



WICHITA STATE
UNIVERSITY

REGIONAL INSTITUTE ON AGING

**WICHITA STATE UNIVERSITY
REGIONAL INSTITUTE ON AGING
CALL FOR PROPOSALS
Spring 2018**

Sustaining physical, cognitive, psychological, and social well-being into later years has become a critical focus for aging research as human life spans lengthen. The Regional Institute on Aging (RIA) at Wichita State University is pleased to announce an exciting new funding opportunity for faculty research that addresses issues related to well-being in older adults. This funding opportunity is supported by a gift from the estate of Evelyn Cassat.

RIA will provide 12-month funding for two WSU faculty research projects that contribute to knowledge and practice related to well-being in older adults. The maximum funding amount for each of two proposals is \$20,000. Proposals may be either for foundational research or for applied research (see definition below).

Grant proposals are encouraged from any academic department in the university. *Because issues related to well-being in older adults cross many human systems, including physiological, cognitive, social, organizational, environmental, and community systems, proposals that are interdisciplinary or transdisciplinary are strongly encouraged.*

A requirement of all proposals is the inclusion of undergraduate researchers. WSU is committed to providing applied learning or research experiences for all undergraduate students in order to maximize their skill sets at graduation. For the purpose of these grants, undergraduates must be involved at a level that enables them to learn and participate in the implementation of research methods.

WHO IS ELIGIBLE TO SUBMIT A PROPOSAL?

All full-time tenured or tenure-track WSU faculty members from any academic department are eligible to apply.

WHAT IS THE DEFINITION OF “OLDER ADULTS”?

For the purpose of these proposals, research should focus on adults age 55 and older.

WHAT IS THE DIFFERENCE BETWEEN FOUNDATIONAL AND APPLIED RESEARCH?

For the purpose of these proposals, foundational research is focused on new discoveries or creating new knowledge. Applied research is focused on the application or extension of existing knowledge.

WHAT IS THE LENGTH OF THE GRANT PERIOD?

Projects will be funded for 12 months only. These grants are not renewable, nor will they be extended.

WHAT CAN BE INCLUDED IN THE BUDGET?

Allowable costs include direct costs only, such as personnel costs, stipends for undergraduate researchers, laboratory and/or research costs, and supplies. In addition, conference costs and publication costs will be paid. Undergraduate researchers must receive a stipend. No equipment purchases will be covered. No indirect costs will be paid. The budget must be developed in consultation with the WSU Office of Research.

WHAT IS THE TIMETABLE FOR APPLICATION AND NOTIFICATION OF AWARDS?

- Release of announcement February 1, 2018
- Application due date March 15, 2018
- Review April-May 2018
- Awards announced May 15, 2018
- Earliest start date June 1, 2018

HOW TO APPLY

1. Cover page and executive summary (submit as one file)

- a. This is a three-page document that concisely describes the project. The first page is a cover page that will include ONLY the title of the proposed project, the principal investigator’s (and co-investigator’s) name, department(s), and contact information, and the names of any other research team members and departments. The two-page summary offers a succinct overview of the project and allows RIA to clearly understand what you are trying to accomplish. Tell us why this project is important to well-being in older adults!
- b. Include brief information about the need for the project, whether the project addresses foundational or applied research, project objectives, methods, total cost, academic departments involved, undergraduate researcher participation, and amount requested from RIA. If the proposed study is technical in nature, please use lay terminology in the Executive Summary.

2. Proposal narrative (submit as one file)

- a. The proposal narrative (15-page single-space maximum) provides an opportunity to describe your project thoroughly and to show clearly your proposal's relationship(s) to sustaining well-being in later life. Please address the following:
 - i. Project research questions, aims, and objectives
 1. Clearly state the study's hypotheses or specific research questions.
 2. Provide clear, concise, and complete objectives.
 - ii. Project significance
 1. Clearly describe the importance and relevance of the proposed project to sustaining physical, cognitive, psychological, or social well-being into later years.
 2. Provide a literature review, describing existing knowledge related to the study's aims and methods and how your proposed project relates to existing research (e.g. fills a gap in knowledge, extends existing research, applies existing research to current problem, etc.).
 3. Describe how the project complements or extends existing knowledge.
 4. Describe the specific anticipated contribution(s) to knowledge in this field.
 5. If the project is interdisciplinary or transdisciplinary in nature, please describe which departments are involved and what contributions are expected from each department.
 - iii. Proposed methods: please describe
 1. Research design
 2. Study hypotheses or research questions
 3. Sequence of the investigation
 4. Sample size if relevant, and how samples will be identified and/or recruited
 5. Eligibility and exclusion criteria
 6. Types of data to be obtained
 7. Data analyses planned
 8. Data interpretation planned
 9. Ethical issues regarding use of human subjects, if applicable
 - iv. Plan for dissemination of results
 1. Products, tools, reports, briefs, policy research papers, professional journals, conferences, etc.
 2. Target audiences for dissemination of findings
 - v. Personnel
 1. Provide biographical information about the principal investigator(s) and other key personnel involved in the project.

