

Purpose	The purpose of the Royalty Research Fund (RRF) is to advance new directions in research at the University of Washington. Proposals must demonstrate a high probability of generating important new scholarly materials or resources, significant data or information, or essential instrumentation resources that are likely to lead to external funding or that might lead to a new technology.
History	The funds for this program are derived from royalty and licensing fee income generated by the University's technology transfer program. The RRF has been offered twice a year beginning in the Spring of 1992. In 1994, the Royalty Research Fund Scholar program was initiated to provide one quarter of release time for faculty with full teaching loads to engage in concentrated scholarly activities. The RRF welcomes proposals with budgets up to \$40,000.
Eligibility	<p>Faculty and professional staff with PI status (as determined by their dean) are eligible to apply; those with acting appointments may not apply. Eligible faculty ranks include: <i>Professor, Associate Professor, Assistant Professor, Research Professor, Research Associate Professor, and Research Assistant Professor</i>. A co-PI must also hold one of the eligible ranks. If you have already received an RRF award, you may not apply again for a period of two years after the previous RRF award was formally terminated and the final report received.</p> <p>RRF Scholar applicants must normally teach at least four regular and substantial courses per year; independent study and dissertation supervision are not included.</p>
Applications Allowed	An applicant may submit only one proposal per round. A co-PI may apply for more than one proposal, but the committee will fund only one of them. Our policy precludes PIs and co-PIs from having multiple funded proposals within the same period. There are no restrictions on participating faculty who are not PIs. A proposal which is not funded may be resubmitted only if substantially revised or if requested by the review committee; any proposal can be submitted a maximum of three times. Copies of previously funded proposals are available for examination (by appointment) in the Office of Research, B80 Gerberding Hall.
Matching Funds, External Support and Start-Up Funds	The RRF may <i>not</i> be proposed as matching funds for another grant. An RRF grant may be used as matching for a proposal submitted after the RRF award date. Applications can be made for external support of the same project, but an RRF award will not be given if an external award has been made. Support will not be provided merely to supplement or extend an ongoing funded research project. The RRF is not intended to provide or supplement start-up funds for new faculty.
Deadline	Proposals are solicited twice a year and are due the last Monday in September and the first Monday in March; awards are announced January 15 and June 15, respectively.
Review	Proposals are reviewed by a faculty committee that recommends funding priorities to the Office of Research. The committee solicits reviews from two faculty peers based on written proposal evaluation criteria. Please note that these reviewers will not necessarily be specialists in the applicant's subfield. Thought should be given, therefore, to crafting the proposal so that a wider audience may understand it. Although technical field-specific information will be expected, the major features of the proposal should also be accessible to non-specialists. The primary criterion is the merit of the proposal. Among proposals of similar merit, preference will be given to junior faculty. Proposals from senior faculty are generally funded only when they support a genuinely new direction in research and/or career development.
Budgets	Only exceptional proposals will be awarded funding at the upper end of the funding range. The review committee can recommend a reduction in the proposed budget to allow support of as many meritorious projects as possible.
Patents and Copyrights	The University of Washington shall own any patents, trademarks, copyrights or other work with commercial value emanating from discoveries and inventions resulting from work funded by the Royalty Research Fund and they shall be administered in accordance with the University's Patent, Invention, and Copyright policy. All such work shall be disclosed promptly to the University's Office of Technology Transfer.
Questions	Questions regarding the application procedure should be directed to Barbara Thompson, Office of Research, Box 351202, 206-616-9089, bthomps@u.washington.edu .

Submit proposal to the Office of Research, Box 351202, 340 Gerberding Hall (*not to Grant and Contract Services*). Forward the completed application (with original signatures) and five (5) copies of the application; provide additional copies to your Chair and Dean. **Please allow adequate time for your Chair and Dean to review the proposal.** Late applications will not be accepted. Chairs must sign the application even if the applicant's salary is paid by another entity. Proposals with co-PIs require one RRF-1 form per co-PI, signed by the appropriate Chairs and Deans. Cover letters, except as described below, will not be accepted.

