

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

March 20, 2020

Table of Contents

FACULTY	3
<i>Research (including funds for manuscript preparation/publication)</i>	3
Biology: Annual Faculty Research/Travel Allotment.....	3
Biology: Chair Research Funds for Faculty	3
Biology: Indirect cost flow-through to PIs.....	3
Biology: Fraser Funds for Faculty Research	3
Office of Research and Sponsored Programs.....	3
<i>Equipment and Computers</i>	4
Office of Research and Sponsored Programs: Matching Equipment Fund	4
STF: Tech Initiatives Grants	4
Provost and CSE: Workstation Replacement	4
<i>Conference Travel</i>	4
Biology: Annual Faculty Research/Travel Allotment.....	4
CSE: Faculty Travel Funds.....	4
<i>Teaching</i>	5
Office of Research and Sponsored Programs: Summer Teaching Grants	5
STAFF	6
<i>Travel</i>	6
CSE: Staff Travel Funds.....	6
<i>Equipment and Computers</i>	6
STF: Tech Initiatives Grants	6
Provost and CSE: Workstation Replacement	6
GRADUATE STUDENTS	6
<i>Scholarships and Fellowships</i>	6
Biology Department Summer Fellowships.....	6
Biology Merit Scholarships.....	7
CSE and other sources	7
<i>Research and Travel.....</i>	7
Biology: Biology Department Research and Travel Funds	7
Biology: Biology Department Research Grants.....	9
Office of Research and Sponsored Programs: Research and Creative Opportunities for Graduate Students	9
CSE: Student Travel Support	9
Graduate School: Ross Travel Grants	9
<i>Equipment and Computers</i>	10
STF: Tech Initiatives Grants	10
UNDERGRADUATE STUDENTS	10

Scholarships	10
Biology, CSE, and Other Sources	10
Research and Travel	10
Biology: Chair Research Funds for Undergraduate Students.....	10
Biology: Fraser Funds for Undergraduate Student Research.....	10
Office of Research and Sponsored Programs: Research and Creative Opportunities for Undergraduates	10
CSE: Student Travel Support	11
Equipment and Computers	11
STF: Tech Initiatives Grants.....	11

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

FACULTY

Research (including funds for manuscript preparation/publication)

Biology: Annual Faculty Research/Travel Allotment – Each member of the tenure-track faculty (assistant professors, associate professors and professors) receives an annual allotment of \$1,000 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 on a limited basis 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: Indirect cost flow-through to PIs – Faculty members with external grants receive 50% of the indirect costs that come to the Biology Department, to be available to spend on travel and/or research. Currently, the amount coming to Principal Investigators is 7.5% of the total indirect costs charged to the grant. Unspent funds from this source to roll over to the next year.

Biology: Fraser Funds for Faculty Research – The Fraser endowment supports 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 members can receive up to \$10,000 for a research project; the total amount of money awarded to a faculty 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 for Fraser faculty research funding 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. These funds can be used for research supplies, equipment, or stipends for students engaged in the research.

Office of Research and Sponsored Programs – The WWU Office of Research and Sponsored Programs is committed to assisting the WWU faculty with research and scholarly activities by

providing small research grants of several types: 1) Faculty Summer Research and Creative Activities Grants (provides \$6,000 in summer salary; one proposal deadline in early Fall each year), 2) funds for manuscript preparation/publication, and 3) small grants for research costs (not stipends). For eligibility, restrictions, funding criteria, application instructions, deadlines, proposal submission e-forms, 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 [Vice Provost for Research](#).

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 \$1,000 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 tenured and tenure-track 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. For more information, see the [CSE travel policies, procedures, and current rates](#) document. 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 \$6,000 summer stipend. There is one deadline per year, in early Fall quarter. For eligibility, restrictions, funding criteria, application instructions, deadlines, proposal submission e-forms, and other information, see [this link](#).

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

Scholarships and Fellowships

Biology Department Summer Fellowships – A limited number of fellowships of \$3,000 per student are available via Western Foundation funds that include donations from the Hodgson, Ross, and Fraser families. These summer fellowship opportunities have specific restrictions (e.g., the Hodgson funds are stipulated for research on plants). 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. All graduate students in the Biology Department are eligible to apply, but priority is given to first-year students who are collecting data during the summer.

Biology Merit Scholarships – Graduate students in Biology are eligible to apply for a subset of the Biology Merit Scholarships for which students apply in response to a Spring quarter call for applications. See [this page](#) for eligibility, restrictions, funding criteria, application instructions, deadlines, and other information.

