**Promoting Excellence in Education through Research and Creative Works (PEER)**

**I. Overview**

**A. Program Description**

West Virginia State University recognizes the importance of research, as it is one of the University’s foundational mission components. To that fact, the President has authorized the development of the Promoting Excellence in Education through Research (PEER)  
to be administered by the Office of the Vice President of Research and Public Service. The purpose of this program is to provide financial support to encourage and foster the advancement of research, and to leverage these resources to attract extramural funding to promote and support the enrichment of academia and student learning at the University.

**B. Funding**

The Promoting Excellence in Education through Research (PEER) is a grant program supported by Title III Funds from the U.S. Department of Education, and supplemented by other STEM-related state, foundation, private and federal funding.

**C. Grant Categories:**

The Faculty Handbook defines research as follows: “Research is broadly defined as the organized, deliberate efforts to collect, analyze and evaluate information. This may be accomplished through a variety of methods including, but not limited to, the historic method, the survey method, the field study and the experimental method. Research should result in a tangible product, such as a peer-reviewed journal article, book, proceedings abstract, presentation at a professional conference or some other verifiable contribution to the discipline.”

Eligible faculty may submit proposals in one of the following grant award categories (grant description in Section II).

1. Applied and Basic Research or Creative Work
2. Summer Faculty Research or Creative Work
3. External Funding Proposal Preparation
4. Matching Funds for Extramural Funding
5. Travel (domestic travel only; international travel is not allowable)

**D. Awards**

There will be up to 15 awards per year, each with a maximum value of $5,000. The research period can be for a full year or any combination of Fall, Spring and Summer semesters.

1. **Eligibility**

Faculty members with the rank of Assistant Professor or above, and non-tenure-track faculty who hold a full time appointment (1.0 FTE) and are either involved in substantial research activities or faculty who have elected to become more active the University research, are eligible. Emeritus, courtesy, visiting and adjunct appointee ranks are ineligible.

Individuals are limited to one application per funding cycle. Applicants may serve as a collaborator or team member on additional projects.

1. **Release Time**

Funds for release time may be requested in addition to the $5,000 proposal budget. If awarded, funds used to cover release time are contingent upon negotiation with your Department Chair and Dean.

1. **Timeline**

**For Summer 2017 Awards (project performance period falls between May 15, 2017 and September 30, 2017)**

Proposal Deadline Date: February 15, 2017  
Award Notification: April 13, 2017

Award Performance Period: May 15, 2017- September 30, 2017  
Final Report Due: Within 30 days of project termination (no later than October 30th)

**For FY 2018 Awards (project performance period falls between October 1, 2017 and September 30, 2018)**

Proposal Deadline Date: February 15, 2017  
Award Notification: July 1, 2017

Award Performance Period: October 1, 2017- September 30, 2018  
Final Report Due: Within 30 days of project termination (no later than October 30th 2018)

Submit All Reports To:

*The Office of the Vice President of Research and Public Service  
email in PDF format to orlando.mcmeans@wvstateu.edu*

**II. Grant Category Descriptions**

1. **Basic or Applied Research** 
   1. To support the development of innovative programs of research and scholarly work, with emphasis on those that enhance teaching and student research opportunities, especially for early career faculty (full-time regular tenure-track).
   2. To provide seed money to develop preliminary data, establish collaborations, and increase grant writing skills, especially among early career faculty (full-time regular tenure-track), to enhance their ability to seek external funding to support future research and training.
2. **Summer Research** 
   1. To provide an opportunity for faculty to engage in innovative research and/or proposal preparation activities during the summer.
   2. To provide support for collaboration and participation in established research and student-oriented programs.
3. **External Funding Proposal Preparation** 
   1. To provide support for faculty to develop grant proposals for submission to external funding agencies, in collaboration with the Office of Sponsored Programs and the Office of Research and Public Service.

**D. Matching Funds for Extramural Funding**

1. To provide matching support for an extramural grant proposal to demonstrate institutional commitment.

1. **Travel**
2. To provide support for faculty to present the results of research at professional meetings and interact with colleagues. International travel is not permitted.
3. To provide support for faculty to travel to off-campus research sites, such as libraries, museums, collaborating institutions, to conduct research, learn new techniques, gather preliminary data for extramural proposals or other research-related activities.
4. **Review and Selection Process**A. An initial application review will be conducted by the Office of the Vice President of Research and Public Service to ensure proposals are in compliance with guidelines. **Proposals that are submitted after the deadline and those that do not follow the page limit and/or page layout instructions will not be considered for a PEER Award.** Proposals deemed non-compliant will be returned to the applicant. Applications that are complete and responsive to this request will be forwarded to an interdisciplinary review panel comprised of the Academic Deans, Associate Provost, and other individuals who may be appointed by the Vice President for Research and Public Service and evaluated for technical merit.
   1. The reviewers will complete an evaluation of the application, identifying strengths and weaknesses related to each of the review criteria. Reviewers will independently assign a score for each criterion, as well as an overall score, for each application they review. Based on the overall scores assigned by reviewers, an average overall score for each application will be calculated and a preliminary rank order of applications will be prepared for consideration by the Vice President for Research and Public Service.
   2. The Vice President for Research and Public Service will review all the scores and rankings and determine the final awards and award amounts.
5. **Application Process and Guidelines (see also attached evaluation criteria score sheet)**

