**College of Health and Human Services**

**CHHS Research and Creative Activity**

**CHHS Collaborative Quick Turn-Around Grant Application (C-QTAG)**

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

**Maximum Budget $10,000**

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 C-QTAG budget for CHHS.
2. Collaborative Research Project Title:
3. Principal Investigator
   1. Principal Investigator (PI) Name:
   2. PI’s Email Address:
   3. PI’s Department/School:
   4. PI’s CHHS Applied Research Center (ARC) affiliation (if applicable):
   5. PI’s Faculty Rank:
4. List all Co-Investigators (Co-Is) below. One CHHS collaborator should serve as Co-PI on the project and assist with project administration. C-QTAGs require a collaborative research team that includes at least two or more CHHS faculty members from two or more CHHS Departments/Schools/Applied Research Centers. There must be at least three collaborators or more on all C-QTAGs. The project may include faculty and staff Co-Is from other WKU Colleges and research centers. Applications are encouraged to include at least one faculty member from a CHHS ARC.
   1. Co-PI name, CHHS Department/School, CHHS ARC affiliation (if applicable), and faculty rank:
   2. Co-I (1) name, Department/School, CHHS ARC affiliation (if applicable), and faculty rank:
   3. Co-I (2) name, Department/School, CHHS ARC affiliation (if applicable), and faculty rank:
   4. Co-I (3) name, Department/School, CHHS ARC affiliation (if applicable), and faculty rank:
   5. Add additional Co-Is as needed
5. Budget and Budget Justification:
   1. Maximum budget of $10,000.
   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 research collaboration and advance research in CHHS and across WKU. Include a discussion of how the team will collaborate with an existing CHHS ARC(s) to achieve external funding or if there is an opportunity to develop a new ARC.
   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 create a proposal to apply for external funding and how C-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. C-QTAG applications are expected to result in proposal development and submission for external funding. C-QTAG recipients that do not submit a proposal for external funding will be required to wait a minimum of 1-year after the previous C-QTAG completion date before application to another round of C-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