information about scholarships and how to apply for them, see [this link](#).

Conference Travel

Biology: Graduate Committee Travel Funds – Funds are available for travel for professional development, including attending conferences and workshops. Maximum is \$150, one-time only per student. See the [Biology Graduate Student Handbook](#) for information on eligibility, restrictions, funding criteria, and application instructions.

Biology: Chair Travel Funds for Graduate Students – Funds are available for travel for professional development, including attending conferences and workshops. Maximum is \$150, one-time only per student. Can be used as a match for Biology Graduate Committee Travel Funds. Students who have already received a Chair match for Biology Graduate Committee Research Funds are not eligible. To apply, complete the form that is on the shared drive (or ask Mary Ann Merrill to send you a copy of the form), attach it to a committee-signed copy of your thesis proposal, and submit it along with a project budget to the Chair.

CSE: Student Travel Support – Requests for funds to support travel to a conference or meeting where a CSE student is participating will be considered on an individual basis. For details on CSE travel funds, see the [CSE travel policies, procedures, and current rates](#). Prior to filling out a [CSE Travel Support Request form](#):

- The student and faculty mentor will write a memo of request to the department chair. The memo must include a detailed account of the student's level of participation in the conference (e.g., assisting a faculty member, presenting a poster), how the participation

relates to his/her research and/or scholarship, and any other sources of funding being requested.

- The chair will send the memo, with his/her approval, to the Dean's office for review.
- If approved by the Dean, the student will be reimbursed for registration and related travel fees for one trip per year to a maximum of \$500.
- Student travel support will be limited to \$1,000 per department for each academic year.

Office of Research and Sponsored Programs: Ross Travel Grants – Ross Travel Grants support graduate student travel for the following purposes: to present papers at professional meetings and conferences, to exhibit works of art at national and international showings, and to perform, direct or produce within professional performing arts venues. For eligibility, restrictions, funding criteria, application instructions, deadlines, and other information, see [this link](#).

Equipment and Computers

STF: Tech Initiatives Grants – Supported by the Student Technology Fee, these grants to faculty, staff, and students support the acquisition of equipment, software, and electronic information resources in support of the instructional process and/or curricula. For a full description of what is eligible, see the [Tech Initiatives Proposal Process page](#). This page also has information on the timeline (typically one-page proposals are due in January; the STF Committee reviews these and decides which to invite as full proposals). Amounts of individual grants vary but the total fund, campus-wide, is ~\$125,000.

UNDERGRADUATE STUDENTS

Research

Biology: Chair Research Funds for Undergraduate Students – Funds are available for research, including research-related travel. Maximum is \$200, one-time only per student. To apply, complete the form that is on the shared drive (or ask Mary Ann Merrill to send you a copy of the form).

Biology: Fraser Funds for Undergraduate Student Research - The purpose of the Fraser endowment is to support research that shows promise of contributing to a better understanding of the complex problems of how food and fiber plants grow and how they survive environmental stresses. Individual awards are \$500 max. for research support from the Fraser Fund. Proposals (2 pp. max., not including references) that outline the research project and budget should be submitted to the Department Chair. Proposals can be submitted at any time during the year. The Chair and one additional faculty member (not the student's research mentor) will review the proposals for quality, for meeting the goals of the Endowment, and for potential overlap in funding that has been awarded to the research mentor. A letter from the mentor that addresses the student's qualifications and the likelihood of success of the project is required. A student is eligible for only one award. The total amount of money awarded to a research lab via the Fraser fund (combined total of faculty, grad student, and undergraduate student funding) shall not exceed \$15,000 for a given funding period.

Office of Research and Sponsored Programs: Research and Creative Opportunities for Undergraduates – The objective of this program is to provide encouragement for undergraduate students to engage in scholarly/creative work in their disciplines and to provide funds which may make it possible for them to do so. The program budget is \$15,000, divided equally among the three quarters. Competition is open to any registered undergraduate student in good standing. Preference will be given to new applicants. This program is designed to support individual student proposals. Collaborative (Team) proposals are allowed. The proposal narrative should define the individual contributions of the collaborators and the project description should focus on the applicant's role. Separately authored proposals must be submitted for each student seeking funding within the collaborative. No sections of two proposals should be identical. Grants will normally be awarded in the range of \$100-\$500 per individual proposal. For eligibility, restrictions, funding criteria, application instructions, deadlines, and other information, see [this link](#).

Conference Travel

CSE: Student Travel Support – Requests for funds to support travel to a conference or meeting where a CSE student is participating will be considered on an individual basis. For details on CSE travel funds, see the [CSE travel policies, procedures, and current rates](#). Prior to filling out a [CSE Travel Support Request form](#):

- The student and faculty mentor will write a memo of request to the department chair. The memo must include a detailed account of the student's level of participation in the conference (e.g., assisting a faculty member, presenting a poster), how the participation relates to his/her research and/or scholarship, and any other sources of funding being requested.
- The chair will send the memo, with his/her approval, to the Dean's office for review.
- Student travel support will be limited to \$1,000 per department for each academic year with allocation of student support funds to be determined by the department.

Scholarships

Biology, CSE, and Other Sources – For information about scholarships and how to apply for them, see [this link](#).

Equipment and Computers

STF: Tech Initiatives Grants – Supported by the Student Technology Fee, these grants to faculty, staff, and students support the acquisition of equipment, software, and electronic information resources in support of the instructional process and/or curricula. For a full description of what is eligible, see the [Tech Initiatives Proposal Process page](#). This page also has information on the timeline (typically one-page proposals are due in January; the STF Committee reviews these and decides which to invite as full proposals). Amounts of individual grants vary but the total fund, campus-wide, is ~\$125,000.