Applicants should submit proposals as an email attachment to the Office of the Vice President of Research and Public Service. Proposals must be **no longer than 9 pages** in length (Times New Roman font size 12, 1.5 line spacing, 1inch margins on all sides). **Longer proposals and proposals that do not follow the application guidelines will not be considered for award**. All proposals must contain the following:

* + 1. Completed Cover Sheet using the attached template

(**1 page**)

* + 1. CV (**no more than** **2 pages**)
    2. Project narrative (**no more than 4 pages**) which includes:
       1. Detailed outline of the purpose, materials and methods, expected outcomes, expected impacts, and plans for evaluation and/or dissemination;
       2. Summary of the contributions the project will make to the college or department (including curricular offerings) and explanation of how the program relates to the institutional faculty development plan, especially how it will increase the ability of the institution and the department or college to adapt to changing curricular, student and societal needs;
    3. Budget and budget narrative (**no more than 1page),** including salaries, benefits, supplies, equipment, travel, publications or other costs; and
    4. A letter from the department chair or immediate supervisor indicating the department’s support and describing the anticipated benefits to the department if the proposal is funded.

(**no more than 1 page**)

F. (**not included in the 9 page limit)** If awarded a PEER grant in the prior year a copy of the results from that project must be submitted along with the new PEER application. Examples of results may include a full PEER project report as outlined in V. Reporting Requirements, a copy of a peer-reviewed publication that was the direct result of the previous PEER award, proceedings abstract, poster or oral presentation, or other verifiable contribution to the discipline, faculty member, or WVSU. Failure to provide a verifiable product from the previous years PEER award will result in removal of consideration for 1 cycle of PEER awards.

**V. Reporting Requirements**

Faculty program participants are required to submit a brief report 30 days following the termination of the grant period (no later than October 30). This report shall be addressed to the Vice President for Research and Public Service, and sent to the Office of Research and Public Service. The report shall include a brief description of the project, research accomplishments for each objective, and an assessment of the impact on the faculty member’s development as a result of the program. The faculty member should also include plans for continuation of their project and how it will be beneficial to the University, their teaching and student success. Participants are also expected to present their work at the Fall PEER Symposium to be scheduled at the end of October each year.

**PEER Proposal Cover Sheet Template**

(Fiscal Year of fund request) Promoting Excellence in Education Through Research and Creative Works (PEER)

Project Title (Start and End Dates)

PEER Category

Date Submitted

PI Name, Title and Contact information

**PEER Proposal Cover Sheet Example**

2017/2018 Promoting Excellence in Education Through Research and Creative Works (PEER)

Investigating the Health Impacts of Bioactive Compounds Extracted from Anaerobes

(October 1, 2017- September 30, 2018)

PEER Category: Applied and Basic Research

Application Date: February 15, 2017

Ami M. Smith, Ph.D.

Director of Extension

West Virginia State University

100 Curtis House

Institute, WV 25112-1000

Email: [smitham@wvstateu.edu](mailto:smitham@wvstateu.edu)

Office: 304-204-4305

**Promoting Excellence in Education through Research and Creative Works (PEER)**

**Evaluation Criteria**

**PI Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project start and end dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grant Award Category**

\_\_\_\_\_ Applied or Basic Research or Creative Work  
\_\_\_\_\_ Summer Faculty Research or Creative Work  
\_\_\_\_\_ External Funding Proposal Prep  
\_\_\_\_\_ Matching Funds for Extramural Funding

\_\_\_\_\_ Travel (domestic travel only; international travel is not allowable)

**A. Personnel Resources (10 points)**

This criterion relates to the adequacy of the number and qualifications of key personnel who will develop and carry out the project. Information derived from CV and Project Narrative. \_\_\_\_\_

**B. Purpose, Methods, Outcomes and Impact (70 points)**

This criterion relates to the soundness of the overall approach, adequacy of resources, explanation of expected outcomes, and a process to evaluate impact of project. Information derived from Project Narrative (see IV. Application Process and Guidelines Part C. Project Narrative I.).

Purpose (20 points) \_\_\_\_\_  
Materials and methods (20 points) \_\_\_\_\_\_  
Outcomes (10 points) \_\_\_\_\_

Impact (10 points) \_\_\_\_\_\_

Evaluation and/or dissemination plans (10 points) \_\_\_\_\_

**C. Contribution to WVSU (10 points)**

This criterion relates to how the project will contribute to departmental, college, and institutional goals, strategic plan, and expected collaborations and partnerships that will be developed. Information derived from Project Narrative (see IV. Application Process and Guidelines Part C. Project Narrative II.).

Institutional Needs (10 points) \_\_\_\_\_

**D. Budget and Budget Narrative (10 points)**

This criterion relates to the adequacy, cost effectiveness and justification of the budget and budget narrative.

Budget (5 points) \_\_\_\_\_\_  
Budget Narrative (5 points) \_\_\_\_\_\_\_

Total Score: \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer Comments: