

OCSE QTAG Application Guidelines

OCSE QTAG applications should focus on faculty scholarship and/or enhancement of research program efforts and/or improving research capacity. Specific documentable outcomes must be specified such as a peer-reviewed publication in the Journal of ... or preliminary data collection to support a more extensive external proposal submission. If submission of a follow-on proposal is one of the outcomes, provide details regarding the intended agency, program and deadline. A detailed budget and supporting rationale is necessary.

Discuss the immediacy of the timeline (expenditures within the three month duration of a QTAG) as well as the critical need for the resources requested. Any related internal and external funding efforts and or other support should be provided in the narrative.

While conference travel expenses are not covered by the OCSE QTAG program, travel related to data collection and/or analysis is permitted. Have unanticipated research costs occurred such as an increase in the cost of materials, shipping, etc? If funds for equipment, computers, or other electronic devices are requested, please include justification for the critical and immediate need. For some research areas, a computer or audio/visual equipment (for instance) is necessary for data collection and processing. Has existing equipment ceased to function or repairs are needed?

OCSE QTAG applications should not include:

- Student salary (undergraduate or graduate) (summer, winter or academic year)
- Conference expenses related to presentation of scholarly work
- Publication costs
- Student thesis or research costs
- General purpose computers or other electronic devices

Faculty who are interested in submitting a QTAG proposal are strongly encouraged to consult with Dr. Cathleen Webb, Associate Dean for Research prior to submission.

OCSE QTAG Application Checklist 2019-2020

- Request – clear and concise
- Budget – detailed including justification with attached quote(s) if applicable – expenditures within three months
- Narrative description of project including impact on faculty scholarship and methodology, if appropriate
- Critical/Immediate need addressed
- Timeline (within three months)
- Documentable specific outcomes
- Related funding efforts/resources
- Travel expenses (if requested) are justified within the OCSE QTAG Guidelines

OCSE QTAG Evaluation Criteria

Please rank each category with a 1, 2, or 3 scale, where 3 is the highest value.

Name (PI)	QTAG Project

Criteria	Score (1,2,3)	Comments
Project Description including methodology, if appropriate		
Budget and Rationale is clear and appropriate with expenditures within the three month timeframe		
Critical Immediate need discussed		
Outcomes – clear and documentable		
Impact on faculty member scholarship is clear		
Time Line - Does this meet QTAG (immediate/within 3 months) criteria?		
Are there other funding sources that could be partially or fully applied?*		
Total		
Recommendation for funding (Y, N, ?)		

*Has funding been received for the proposed research already? Is the PI seeking other funding sources (departmental, grants, OSP, travel funds, etc.)? How does QTAG funding complement other funding sources? How does QTAG funding enhance and further the larger research project?