

Deadline: 5 p.m. Monday, January 27, 2025

The Center for the Study of Women in Society (CSWS) invites funding applications for research on any aspect of the study of women and/or gender from across the disciplines on topics that align with the Center's mission to fund research, scholarship, and creative work that addresses the complexities of women's lives and the complicated nature of gender identities and inequalities. CSWS will give priority to research focused on the intersections of race and gender in order to advance the study of historically underrepresented groups in the United States.

CSWS 2025-26 Faculty/Staff Research Grant funds are for use from July 1, 2025, through June 30, 2026. Awards are subject to the following conditions set by CSWS.

PART I: OVERVIEW OF AWARD

A. ELIGIBILITY

1. Full-time University of Oregon faculty and staff who have not received a CSWS research grant in the past three years with a terminal degree in the discipline appropriate to the focus of the application are eligible for research support grants. CSWS staff members are NOT eligible to apply.
2. Faculty and staff must be employed by the UO in the year they apply and have a reasonable expectation of full-time employment at UO for the following award year. Faculty and staff who leave UO employment during their award year will no longer qualify for funding, and any unused funds will be returned to CSWS.

B. AWARD CONDITIONS

1. **Funded Amount:** Grant awards will not exceed \$6,000.00.
2. **Disbursal of Funds:** The UO requires that special research indexes be created in home departments for the transfer of CSWS research funds. The CSWS business manager will work with your home unit's business manager to create these special indexes. We anticipate that research award funds will be disbursed to home departments by the start of faculty contracts (September 16). Please be patient while we work to create these special indexes.

If you are using CSWS research award funds for release from teaching, you may need to find supplementary funds to cover the cost of a course buyout and OPE. Please see "use of funds" below for information about OPE.

3. **IRB Approval:** If the proposed research involves human subjects, funds will be disbursed after IRB approval is obtained. The applicant is



responsible for obtaining approval from the UO Committee for the Protection of Human Subjects/Institutional Review Board. Contact the Office for Responsible Conduct of Research, Suite 105, Riverfront Research Park, 1600 Millrace Dr., or call (541) 346-2510. No funds will be transferred until the award recipient has received approval and the IRB letter has been submitted to cswsgrants@uoregon.edu.

4. **Unused Funds and Extensions:** Faculty/Staff Research Grants are for use during the funded academic year, from July 1 through June 30. At the end of the grant period, any unused funds in special indexes will be returned to CSWS.

A one-year extension for use of funds may be granted on a case-by-case basis, with approval by the CSWS Director at least three months prior to the end of the grant period. At the end of the one-year extension, any unused funds in special indexes will be returned to CSWS.

C. USE OF FUNDS

1. **Personnel Expenses:** These may include undergraduate or graduate student employee assistance, consultant fees, and faculty release time from the academic year. Since the grant does not exceed \$6,000, any additional funds towards a course buyout during the academic year, as well as OPE, needs to be supplemented by faculty. The grant applicant is the only person eligible for faculty course buyout.
2. **OPE and Supplementary Funds Policy:** Please submit documentation of supplementary fund and/or OPE support with your application if you are applying for a faculty release. This can be included in your application proposal narrative PDF or submitted by email to cswsgrants@uoregon.edu.
3. **Technical, Travel, and Other Expenses:** These expenses may include materials for the production of creative work, data collection and analysis costs, photocopying, books and journals, conference or research travel, video and audio recordings/DVDs; and other project-related expenses included in the budget.

D. POST-AWARD OBLIGATIONS

1. **External Grant Applications:**
 - a. Funds that will be used for the preparation of grant applications to external funding agencies require prior review and approval by CSWS.
 - b. CSWS must receive acknowledgement if external funds are generated from grant applications supported by CSWS grants, with indirect cost credits assigned to CSWS.

2. General Requirements:

- a. **Serve on a CSWS grant committee:** We rely on successful recipients to forward the research mission of CSWS by bringing their expertise to bear as grant reviewers. Therefore, we expect successful applicants to serve twice on CSWS grant review committees.
- b. **Submit a Grant Report:** Submit a [one-page final report](#) of no more than 250 words about your research progress and outcomes at the end of the grant year. This report is due to CSWS by September 30 (three months from the end of the grant period). **Failure to submit final reports will result in ineligibility for future CSWS grants.** (Note: Writing an article for the *Annual Review* does not fulfill this obligation, though your report may be adapted from an article.)
- c. **Share Your Research:** You may be asked to do this by giving a presentation at CSWS, attending a grants information session, presenting your research in another format, and/or contributing to CSWS research publications (such as Research Matters or the CSWS Annual Review) at some point within a three-year period.
- d. **Acknowledge CSWS and Follow-up:** Tracking the outcomes and impacts of CSWS funded research is very important to our mission. [Notify CSWS](#) about any conference presentations; academic, popular, or creative publications in any format; additional project grants and job opportunities; and any other outcomes that result from CSWS funded research. In addition, acknowledge CSWS support in all presentations, publications, and promotional materials—including web publications and web sites, videos, and/or creative work—resulting from this grant. Grant reporting forms: <https://csws.uoregon.edu/forms>

PART II: APPLICATION DIRECTIONS

A complete application consists of the following components: an online application form and all required sections of the proposal narrative. Failure to follow these application directions in full may result in disqualification.

