Application for Workload Equivalence (WKE) for Grant Writing/Development

BACKGROUND
A. Pilot Period - the application for Workload Equivalencies (WKE) for Grant Writing/Development will be available July 1, 2015 to June 30, 2016 as Year Three of the pilot program that will continue annually thereafter for a total of three years during which time an evaluation of the effectiveness of the program will be conducted.

B. Objective – this application provides an opportunity for a grant writer to secure a 3-credit Workload Equivalency (WKE) during a fall or spring semester to provide time for developing and writing a competitive proposal for a larger sponsored program or research.

C. Eligibility
1. Tenured, tenure-track, and temporary faculty in the APSCUF bargaining unit who are not required to write grants as part of their position are eligible to apply. Applicants should communicate with their department chairs and deans to verify support prior to completing the application.

2. Principal Investigator - The grant writer must be the Principal Investigator on the proposed project. Co-PIs may each apply (see 5 for more details). Grant proposals that will be developed, written, or assisted in development or writing by outside grant writers or hired agents are not eligible.

3. Fall-Spring WKEs - WKEs granted under this program must be used during a Fall or Spring semester. WKEs granted in a Fall semester are to be used during the following Spring semester. WKEs granted in a Spring semester are to be used during the following Fall semester.

4. Funding Source – must be external to Cal U. No internal grant Cal U-funded programs are eligible.

5. Minimum Proposal Amount – the minimum total proposal amount is $100,000 (exclusive of any matching funds) per PI. Proposals that cover multiple years must request $100,000 or more for the entire proposal period.

6. Evaluation – applications will be reviewed by a committee of past recipients, who are required to serve on the committee, as needed. Committee members are ineligible to apply for a WKE. Applications will be evaluated based upon the quality of the project proposed and the quality of the proposal submitted. Below is the rubric that will be used to evaluate the proposal and the project. The rubric corresponds directly with the guidelines, and applicants are encouraged to use the rubric as a guide as they prepare their proposals. Review committee recommendations will be forwarded to the Deans/Provost Council for review. WKEs will be granted by the President of the University.

D. Post-Award Obligations
1. Recipients must submit a complete proposal to the funding agency as proposed.
2. Recipients may not have an overload in the semester in which a WKE for Grant Writing/Development is awarded.
3. Recipients whose proposals are not funded under this program are expected to revise and re-submit proposals.
4. Past recipients will be required to serve on future evaluation committees for this award.

INSTRUCTIONS
E. The application should be completed following instructions provided. For some items (especially 4-9), it may be best to type the information in a separate document and then copy/pasted into the application.

F. Email the completed application to your department chair for verification of temp faculty and departmental endorsement.

G. Department chair will email the completed application to the Office of Sponsored Programs & Research by the application deadline.

H. Sponsored Programs & Research will organize a Review Committee, which will complete the reviews.