2. Undergraduate researchers
 - a. Provide plan for how undergraduate researchers in this project will be recruited, selected, compensated, and integrated into the project.
 - b. Show how the undergraduate researcher's project experience will fit the following WSU applied learning criteria:
 - i. Mirrors or embodies knowledge and practice in real world situations;
 - ii. Prepares student for a career or post-graduate education;
 - iii. Involves development or creation of a work product, service, or idea;
 - iv. Includes occupationally focused work;
 - v. Applies learned program skills;
 - vi. Engages populations outside the classroom.
3. ***Budget, budget narrative, and timeline (Submit line item budget separately as one file; submit the narrative and timeline together as a separate file)***
 - a. Line item budget includes all expenses and income, including grant funds requested from RIA and funds received and/or requested from other sources for this project. Please include the percentage of time allocated for project staff.
 - b. The budget narrative describes how the budget related to the proposed project activities. Budget narratives should include a description for each line item identified in the budget. If the project director and/or principal investigator are engaged in other projects, identify the percentage of time and compensation from these projects.
 - c. The timeline corresponds directly to the activities that are described in the proposal.

TERMS OF AWARD

If awarded, the grantees agree to the following terms:

1. Funds must be used within one year from the date of the award.
2. All research team members must be current in the appropriate required institutional training.
3. All projects must have been approved by the WSU Institutional Review Board prior to commencement of research activities.
4. Grant recipients and undergraduate researchers will present or publish results at the Undergraduate Research and Creative Activities Forum at WSU, and are encouraged to pursue external presentation and dissemination opportunities as well.
5. Undergraduate researchers are expected to participate in undergraduate student research workshops and programming whenever possible.

6. Grant recipients must acknowledge funding from the WSU Carl and Rosina Cassat Regional Institute on Aging Grant in any presentations or publications that result from the research conducted through the grant.

REVIEW PROCESS AND CRITERIA:

The applications will be reviewed according to the following judging criteria by an ad hoc committee of area scientists:

Judging criteria

The review committee will consider the following criteria during the selection process:

1. The proposal is clear and understandable to readers outside the investigator's specific field.
2. The research questions are demonstrated to be of significant importance to the study of aging.
3. There is a clear contribution to the research literature on well-being in older adults.
 - a. There is a clear explanation of the significance of the project relative to existing knowledge, the value of the project, and the new knowledge, understanding, or insight that will be gained from the proposed project.
4. The proposal is strong and clearly focused.
 - a. There is a clear focus on the central research questions, and the research questions are clearly demonstrated to tie to well-being in older adults.
 - b. The aims of the project are clear and understandable.
 - c. The proposed methods are sound and are appropriate to accomplishing the aims of the study. There is a clear discussion of how the methods will be implemented and how all data will be obtained. Human subject participation is addressed in detail with highest concerns for ethical treatment.
 - d. The timeline is appropriate and feasible for the work proposed.
 - e. The budget is appropriate and feasible for the work proposed.
5. Undergraduate research participation is documented and important to the project.
 - a. Undergraduates are substantially involved as researchers in the project.
 - b. Compensation is provided for undergraduate researchers, and undergraduate researchers participate in dissemination of the results.
6. The budget is appropriate and clear.
 - a. The requested budget is clear and necessary for the completion of the project.

REPORTING REQUIREMENTS

An interim scientific progress report and financial report are required six months after the start of the award. Final scientific progress and financial reports are due within 60 days of the end date of the award.

HOW TO SUBMIT

Format:

1. Please use either Arial, Calibri, or Times New Roman font with a font size of 11 and margins on all sides of 1 inch.
2. Please name all files with *your last name* in lower case followed by RIA followed by file identifier, e.g. “smith_RIA_exsumm.docx” or “smith_RIA_budget.xlsx.” See specific file names below.
3. The executive summary should be submitted as a separate file, either Microsoft Word or PDF. This file should be named “yourlast name_RIA_exsumm.docx”
4. The proposal narrative section may be submitted in Microsoft Word or PDF files. This file should be named “yourlastname_RIA_proposal”
5. The line item budget file may be submitted either as a Microsoft Excel or a PDF file. This file should be named “smith_RIA_budget.xlsx”
6. The budget narrative and timeline file may be submitted in Microsoft Word or PDF files.
7. ***Note: you will be submitting 4 files in total; there will be no more than 4 files submitted. Please submit all 4 files at the same time.***

Transmission of files:

1. Email all 4 files named as shown above, plus a completed research proposal routing form, to Rick Muma, Interim Provost, richard.muma@wichita.edu.
2. All files must be received by Dr. Muma by 5 PM on March 15, 2018. Applications received after the deadline will not be accepted or reviewed.

FURTHER QUESTIONS?

Direct questions to: richard.muma@wichita.edu