**College of Health and Human Services**

**CHHS Research and Creative Activity**

**CHHS Scholars Quick Turn-Around Grant Application (S-QTAG)**

**Submit Completed Application and Budget to** [**chhs.research@wku.edu**](mailto:chhs.research@wku.edu)

**Maximum budget $6,000**

1. Email Dr. Ritchie Taylor ([ritchie.taylor@wku.edu](mailto:ritchie.taylor@wku.edu)), CHHS Faculty Fellow for Research, and [chhs.research@wku.edu](mailto:chhs.research@wku.edu) to indicate your intent to apply and to confirm that funds remain in the S-QTAG budget for CHHS.
2. CHHS S-QTAG Research Project Title:
3. Principal Investigator (PI), Co-PI, and Co-Investigators (Co-Is). There must be a collaborative research team that includes at least two or more CHHS faculty members from two or more CHHS Departments/Schools/Applied Research Centers. Faculty from other WKU colleges may participate as Co-Is.
   1. Principal Investigator (PI) Name:
   2. PI’s Email Address:
   3. PI’s Department/School:
   4. PI’s Faculty Rank:
   5. List a Co-PI. The Co-PI must be a CHHS faculty member. Please include name, email, Department/School, and faculty rank:
   6. List all faculty/staff Co-Investigators (Co-I). Faculty members from CHHS or another WKU college, and/or a staff member may serve as Co-Is. Please include name, email, Department/School, and faculty rank for each faculty/staff Co-I:
4. List all student Co-Investigators (Co-Is) below. S-QTAGs require that three or more CHHS students participate in a significant role on the project team. The project may include additional students from within CHHS or from other WKU colleges. All student collaborators and their role on the project must be listed.
   1. Student Co-I (1) name, CHHS Department/School, academic program, email address, and project role:
   2. Student Co-I (2) name, CHHS Department/School, academic program, email address, and project role:
   3. Student Co-I (3) name, CHHS Department/School, academic program, email address, and project role:
   4. Add additional student Co-Is as needed
5. Budget and Budget Justification:
   1. The project budget limit is $6,000.
   2. Ensure that the excel budget sheet is completed.
   3. Include a Budget Justification for each expense category in the budget.
   4. Submit the budget sheet with the completed application via email to chhs.research@wku.edu.
6. Proposal Narrative. Attach a project proposal that includes the following:
   1. Background and significance
   2. Project description, methodology/strategy, goals, and objectives
   3. Expected accomplishments and specific outcome(s) of the project (book, journal article, presentation, grant proposal, etc.)
   4. A brief statement addressing how the project outcome(s) will impact the investigators careers, scholarly reach, and enhance the reputation of WKU
   5. Description of necessary resources (i.e., existing facilities, equipment, etc. that will be available to the project)
   6. Detailed timeline of project tasks
   7. An outline of each investigator’s role, and how the inter-department/school or inter-collegiate collaboration adds to the project.
7. Research Outcomes
   1. Provide a discussion of how this project will impact student learning and research, and advancements in research across CHHS and WKU.
   2. Describe potential innovations from this research and include Intellectual Property you hope to develop. If not applicable list N/A.
   3. Provide a discussion of how this project will create pilot data that can be used to develop a proposal to apply for external funding. Please include how S-QTAG funding will improve the possibility of obtaining external funding.
   4. Identify potential external funding sources.
   5. Present a detailed timeline for proposal development and submission. S-QTAG applications are expected to result in proposal development and submission for external funding. S-QTAG recipients that do not submit a proposal for external funding will be required to wait a minimum of 1-year after the previous S-QTAG completion date before application to another round of S-QTAG funding.
8. Supporting Documentation:
   1. Biographical sketch/curriculum vitae for each investigator (limited to 3 pages each) including education, experience, relevant publications, and current and pending research/project support from both external and internal funding sources.
   2. Include links to any professional/scholarly electronic profiles (ex. a professional website, ResearchGate, Google Scholar, MyNCBI, etc.). The biographical sketch may follow NIH, NSF, or other standard agency formats, but must adhere to the three-page limit