

RSPG Grant Application

Please read the entirety of this section before filling out your grant proposal. Information about each grant category can be found on the [RSPG webpage](#). Late proposals will not be considered.

Helpful Information about Proposals: Proposals that include cost sharing from departments, colleges, off-campus agencies and/or faculty personal funds are viewed more favorably than are proposals that do not include cost-sharing. For more information on funding criteria and eligible expenses, please visit [this page](#). For more information on how the committee evaluates and scores proposals, see our [evaluation rubric](#).

In addition to your budget sheet, you may submit up to **two appendices** for a total three PDF attachments. In your appendix file names, use LastName_Appendix A or B. For your budget form, use LastName_Budget. Only include items in your appendices that directly support your proposal and budget (ex: a screenshot of a flight, hotel, or rental vehicle cost, letters of support, invitation or acceptance letters, screen shots of budget line items that reflect each item's cost). Avoid adding a full paper or dataset unless it is necessary for the review committee to evaluate your proposal. If saving webpages as PDFs, remove all irrelevant pages from the document.

Please note that RSPG [travel requests are limited](#) to \$1,250/person for travel to domestic conferences and \$3,000 for international conferences.

Additional funding sources can include, but are not limited to: your department and college, [ARCC grants](#), [Office of Sponsored Projects](#), and [Office of Undergraduate Research](#). Contributions in the form of funding should be noted on the budget page, including personal contributions. Non-monetary support, such as letters, should be included as an appendix. If the work funded by this grant will use recombinant DNA or transgenic organisms, you are required to visit <https://tinyurl.com/5ca7heer> to register your project.

RSPG funding **cannot be used retroactively**. Funding guidelines including eligible and ineligible expenses can be found [here](#). In addition, please consult the [WSU Travel page](#) for per diem, mileage and other travel information.

One copy of the final proposal should be submitted using the application form available here. Please give [your college representative](#) **10 days before the deadline** to review in advance. You may do this by submitting through Google Forms and notifying your representative of your request, or downloading a PDF of your Google Form before you submit it and sending your request to them directly via email. Google Forms are editable before submission, so any suggested changes may be made in Forms. Once you submit, you will receive an email with a copy of the submission for your records.

- The deadline for Fall awards is October 3, 2025 by 5 pm.
 - The deadline for Spring awards is February 6, 2026 by 5 pm.
-

* Indicates required question

1. Email *

2. Project title: *

3. Project director: *

4. Mail code: *

5. College: *

Mark only one oval.

- ☐ Telitha E. Lindquist College of Arts & Humanities
- ☐ John B. Goddard School of Business & Economics
- ☐ College of Science
- ☐ College of Engineering, Applied Science & Technology
- ☐ Dr. Ezekiel R. Dumke College of Health Professions
- ☐ College of Social & Behavioral Sciences & Education
- ☐ Stewart Library

6. Department: *

7. Name of department chair: *

8. Name of program director (Required only if the project is managed by a program director):

9. Name of dean (Required only if college resources are involved):

10. Other participants (names and email addresses):

11. More information on different types of grants can be found on [the RSPG page](#).
Ensure you are applying for the correct grant.

*

Are you applying for:

Mark only one oval.

- ☐ Research Grant (Fall, Spring)
- ☐ Creative Works Grant (Fall, Spring)
- ☐ Travel Grant (Fall, Spring)
- ☐ Innovative Teaching Grant (Fall, Spring)
- ☐ Hemingway Adjunct Faculty Grant (Fall, Spring)
- ☐ Hemingway Faculty Vitality Grant (Fall, Spring)
- ☐ Community Engaged Learning Grant (Fall, Spring)
- ☐ Hemingway New Faculty Grant (Spring Semester Only)
- ☐ Hemingway Excellence Award (Spring Semester Only)
- ☐ Hemingway Collaborative Award (Spring Semester Only)

12. I am a... *

Mark only one oval.

- ☐ Tenured full professor
- ☐ Tenured associate professor
- ☐ Tenure-track assistant professor
- ☐ Tenure-track new faculty member in my first or second year
- ☐ Instructor or post-doc
- ☐ Adjunct faculty (for adjunct grants only)

13. Does this proposal request funds to use an undergraduate student assistant(s)? *

Mark only one oval.

☐ Yes

☐ No

14. **FUNDING REQUEST AMOUNT** (The amount you are specifically requesting from RSPG, not the full amount of your proposal): *

15. **FOR NEW FACULTY GRANTS** (Spring only): What is your hire date and rank, and have you previously applied for and/or received a new faculty grant?

16. Please download [this fillable PDF](#) and complete the budget. The form **will only work in Adobe Acrobat** (i.e., not Google Docs or Preview on Mac). Once complete, re-upload the file. Please label with your last name (i.e., Smith Budget.pdf).

You **do not** need to obtain signatures -- the committee will solicit these on your behalf using Adobe Sign.