☞ *The RRF program recognizes that not all the wording and/or information requested in this application or in the project proposal will apply equally to all eligible units within the university. Try to answer the SUBSTANCE of the questions as they apply to your discipline. At the same time, make sure your proposal is understandable to colleagues outside your particular field.*

Each copy must contain the following, stapled together in the order given. *No other documentation is allowed, including letters of support. Pages exceeding the maximum allowed per section will be discarded.*

1. Royalty Research Fund / RRF Scholar Application (RRF-1). **A separate RRF-1 form must be completed for each co-PI**
2. *OPTIONAL* — For resubmission of a proposal not previously funded, a summary of the responses to the previous reviews; *maximum of one (1) page*
3. Description of proposed research, in the form discussed below; *maximum of six (6) one-sided pages.*
4. Budget page(s). See *Sample Budget and Guidelines* for instructions; *maximum of two (2) one-sided pages.*
5. Curriculum vitae of PI, co-PI(s) and postdoctorate(s); *maximum of two (2) one-sided pages per CV.*
6. Other research support. List sources, dates, amounts, and titles of all research awards in which you were the PI during the past three years, and pending proposals. State the relationship of each project to the current proposal, if any; *maximum of two (2) one-sided pages.*
7. Literature citations; *maximum of two (2) one-sided pages.*

MANDATORY COVER MEMORANDUM — *Suggested reviewers.* The names of two to four University of Washington faculty who would be able to provide a thorough and objective review of the proposal. Do not list current or previous collaborators. *The RRF committee is not obliged to select from this list.* Additionally, the names of any UW faculty or staff who should *not* review the proposal (e.g., due to conflict of interest) may be included. Include a campus box number, phone and email address for each individual listed. *Maximum of one (1) page, original and one (1) copy.*

Royalty Research Fund / RRF Scholar Application (RRF-1)

<i>RRF Scholar</i>	If the proposal includes one quarter release time as an RRF Scholar, the PI must document that they have a full teaching load (normally four regular and substantial courses per year, not including independent study and dissertation supervision).
<i>Human Subjects, Animal Use, Environmental Factors</i>	If the proposal involves human subjects, animals, or requires Environmental Health and Safety approval, the PI must provide evidence of the necessary approvals before funds can be released. The PI is responsible for submitting the proposal to the appropriate committee <i>after</i> awards are announced.
<i>Institutional Agreements</i>	If another institution participates, the award will be made pending a letter of agreement.

Description of Research

This section, comprised of items A. – E. below, must NOT exceed six (6) single-spaced, one-sided pages (12-point font, ¾" margins). *No other appendices or attachments are allowed.* A Table of Contents may be included only if within the six page limit. Keep in mind that the committee members generally will not be specialists in your field. *If more than six pages are submitted, all pages after page 6 will be discarded.*

- Introduction and Rationale* Provide *brief* critical review of the pertinent literature, theoretical background, and justification for the proposed research. Describe any results already achieved, including publications.
- Objectives* What is the project designed to accomplish?
- Procedure* With what methods, materials, or tools will the objectives be met? Justify all major budget items requested. If access to a particular location or institution is required for research or data collection, state whether permission has been obtained.
- Time Schedule* Provide a schedule showing how the proposed research can be accomplished during the desired support period. The support period is normally limited to one year. A no-cost extension of up to one year may be granted if requested and adequately justified.
- Need for RRF Support* What other efforts have been made to find support for the project? How could the results of the work lead to further outside funding or commercial applications? How does this project address the mission of the Royalty Research Fund?

Following the sample format, itemize specific needs for the categories listed below. All items must be coded according to the "Financial Accounting System (FAS) — Object Codes for Expenditures." Refer to *UW Operations Manual Vol. II, Section D 34.1* for codes. (*UW Operations Manual* and *Grant Information Memoranda* are located at your Reference Station. Locations of Reference Stations are listed inside the back cover of the Campus Directory.) The university does not charge indirect costs to RRF grants, nor does it allow such charges from departmental or external agencies as part of an RRF budget. Minimal (<10% or <\$500) shifts in the budget are permitted. The committee reserves the right to adjust or reduce the requested budget when making an award.

ALL FIGURES QUOTED ARE INTENDED AS EXAMPLES ONLY. VERIFY ALL RATES WHERE APPLICABLE.

