

Application Guide
2026 WVU Internal Community Grant

INSTRUCTIONS

Write your proposal with such clarity that it may be understood by any member of the committee. Keep in mind that the committee is interdisciplinary and reaches decisions by consensus.

The application is comprised of three sections:

- Personnel (including upload of CV)
- Application
- Budget

Each of the sections of the grant will be entered into a field in the application through the Internal Grants Module of the KC system. You will be able to use your WVUID login and do not need any extra permissions or training to use the internal grants module of KC (although there will be an FAQ sheet and training video available). Rather than “page” limits, each section has character limits that translate approximately to the old page limits

FUNDING LIMITS

The budget cap is \$10,000

PRIVILEGED INFORMATION

No part of this proposal may be cited or reproduced without permission of the applicant(s), except as needed for committee review purposes.

I. PERSONNEL

Please identify the Principal Investigator. Attach a brief, selective vita (no more than two pages) listing employment record, faculty rank, professional accomplishments, publications, etc (you may use an NSF, NIH, USDA or other funding agency 2-page vita).

II. APPLICATION

PREVIOUS FUNDING

Number of previous Community Engagement grants received in past five years:

IF YOU HAD PREVIOUS COMMUNITY ENGAGEMENT FUNDING:

Has a past Community Engagement Grant led to you submitting an application for external funding?

Yes No

If yes, please indicate to whom the application was sent, dates of proposal(s), if it was funded, and if so, how much was awarded?

ABSTRACT

Please provide a brief summary of your project (1500 character limit).

SIGNIFICANCE OF PROJECT

Clearly state the need for your project and describe the contribution to Community Engagement, especially the citizens of West Virginia. Explain how you became aware of the need for this project (2,500 character limit).

BACKGROUND

Briefly summarize the current and significant work in the area of this proposal. Please be selective rather than exhaustive (3,000 character limit).

OBJECTIVES

Precisely list the project objectives considering time, funds, and available project personnel (3,000 character limit).

PROJECT PLAN

Describe the project, the methods of delivery to the clients, the extent to which a diverse clientele or audience is expected, and/or other appropriate data. State what is to be done, when it is to be done, where it will be done, who will do it, and the number that will be served. Note the extent to which collaboration with other agencies or organizations is expected. Provide evidence to demonstrate your ability to carry out such a project plan (3,000 character limit).

EXPECTED OUTCOMES

If successfully completed, indicate the anticipated contributions this project will make to the citizens of West Virginia, your field of expertise, your professional development, and the university. A statement about expected publication is not in itself sufficient, but you should also include a plan for scholarly dissemination. It is expected that all supported projects will result in scholarly output. Please include information regarding an evaluation procedure, unless it is inappropriate to do so. If evaluation results could be published in local or national media, indicate that possibility. Please also indicate your plan for permanent funding for the project (if applicable) (2,500 character limit).

RELATED FUNDING

Describe the funding you have received to date for proposed or related projects. State whether similar proposals are also being submitted to other funding sources and identify them. What further funding might be developed if this project were completed (3,000 character limit)?

SECTION III. BUDGET

The budget should provide an important indication of the soundness and thoroughness of your proposal. Itemize the budget by the indicated categories. Do not include requests for ordinary equipment, supplies, or printing routinely provided by your department. Maximum request is \$10,000. YOU WILL ENTER YOUR BUDGET IN KC; THE FORM BELOW IS SO THAT

YOU CAN PREPARE A DRAFT OF THE BUDGET, BUT YOU WILL NOT SAVE THIS FORM AND UPLOAD IT, RATHER YOU WILL ENTER AMOUNTS ON EACH LINE IN KC.

	Total Project Amount	Funds from Other Sources	Community Engagement Grant Funds Requested
Principal Investigator*			
Co-Investigator*			
Technical Assistant			
Clerical Assistant			
Other			
Fringe Benefits			
TOTAL PERSONNEL			
Supplies			
Printing			
Travel			
Miscellaneous			
TOTAL AMOUNT***			

*Not to exceed \$6,500 for salary including fringe benefits for each. The effort and time frame of PI and Co-I's salary must be explained in the budget justification. Fringe benefits must be included for all personnel. 12 month faculty should not request salary support. Student worker salary requests are permitted and may be included under "Other (personnel)."

BUDGET JUSTIFICATION (REQUIRED)

Indicate clearly how each item in the budget will support your project. Identify the types of equipment, supplies, and printing needed. Give basis for any travel expenses including destination, duration, mode, and cost of transportation, meals, and lodging in accordance with state travel regulations. If you are requesting summer salary, specify the period during which you should receive such funds.