If you need to upload a new version of your budget (e.g., after feedback from your representative), please entitle it NEW Lastname Budget.pdf. You will not be able to delete the old version.

Files submitted:

17. **PROJECT SUMMARY** (Abstract, limited to 800 characters): *

18. **I. BACKGROUND AND OBJECTIVES** (Limited to 4000 characters. Please use the question from list that best matches your grant category): *

I-A. For research, describe the nature and significance of the research project with expected outcomes (max. award \$3,000).

I-B. For creative works, describe the nature and significance of the creative works project with expected outcomes (max. award \$3,000)

I-C. Describe the purpose and importance of your travel (max. award \$1,250 for domestic or \$3,000 for international)

I-D. Hemingway Award for Faculty Excellence. Please describe what the impact of your project will be on the larger community and how it is consistent with at least one of the following strategic goals: equity, diversity, and inclusion; student success; or community engagement and economic development. In short, what makes this project qualify for a Hemingway Award?

I-E. Hemingway Collaborative Award. Explain the collaborative nature of the project and how it is consistent with at least one of the following strategic goals: equity, diversity, and inclusion; student success; or community engagement and economic development. What faculty and disciplines are involved?

I-F. For Innovative Teaching/Community Engaged Learning Grants, explain how it will improve your teaching, engage students and/or the community (max. award \$5,000 per person involved)

19. **II. PROCEDURES AND METHODS** (Indicate how the goals and objectives will be met. This includes research as well as creative, teaching, or other non-research proposals. Include a discussion of the steps involved in the design, development and implementation of the project, limited to 2,500 characters): *

20. **III. TIMELINE** (Provide a timeframe for the completion of the project. Limited to 1,000 characters): *

21. **IV. PROVIDE A BUDGET NARRATIVE** (This should clearly explain any budget items that are not self-explanatory, including justification for each line item or the number of hours requested (if any) as reassigned time or stipend. Limited to 1,000 characters): *

22. **V. EVALUATION AND DISSEMINATION** (Include a plan for evaluating or documenting outcomes as well as a plan for the dissemination of project results. If seeking funding for teaching innovations, please identify how student involvement/engagement/evaluation will be assessed. Conference or travel funding should speak to the importance of the conference. Limited to 2,000 characters): *

23. **VI. ANSWER THE FOLLOWING QUESTIONS:** *

1. What RSPG funding have you applied for or have been awarded in the past 5 years?

For awarded projects, please provide information regarding these projects including (1) the project title, (2) the status of the project, and (3) the outcome(s) of the project.

Please indicate whether a final report has been submitted for each RSPG award. (It is recommended that a copy of the final report be included as an appendix.)

24. 2. What other sources of funding and support have you sought for this project (limit this response to funds you have already been granted or funds you have applied for or otherwise have available to you)? Please explain. *

25. 3. Would completion of this project create opportunities for external funding (for example, is this proposal a request for a pilot study or seed money that may lead to a larger project)? *

26. **Appendix I.** Please attach appendix here, labeled with your last name and in PDF format (i.e., Smith Appendix.pdf). In your appendices, please place all relevant material **combined into a single PDF file**. This could include (but is not limited to) proof of costs regarding flights, hotels, registration, project materials, creative art materials, books, transcription services, translation services, stipends, benefits, letters of support from community members, faculty, administration, questionnaires, IRB forms, IBC forms, RSPG final reports, etc. **If you are including airfare or hotel website downloads, only include the relevant page(s). PDF files are limited to 10MB.**

Projects using human subjects or animal use must obtain IRB/IACUC approval. Please attach letter of approval in the appendix. Proposals that require but do not have documentation of approval attached will not be considered.

Projects that use recombinant DNA, transgenic organisms, or exotic plants must register with IBC at this

link: https://weber.co1.qualtrics.com/jfe/form/SV_0kO6s3qzHYH1ONU

If you are applying for release time or a stipend, please attach (in the appendix) what your course load would be if you received the reassigned time. You **MUST** include any overload courses which you plan on teaching and a letter of support from your department chair.

NOTE: You are only allowed to submit two appendices; however, many items can be placed together in one file. If files contain multiple items, please place a table of contents as a cover page.

If you need to upload a new version of your appendix (e.g., after feedback from your representative), please entitle it NEW Lastname Appendix.pdf. You will not be able to delete the old version.

Files submitted:

27. **Appendix II.** If needed, please attach appendices here, labeled with your last name and in PDF format (i.e., Smith Appendix 2.pdf).

If you need to upload a new version of your appendix (e.g., after feedback from your representative), please entitle it NEW Lastname Appendix 2.pdf. You will not be able to delete the old version. PDF files are limited to 10MB.

Files submitted:

Conclusion

Please ensure that you click the "Submit" button below to submit your application. Once you submit, you should receive an email copy which will include a link in case you need to make any edits. If you do not receive this email confirmation, your response has not been submitted.

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