



## **FACULTY WORKLOAD REASSIGNMENT AWARD (FWRA)**

The Faculty Workload Reassignment Award was established to provide full-time faculty the opportunity to seek reassignment of workload responsibilities (25% time) in support of individual research and scholarship objectives relevant to their personal growth or to pursue special projects relevant to their departments or college/schools. Twelve one-semester workload reassignments will be awarded as part of the annual competition.

**Award:** Reassignment of workload responsibilities (25% time) in either Fall or Spring semester

**Award Period:** One semester, Fall or Spring, based on approval by the Dean of the college/school

**Deadline:** March 18, 2019 at 11:59 pm (Central Time)

**Application Period:** December 10, 2018- March 18, 2019

### **Eligibility Criteria**

Awards will be granted on a competitive basis. Full-time UIW main campus\* faculty are eligible to apply for the award for individual research, scholarship, or a special project that is *beyond the normal workload*. *This award is not for completion of a literature review, editing a completed paper, or work that falls within the normal scope of full-time faculty responsibilities.*

The previous year's awardees are eligible to reapply in consecutive years only if they have submitted the awarded project's final report to the Office of Research and Sponsored Projects Operations.

### **Application Preparation**

All applications must be submitted online via [Submittable](#).

In preparing the proposals for submission, an applicant should remember that the Faculty Research Awards Committee cannot include specialist in every field. Therefore, the proposal should

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CHASS- College of Humanities Arts and Social Sciences

DSE- Dreeben School of Education

HEBSBA- H.E.B. School of Business and Administration

IFMSNHP- Ila Faye Miller School of Nursing and Health Professions

SMSE- School of Math, Science, and Engineering

SMD- School of Media and Design

communicate the significance of the work in a manner that is understood across disciplines, but can still include detail that a content expert would understand as well.

Furthermore, proposals must adhere to guidelines on page limits and style. Any section that does not adhere to the page limits will have points deducted during evaluation and any material beyond the allotted page limit will not be reviewed.

The following lists the contents of the application and method of entry:

- 1) Cover Sheet: fillable online form
  - a. Abstract (no more than 500 words) that summarizes the proposal objectives, benefits, and significance.
  - b. Project Impact (no more than 500 words)
    - i. How does the project relate to the mission of the university?
    - ii. Describe how the project will affect your research or scholarship in the long term.
    - iii. How will a workload reassignment assist in completing the project?
    - iv. Indicate the journal or other publication outlet to which the project will be submitted. For pilot projects, indicate the projected source of funds for further work.
  
- 2) Biographical Sketch (use provided [template](#); 2-page maximum): UPLOAD as Attachment
  - a. Include all relevant data in the provided form fields. The biographical sketch may not exceed two pages. Sections should include:
    - i. Personal statement (a paragraph description of the applicant's expertise and ability to conduct the proposed project)
    - ii. Positions and honors
    - iii. Selected peer-reviewed publications
    - iv. Research support
    - v. Specific scholarship outcomes from past UIW research support

Indicate N/A for any section irrelevant to the bio sketch.
  
- 3) Research/Project Proposal (use provided [template](#); 6-page maximum or 7-pages with Bibliography): UPLOAD as Attachment
  - a. Statement of Problem/Purpose
    - i. The statement of problem/purpose should be clear and concise, directly stating the objective of the project.
  
  - b. Background and Significance

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- i. This section should clearly articulate the importance of this project for the discipline, UIW, and society. Include relevant literature to support the current status of work in this field and the proposed approach to the project.
- c. Theoretical/Aesthetic Framework
  - i. Introduce the theoretical framework or philosophical orientation of the project. Clearly articulate the objectives, hypotheses, and/or research questions and ensure they are supportive of the background information and statement of problem/purpose.
- d. Research/Creative Methodology
  - i. Quantitative or qualitative methodology should indicate a logical, clear, and appropriate design, sample and setting, and intervention. Measurement instruments should be congruent with the variable measured. Indicate support for the validity and reliability of processes and instruments. Articulate the methods of data collection and plans for analysis. In the case of human or animal subjects, state measures for protection and describe the risks and benefits of the study.
  - ii. Non-quantitative or non-qualitative methodology should present a logical, clear design appropriate to the project.
  - iii. Artistic project methodology should present a logical, clear design and plans for presentation appropriate to the project.
- e. Timeline
  - i. The timeline should be realistic and organized appropriately for the type of project and outline the progress of the work over the course of the award period.
- f. Bibliographic References (use provided [template](#); 1-page maximum)

#### 4) Research Compliance

- a. Projects are subject to the following research compliance areas:
  - i. If human or animal subjects will be used for the proposed project, award funds will not be released until the project has appropriate research compliance approval. *Approval is not needed in advance of application. However, please indicate the status of your application (approved, under review, or not yet submitted).*

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## Evaluation Criteria

The goal of the award is to provide time to encourage faculty research and creative scholarship. Although the quality and significance of the work proposed is of paramount importance, consideration will be given to other factors that are relevant to the mission, vision, and advancement of the university. All completed applications that are submitted online will be reviewed by the Faculty Research Awards Committee.

The Faculty Research Awards Committee is composed of faculty across a number of backgrounds. Please write your submissions to a general audience and be sure to define acronyms or field-specific jargon.

Each section of the application will be reviewed and evaluated. Some of the major areas that will be evaluated are, but no limited to:

- Significance of the project to the discipline and to the university's strategic plan.
- Design of the project based on methodology and theoretical, conceptual or aesthetic framework.
- Overall proposal adheres to the guidelines, page limits, and is within the purpose of the award to encourage research and creative scholarship.
- The project advances the mission of the university.

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