A. APPLICANT INFORMATION FORM

Complete the online Faculty/Staff Research Grant [Applicant Information Form](#). In addition, combine all components of the Proposal Narrative below into a single PDF file and submit it with the Applicant Information Form. Be sure all aspects of the form are accurate and complete before submitting. The form cannot be amended once submitted.

B. PROPOSAL NARRATIVE

Please use **business format** for the proposal narrative (i.e., single space paragraphs, double space between paragraphs, no paragraph indentations, include section headings) and put your name and contact information at the top of the first page. Combine all components of the proposal narrative into a single PDF file.

Your proposal narrative must include the following components:

1. **Abstract:** Should be no more than 250 words for a non-specialist audience, stating clearly why the project is important, and what difference the results of the project will make. The statement should explain the importance of the proposed research to larger issues or themes on women and gender.
2. **Proposal:** The proposal narrative must not exceed 1,200 words and should be organized as described below:
 - a. **Conception and Definition:** Describe the specific research planned for the grant period, explaining basic ideas, problems, or questions to be explored.
 - b. **Significance:** Briefly sketch the background of the proposed research, evaluate existing knowledge, and identify gaps that your research is intended to fill. State concisely the significance of the proposed work to research on women and gender and how the work contributes to the mission of CSWS, particularly in terms of the relationship between gender and other aspects of identity (race, ethnicity, class, sexual orientation, ability, et. al.). While our page limitation prevents a full review of the literature, a succinct discussion of the most recent and highly relevant literature will help reviewers better evaluate your proposal.
 - c. **Work Plan, Methods, and Approach:** All proposals will be judged on the basis of their theoretical and methodological strengths. They should clearly demonstrate how the research processes and/or methods identified in the proposal will elucidate the research questions posed. Proposals that gather primary data or use secondary data from human subjects should define the sample and procedures to be used and discuss data collection and analysis issues appropriate to the methodology or methodologies to be employed. Proposals that gather data from non-human subjects, including documentary or archival sources, should discuss relevant sampling and data collection issues and analytical and interpretive approaches to be employed. Proposals that are primarily theoretical or involve the production of art, music, performance, or other creative material should discuss the relevant scholarly processes that ensure the quality of the proposed project. We strongly encourage interdisciplinary research that takes into account various methodologies/approaches (archival, textual, ethnographic survey, etc.). If the

project is interdisciplinary, the proposal should discuss the relevance of interdisciplinarity to your project.

- d. **Timeline of Project:** Describe the timeline for your project, including specific dates for completion of your research.
3. **Budget:** A successful review of your grant is partly dependent upon our reviewers being able to understand why you are requesting the amount you have indicated, how you determined each component of the proposed budget, and how you intend to use funds if they are awarded.
4. **Bibliography:** Attach a two-page project bibliography.
5. **Current Vita:** Two-page abbreviated vita, including education, recent employment, publications, presentations, and relevant awards and honors.

If you have questions regarding application procedures, budget matters, or problems with submission, please contact CSWS at 541.346.5015 or cswsgrants@uoregon.edu.

PART III: ADDITIONAL INFORMATION

A. REVIEW PROCESS

Grant award decisions are made by a CSWS review committee that includes faculty members from across the disciplines. Decisions are based on the quality of the application/proposal; the degree to which the project supports the mission and interests of CSWS; and the researcher's experience and qualifications. If all other aspects of a proposal are equal, preference will be given to junior faculty members and/or faculty members who have not received funding for the previous three years. Recommendations for funding are forwarded to the director of CSWS to make final decisions based on budgetary considerations.

All applications must be completed and received no later than 5:00 p.m. on January 27, 2025. Please note that late applications will NOT be accepted. Notification of award is made within three months of the deadline date.

B. APPLICATION CHECKLIST

Please use **business format** for the proposal narrative (i.e., single space paragraphs, double space between paragraphs, no paragraph indentations, include section headings) and put your name and contact information at the top of the first page.

Please be sure to keep in mind the following:

- Do not go over maximum word counts.
- Use language that is clear to readers outside of your discipline.
- Once submitted, you will not have the chance to edit this application.

Before completing the online Applicant Information Form, be sure all components of the proposal narrative are combined, in the order listed below, into a single PDF:

- Abstract (250 words maximum)
- Proposal narrative (1,200 words maximum) with the following subheadings:
 - Conception and definition
 - Significance of project
 - Work plan, methods, and approach
 - Timeline for project completion
- Budget
- Project bibliography (two pages maximum)
- Current abbreviated vita (two pages maximum)
- Plus: IRB approval letter (if applicable) sent to cswsgrants@uoregon.edu

Form URL: <https://app.smartsheet.com/b/form/a70192a79a7d4c6baaa2a165f096be43>