01 Salaries

Richard Jones, Professor, <i>replacement salary cost</i> , Spring 200x (RRF Scholar)	8,754 *
Alice Smith, Assistant Professor, 100%, \$3,500 month, one month summer salary	3,500 *
John Jameson, Research Assistant, 50%, \$1,260 per month, three months, Spring 200x	3,780
Subtotal	16,034

For each individual who is paid from this grant, list:

1. *Name (if known at the time of the application)*
2. *Job title*
3. *Percentage of time expected to be devoted to grant*
4. *Salary rate per month, hour, etc.*
5. *Length of time salary is required*

****Refer to Grants Information Memorandum (GIM) 25 regarding projected salary increases.***

<i>Replacement salary (RRF Scholar only)</i>	<i>Budget should reflect the actual cost of hiring a replacement, not the PI's salary. (See additional comment under "Faculty salary.")</i>
<i>Routine secretarial charges</i>	<i>Not allowed.</i>
<i>Faculty salary</i>	<i>For 9-10 month faculty, salary awards are limited to one month's summer salary and will NOT be made if the faculty member accepts summer salary from any other source for more than one additional month. If research spans two summers, summer salary is limited to one month total. 12-month faculty are limited to one month's salary. Faculty may not request salary for periods when they will be on sabbatical leave. Faculty may receive RRF salary through another department. Co-PIs may apply for one month summer salary each. Salary support will not be provided for visiting faculty. RRF Scholars will only be awarded summer salary support in exceptional cases and with clear justification.</i>
<i>Graduate students</i>	<i>A graduate student can be supported throughout the academic year at the normal 50% level. Indicate the quarter(s) they will serve. A compelling argument must be made for greater than nine months' support.</i>
<i>Postdoctorates</i>	<i>A compelling argument must be made to support a postdoctorate; include a 2-page CV. Bridge funding for postdoctorates will not be supported.</i>
<i>Technicians</i>	<i>A compelling argument must be made to support technicians.</i>

02 Contract Personal Services

Research Subjects — 25 subjects @ \$5/each	125
Subtotal	125

List the nature and extent of the services. Payments of per diem to consultants are allowed only in exceptional circumstances.

03 Other Contractual Services

Recording and editing fees	1,200	
Subtotal		1,200

List details of service to be contracted. Conference fees, facilities renovation, membership costs, subscriptions, journal page charges, production of CDs or other materials for commercial purposes, publication subsidies or supplements to ongoing seminar programs are NOT allowed. Lab fees are allowed if based on actual use of the lab (blanket lab fees are not allowed).

04 Travel

Professor Smith to travel to research site, city, state, round-trip airfare for 1 trip	350	
Subtotal		350

Only travel necessary to conduct research will be supported and will generally be given lower priority. Explain the nature of the travel expense, relation to the project, and identify individuals for whom travel funds are requested. Conference travel is not allowed.

05 Supplies and Materials

Chemicals	550	
Electronic components	150	
Subtotal		700

List by major types, i.e., glassware, chemicals, etc. and give estimated cost of each major type.

06 Equipment

ABC 200 mm telescope	2,900	
Subtotal		2,900

List all items of equipment and the cost of each item. Equipment will be supported only if tied to a research project and not available elsewhere on campus. A piece of equipment by itself will be funded only in exceptional circumstances.

07 Retirement and Benefits

01-10 Richard Jones, Professor (RRF Scholar), \$8,754 x 22.3% = 1,952.14	1,953	**	
01-10 Alice Smith, Assistant Professor \$3,500 x 22.3% = 780.50	781	**	
01-40 John Jameson, Research Assistant \$3,780 x 11.7% = 442.26	443	**	
Subtotal			3,177

****Use benefit rates provided in Grants Information Memorandum (GIM) 3.**

08 Operating Fee/Tuition

08-05 John Jameson, Research Assistant Spring Quarter 200x rate	1,990	***	
Subtotal			1,990

*****Use tuition rates as provided by the Graduate School. It is not necessary to budget for the Student Technology Fee. Summer Quarter rate is usually lower than Autumn, Winter, Spring rates.**

TOTAL BUDGET 26,476

Total budget is expected to be no more than \$40,000.