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

Research and Travel

Biology: Biology Department Research and Travel Funds – The Biology Department has limited funds to support thesis research and travel to conferences/workshops by Biology graduate students. Each student can receive no more than a maximum of \$800 (combined) toward such expenses. The sections below detail the procedure for requesting research and travel funds from the department. All requests should be sent to the Graduate Program Advisor and will be considered by the Biology Graduate Committee. Any successful funding will be filed in your departmental folder.

To request research funds (including travel to conduct research):

- A. Request funding by submitting by email the following to the Graduate Program Advisor (currently David Hooper) and Graduate Program Coordinator (currently Mary Ann Merrill) and copying your Thesis Advisor:
 2. A brief cover letter explaining the type of funds you are applying for and the status of your research proposal (Thesis Committee approved, pending, or in development). If the latter two, please include a proposed timeline for anticipated approval.
 3. A copy of your thesis proposal;
 4. An itemized budget with budget justification. The proposed budget should list all expenditures associated with the research project, not merely those being requested of the Biology Department. Clearly indicate those items for which you are requesting funds from the Biology Dept. and what your other proposed sources of funding are for the remaining items.

- B. If you have Thesis Committee approval of your thesis proposal, funding up to \$800 (minus any used for conference/workshop travel – see below) is guaranteed. Make sure that your Committee-signed Thesis Proposal Approval Form is on file with Mary Ann Merrill in the Biology Office. We will need to check it. (NOTE – this is the actual paper form signed by your committee, usually in Spring of your first year; this is not the Thesis Topic Approval web form that goes to the Graduate School, usually Fall of your first year).

Note: Prior to approval, your Thesis Committee should scrutinize the proposed experimental design and data collection regimens to establish that all aspects of the

research are grounded in sound science and meet all permitting requirements. They should also examine the proposed budget as prepared by you and your thesis advisor. Before signing your budget to indicate their approval of your proposed expenditures, the Thesis Committee should be certain that the budget is reasonable in view of the nature of the work undertaken and the total availability of funds.

C. If you do not yet have Thesis Committee approval of your thesis, funding is not guaranteed. Request funding by submitting the items in A, above, along with a letter of support from your thesis advisor (you may add support from your thesis committee if you wish).

D. No costs may be charged to the Biology Department funds without the approval of the Biology Graduate Committee and the Department Chair. You assume the financial risk for any expenses incurred before the budget request is approved.

E. Requests are acted upon as they are received; allow at least 2 weeks for action. You will be notified when the Graduate Committee has reached a decision, and what amount was approved. The procedure for spending Biology Department money is complex, so you should spend some time with the Biology Fiscal Specialist as well, learning the procedures before actually spending any money.

To request funds to support travel to a conference or workshop:

A. All requests should be directed to the Graduate Committee at least 6 weeks prior to the dates of travel.

B. Request support by submitting the following to the Biology Graduate Program Advisor by email:

1. A cover letter with the following information:
 - a. Name of meeting/workshop
 - b. Dates and location of meeting/workshop
 - c. Description of expected benefits
 - d. Method of transportation (carpools are encouraged)
 - e. A travel budget (registration, transportation, lodging, food, etc.), with justification that provides a breakdown of the estimated costs as well as other sources of support.
2. If support is requested for presenting a paper at a meeting, you should forward to the abstract that was approved by the faculty advisor and submitted to the organizers of the meeting.
3. If the request is for funds to attend a workshop to learn new skills that will benefit your research, you should submit materials describing the workshop.
4. A letter from the faculty advisor describing the benefits that the student would get attending the meeting/workshop.

C. The Biology Graduate Program Advisor will consider the request relative to all other requests and to the amount of money in the department budget. If your thesis proposal is approved by your Thesis Committee, funding up to \$800 (minus any used for research – see above) is guaranteed; without thesis proposal approval funding for this travel is not guaranteed. The Graduate Program Advisor may also

consult with other members of the Graduate Committee as needed, and will recommend to the Department Chair and Department Program Advisor the amount to be granted.

Biology: Biology Department Research Grants – A limited number of research grants are available via Western Foundation funds that include the Fraser and Flora funds. Such grants support graduate student thesis research and are limited to \$1,000 per student. All graduate students in the Biology Department are eligible to apply, but the awards require research projects related in some way to photosynthetic or marine organisms. In addition, there are limits on how much total Fraser money can go to a given research lab per funding period. 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: Research and Creative Opportunities for Graduate Students – 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 \$1,500. Matching funds from departments are encouraged (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](#).

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.

Graduate School: 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

Scholarships

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

Research and Travel

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 – This program provides encouragement for undergraduate students to engage in research/scholarly/creative work with faculty in their disciplines. Up to \$750 per project may be proposed, and approximately \$30,000 total is available annually from this fund. Any equipment acquired using award funds remains University property. For eligibility, restrictions, funding criteria, application instructions, deadlines, proposal submission e-forms, and other information, see [this link](#).

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.

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.