**University of Wyoming**

**Literacy Research Center and Clinic**

**Internal Seed Grant**

**Fisher Fund for the Advancement of Literacy**

**GUIDELINES FOR AWARD**

The University of Wyoming Literacy Research Center and Clinic (LRCC) Internal Seed Grant program provides small literacy related grants for University of Wyoming faculty, up to a maximum of $10,000, for promising research that addresses significant questions for the discipline of literacy research and practice. It is the intent that such grants will provide researchers with the opportunity to develop important perspectives on the literacy field.

Grant studies may be carried out using any research methodology or approach so long as the focus of the project is on research in literacy or teacher preparation for literacy instruction and the primary site(s) for the research are in Wyoming. Activities such as developing new programs or instructional materials are eligible for funding as long as these activities are necessary for the conduct of the research and the grant writer clearly articulates how and why such activities are necessary for the conduct of research.

**Eligibility**

The primary applicant must be a current member of the UW College of Education faculty. Applicants are limited to one research award per year, but applicants can apply for a second consecutive year. Each awardee may receive no more than two consecutive grants.

**Submission Deadline**

Proposals must be submitted by April 15th. Electronic submissions are required. If this presents a hardship, please contact Dana A. Robertson at [drober36@uwyo.edu](mailto:drober36@uwyo.edu), Executive Director of the LRCC.

**Completion of Projects**

Projects must be completed within two years. However, a one-year extension can be considered but must be sought in writing through the LRCC. Upon completion of the project, a full report shall be submitted to the LRCC. Publication of projects should acknowledge the funding source. Future funding is contingent upon completion of the project. ‘Completion of the project’ for future funding consideration includes documented presentations at national research conferences and documentation that papers have been sent to journals for publication consideration.

**How to Apply:**

1. Complete your proposal using a Word document.
2. **DO NOT** include the applicant’s name(s), institutional affiliation(s), or any other personal information that will identify the applicant(s) on any part of the proposal other than the Cover page. The review process is conducted as a blind review.
3. Do not exceed maximum character requirements on sections. Spaces and punctuations are included in the total count.
4. Complete all editing before submitting your proposal. You will not be able to edit your proposal after it has been submitted.

**APPLICATION DATA**

**Cover Letter**

In your cover letter, include the following information:

* Short title
* Short summary (2-3 sentences on purpose, method, significance)
* Requested amount from LRCC (up to $10,000)
* What grade/age levels your research will cover
* Applicants
  + The primary applicant will need to provide their organization/institutional affiliation and email address. The primary applicant must be a current member of the UW College of Education faculty. The applicant will also need to identify the names of co-applicants (if any), including organization/institutional affiliation(s), and email address(es).
* Advisor Contact
  + Provide contact information for the Dean and Department Head. The LRCC will send a press release if you are selected for an award.

**Blinded Proposal**

**Project Description**

* Full project title (150 characters maximum)
* Abstract – Describe the purpose, method, and potential significance of the proposed research (700 characters maximum)
* Proposed support start date (mm/dd/yyyy)
* Proposed support end date (mm/dd/yyyy)

**Research Description**

The description of the proposed research should be as specific as possible (10,000 characters maximum).

* Research question – Identify the research question or problem to be studied.
* Rationale – Provide a rationale for the study. Relate the research question to the relevant, supporting research literature. Discuss how the previous research findings or assumptions suggest that your study is significant.

**Methodology**

Describe the subjects or informants that will be used to answer the identified research questions (10,000 characters maximum). Where appropriate, describe subjects, materials, and procedures. Consider the following:

* Sample methods
* Data collection
* Instrumentation
* Procedures – materials, detailed timeline, work plan
* Data analysis – framework and procedures

**Significance**

Discuss the potential impact of your work on research and practice in literacy. As answers are found to your research questions, what populations will benefit, and in what ways? (10,000 characters maximum)

**References**

Please provide complete bibliographic information for all sources cited in the proposal. Reference format should be consistent with the latest edition of the American Psychological Association (APA) style. To accommodate the blind review process, if the submitter’s own publications are cited in the such a way as to give away his or her identity, then the submitter should substitute the word “Author” in the citations (e.g., Author, 2014). (10,000 characters maximum)

