

## **OCSE QTAG Application Guidelines**

OCSE QTAG applications should focus on faculty scholarship and/or enhancement of research program efforts and/or improving research capacity. Specific documentable outcomes must be specified such as a peer-reviewed publication in the Journal of ... or preliminary data collection to support a more extensive external proposal submission. If submission of a follow-on proposal is one of the outcomes, provide details regarding the intended agency, program and deadline. A detailed budget and supporting rationale is necessary. Any related internal and external funding efforts and or other support should be provided in the narrative.

- Discuss the immediacy of the timeline (expenditures within a three month duration of a QTAG) and the critical need for the resources requested. Have unanticipated research costs occurred such as an increase in the cost of materials, shipping, etc? Has existing equipment ceased to function? Are repairs, new or replacement equipment needed?
- While conference travel expenses are not covered by the OCSE QTAG program, travel related to data collection and/or analysis is permitted.
- If funds for equipment, computers, or other electronic devices are requested, please include justification for the critical and immediate need. For some research areas, a computer or audio/visual equipment (for instance) is necessary for data collection and processing.

OCSE QTAG applications should not include:

- Student salary (undergraduate or graduate) (summer, winter or academic year)
- Conference expenses related to presentation of scholarly work
- Publication costs
- Student thesis or research costs
- General purpose computers or other electronic devices

Faculty who are interested in submitting a QTAG proposal are strongly encouraged to consult with Dr. Cathleen Webb, Associate Dean for Research prior to submission.

### **OCSE QTAG Application Checklist 2019-2020**

- Request – clear and concise
- Budget – detailed including justification with attached quote(s) if applicable – expenditures within three months
- Narrative description of project including impact on faculty research program or scholarship.
- Discussion of methodology, if appropriate
- Directly address critical and/or immediate need
- Timeline (within three months)
- Documentable, specific outcomes
- Related funding efforts/resources
- Travel expenses (if requested) are justified within the OCSE QTAG Guidelines
- Review of Evaluation Criteria is highly recommended.

### **OCSE QTAG Application Form:**

[https://www.wku.edu/ogden/web\\_pages/quick\\_turnaround\\_grants.php](https://www.wku.edu/ogden/web_pages/quick_turnaround_grants.php)

**OCSE QTAG Evaluation Criteria**

Please rank each category with a 1, 2, or 3 scale, where 3 is the highest value.

<b>Name (PI)</b>	<b>QTAG Project</b>

Criteria	Score (1,2,3)	Comments
<b>Project Description including methodology, if appropriate</b>		
<b>Budget and Rationale is clear and appropriate with expenditures within the three month time frame</b>		
<b>Critical/Immediate need discussed</b>		
<b>Outcomes – clear and documentable</b>		
<b>Impact on faculty member scholarship is clear</b>		
<b>Time Line - Does this meet QTAG project criteria – immediate or within 3 months?</b>		
<b>Are there other funding sources that could be partially or fully applied?*</b>		
<b>Total</b>		
<b>Recommendation for funding (Y, N, ?)</b>		

\*Has funding been received for the proposed research already? Is the PI seeking other funding sources (departmental, grants, OSP, travel funds, etc.)? How does QTAG funding complement other funding sources? Does QTAG funding enhance and further a larger research project?