

## CHHS Procedures for Scholars Quick Turn-Around Grant (S-QTAG)

- Applicants will submit the CHHS Scholars Quick Turn-Around Grant (S-QTAG) application, budget, budget justification, and other supporting documentation via email to the CHHS Dean's Office at [chhs.research@wku.edu](mailto:chhs.research@wku.edu) referencing the grant submission with "S-QTAG: PI Name" in the subject line.
- Funding Amounts: Maximum funding for a C-QTAG is \$6,000 with a minimum of \$3,000. A budget will be established by the CHHS Dean's Office each academic year to support the S-QTAG internal funding mechanism. Once the budgeted amount is reached the S-QTAG funding mechanism will be closed for the academic year. Typically, the budgeted amount will be \$20,000 or more from CHHS indirects.
- Funding Cycles: Requests must be submitted by the last day of the month, July through November of the academic year. Awards will be made by the 15th of the following month or upon review and approval. Each S-QTAG application will be scored via a rubric to determine the funding status. Applications will not be accepted in May and June of the academic year.
- A faculty member may receive one S-QTAG as Principal Investigator (PI) per academic year. An individual may be a Co-PI or Co-Investigator on a maximum of three S-QTAG applications in an academic year, and only one as PI. Unsuccessful applications may be revised and resubmitted for subsequent funding cycles.
- Review Process: Each application will be reviewed and scored according to the S-QTAG Scoring Rubric. A team of at least two faculty members from the CHHS Research, Innovation, and Creative Activities Council and the Faculty Fellow for Research will review and score each application. S-QTAG applications that do not meet the funding threshold will be returned with comments. Resubmission of the application by the PI may be allowed dependent upon the application score and addressing deficiencies noted.
- Collaboration is required on all S-QTAGs. S-QTAGs require that two or more faculty from two or more units in CHHS participate on the project team. The project may include faculty and staff from outside of CHHS as Co-Investigators. At least three CHHS student collaborators must be on each S-QTAG project team, with defined research roles. A basic requirement of a S-QTAG is that a CHHS tenured or tenure track faculty member must be on the grant application in the role of Principal Investigator (PI).
- Dissemination of the results of the awarded project is anticipated at a future CHHS Research Seminar or other college-sponsored research activity.
- The PI may be asked to present the S-QTAG proposal to the CHHS Research and Creative Activities Council or to a sub-committee of the Council. This will allow the Council to make recommendations prior to funding.
- **The main goal of S-QTAG funding is developing research teams in CHHS, training students to conduct research, and collecting pilot data that supports submission of proposals for external funding.**
- It is anticipated that outcomes of the S-QTAG research project may include presentations at conferences and peer-reviewed journal articles. **A required outcome is submission of a proposal for external funding.** Future S-QTAG funding will be dependent upon demonstrated outcomes.
- S-QTAG applications will indicate potential external funding sources and the proposal timeline.

- A three-page status report of the S-QTAG-funded project is due to the CHHS Office of Research via email at [chhs.research@wku.edu](mailto:chhs.research@wku.edu) by June 30<sup>th</sup> of the academic year. The report must include a summary of results, outcomes, impact, and the timeline for submission of a proposal for external funding of research. All funds for the project must be spent by May 30<sup>th</sup> of the academic year the research is initiated. Please work with the CHHS Research Office to set the final timeline for the project.
- *Please note - If the project involves human subjects, animal subjects, export control issues, rDNA/ RGZ microbe, or biohazards, appropriate institutional approval(s) must be obtained before the project begins and funds are spent. Contact Robin Pyles ([robin.pyles@wku.edu](mailto:robin.pyles@wku.edu)) in the Office of Research Integrity for further information or visit <http://www.wku.edu/compliance/>.*

#### Spending Funds 1)

##### TRAVEL

All travel must be approved prior to the travel date via Employee Travel Authorization form. Follow [CHHS travel process](#); make a comment within the authorization form that the cost will be covered by a CHHS C-QTAG. Faculty will work with their departmental office staff to book travel and make any pre-pay arrangements. The office staff will send a copy of any invoices to the CHHS Grant Accounts Specialist so charges may be placed on the C-QTAG index. Submission of a Travel Voucher is required after the event. Follow the [CHHS travel process](#) for submission.

##### 2) ORDERING MATERIALS AND EQUIPMENT

The faculty member will be responsible for overseeing all purchases for the C-QTAG. The departmental office staff will assist the faculty members with pro-card purchases. The faculty member should provide a list of supplies to the departmental office associate to determine if the purchase/s require/s a WKU approved vendor.

Invoices for procurement card purchases are to be submitted to the office associate noting that the charge is C-QTAG related. The department office staff will contact the CHHS Grant Accounts Specialist to request hardcode approval for procurement card charges associated with the C-QTAG.

*Note: All supplies and equipment become property of the faculty member's department after the award has ended.*

##### 3) PAYING PARTICIPANT INCENTIVES

Please contact the CHHS Grant Accounts Specialist before attempting to pay any incentives. You must follow WKU guidelines for paying wages and participants. [http://www.wku.edu/compliance/irb\\_payments.php](http://www.wku.edu/compliance/irb_payments.php).

##### 4) PERSONNEL (Student Employees)

Faculty are to work with their office staff to hire student employees for their project. Note that the employee can be charged to the C-QTAG index (contact the CHHS Manager of Budgets and Grants for more information).

*As noted in the letter of approval, please contact the CHHS Manager of Budgets and Grants for use of these funds.*