**Regulatory Issues**

Institutional Review Board

Human Subjects Approval Pending: \_\_\_\_ (yes)

Or

Human Subjects Approval Date: mm/dd/yyyy

Or

Human Subjects not applicable: \_\_\_\_\_

**Budget**

The following guidelines should be considered when describing and explaining the rationale for each budget line item that will be used for your project. Institutional overhead or indirect costs are not covered under this grant. (200 characters maximum for each item)

* Personnel: Salaries of PI’s or release time for faculty will *not* be funded. Personnel costs may include expenses for research assistants, observers, interviewers, informants, subjects, and transcriber. A consultant for a specific, clearly stated purpose may be appropriate but needs to be justified.
* Materials: No permanent equipment may be purchased under this grant. However, reasonable rental fees (subject to approval by the LRCC) for equipment are an acceptable expense. Materials such as tests and consumable materials are reasonable expenses.
* Travel: Expenses for travel connected with data collection or presenting the research are appropriate.
* Computer: Expenses for the *use* of the computer for data collection and data analysis are appropriate. Any cost incurred in purchasing writing programs (e.g., Scrivener, Word) for the computer should be justified.
* Office Expenses: Office supplies, rental of office equipment, and duplicating costs may be reasonable expenses.
* Clerical Support: Costs for typing of materials, reports, etc., should be within the range of the usual typing rates at UW.
* Other: Additional costs for related expenses or sources of outside project-related funding (if any). Be sure to provide a clear explanation.

**Review Your Application**

Review and edit your proposal before you sending it. You will not be able to update or you’re your proposal after it is submitted. Proposals (cover letter and blinded application) should be sent by email to Anaya Yates at [ayates6@uwyo.edu](mailto:ayates6@uwyo.edu). You will receive an email confirmation of your submission.

**Review Procedures and Evaluation Criteria**

Applications are reviewed by members of the UW LRCC Research Advisory Panel (external to UW) in combination with invited research reviewers (external to UW). Recommendations for funding are made to the LRCC’s Executive Director for final approval. *In late July, all applicants are notified via email of the outcome of the grant and reviews.*

Proposals will be judged on the following criteria:

**Proposal Review**

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| --- | --- | --- |
| **Criteria** | **Weight** | **Weighted Final Score** |
| Research Question | 4 |  |
| Theoretical Framework/Perspectives Literature Review | 3 |  |
| Rationale | 3 |  |
| Methods and Data Analysis | 4 |  |
| Significance of Project Impact | 4 |  |
| Clarity and Specificity | 4 |  |
| Coherence of Proposal | 3 |  |

**Final Score: \_\_\_\_\_\_\_\_\_\_\_**

Criteria will be ranked from 1 (low) to 4 (high), and then multiplied by the corresponding weights listed above for a possible point value of 100.

**Budget Review**

\_\_\_\_\_ Acceptable \_\_\_\_\_ Questionable \_\_\_\_\_ Unacceptable

**Comments for the LRCC Executive Director**

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**Comments to be shared with the applicant**

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**Grant Recipient Requirements**

Recipient is expected to file an interim report giving an update on research at the midpoint of the study and a final report at the completion of the study. These should be submitted by email to Anaya Yates at [ayates6@uwyo.edu](mailto:ayates6@uwyo.edu).

**Disbursement of Funds**

The funds will be distributed in three payments. The first installment will be distributed at the beginning of the study and the second installment when an interim report is submitted. A third installment is disbursed upon receipt of the final report. For example, if an applicant was awarded $10,000.00. A first installment of $4,500.00 would be disbursed at the beginning and the second installment of $4,500.00 would be disbursed when the interim report is submitted. A final installment of $1,000.00 would be made when the final report has been received.

*Please refer any questions about your proposal or this grant to Dana Robertson at* [*drober36@uwyo.edu*](mailto:drober36@uwyo.edu)*.*

University of Wyoming

College of Education

Literacy Research Center and Clinic

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