

THE RESEARCH REVIEW

A Monthly Newsletter by The Office of Research Administration

UPCOMING

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- Create Your SciENcv Profile and Build Your Biosketch

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Student Research

- Undergraduate Academic Project Grants & The National Conference on Undergraduate Research (NCUR)
- State of North Carolina Undergraduate Research and Creativity Symposium (SNCURCS)



\$1.5 M GRANT TO HELP STUDENTS, REGIONAL MANUFACTURERS, STATE ECONOMIC DEVELOPMENT GOALS

As AI has expanded and improved, the fields of engineering and manufacturing have been revolutionized. Yet many manufacturers in the Western North Carolina region need guidance on where to integrate AI into their processes, the risk of protecting sensitive data, and what the return on investment will be.

[Read more.](#)

Research Data Dive

[View the Data of WCU's Research Pursuits](#)

**Western
Carolina**
UNIVERSITY

Office of Research
Administration

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PRE-AWARD SERVICES NEWS

Be Proposal-Ready: Create Your ORCID iD and SciENcv Profiles

What is ORCID and Why Do I Need One?

ORCID (Open Researcher and Contributor ID) is a free, unique digital identifier that helps distinguish you from other researchers with similar names and ensures your scholarly work is accurately attributed to you throughout your career.

Many funding agencies, publishers, and research organizations now encourage or require ORCID iDs during proposal submission and manuscript publication. Having an ORCID iD can save time by automatically populating forms, improving the visibility of your work, and helping collaborators, sponsors, and publishers correctly identify your research accomplishments.

Don't wait until your next proposal or manuscript submission. Create your free ORCID iD now and connect it to your research activities to increase the visibility of your work and streamline reporting.

Register Today: <https://orcid.org/>

Create Your SciENcv Profile and Build Your Biosketch

Preparing a biosketch for a grant proposal doesn't have to be a manual process. SciENcv (Science Experts Network Curriculum Vitae) is a free tool that helps researchers create and maintain professional profiles and generate sponsor-compliant biosketches and Current & Pending (Other Support) documents.

By linking your ORCID iD, publications, grants, and other professional activities, SciENcv can automatically populate key sections of your profile, reducing administrative burden and helping ensure your information remains current and accurate. The system supports formats required by agencies such as the NIH and NSF, making proposal preparation faster and more efficient.

Creating a SciENcv profile now can save valuable time when funding opportunities arise and help you stay prepared for future proposal submissions.

Follow this link to get started: <https://www.ncbi.nlm.nih.gov/sciencv/>

Need assistance? Contact the Office of Research Administration for guidance on creating your SciENcv profile and generating sponsor-compliant biosketches.

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POST-AWARD NEWS

Closeout Procedures: Supporting a Smooth Transition

As your sponsored project(s) or program(s) approach(es) their end date(s), the ORA is here to support a smooth and timely closeout. We've developed a structured timeline to help Principal Investigators (PIs) and Project Directors (PDs) stay aligned with sponsor requirements and internal deadlines. Watch this video resource on how to **Finish Strong**. This and other important resources can be found on <https://affiliate.wcu.edu/engagedresearch/granting-success/>

ORA is committed to supporting you throughout the closeout process. If you have questions or need assistance at any stage, please don't hesitate to reach out. Together, we can ensure a successful and compliant project closeout.

Updated Procedures for Honorariums

The University has updated its procedure for processing honorarium payments. Honorariums can now be processed through Emburse. To ensure timely processing, please follow the steps below before creating an honorarium expense report in Emburse.

Required Documentation

Before submitting an honorarium expense report, departments must send the following documents to Accounts Payable at accountspayable@wcu.edu:

- Recipient's completed W-9 (encrypted)
- Award, acknowledgment, or payment notification letter

Important Reminder

Do not upload the W-9 into Emburse. W-9 forms contain sensitive personal information and should only be submitted directly to Accounts Payable.

Accounts Payable Review Process

Upon receipt of the required documentation, an Accounts Payable team member will:

1. Verify that the recipient has an active 920# in Banner.
2. Confirm that the recipient's address is current and accurate.

Once verification is complete, Accounts Payable will notify the department via email and provide the recipient's 920# and confirmation that the honorarium may be processed in Emburse.

Thank you for your cooperation. If you have any questions, please contact Accounts Payable at accountspayable@wcu.edu.

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COMPLIANCE NEWS

Adding Students to a Research Compliance Protocol?

Faculty adding undergraduate or graduate students to a compliance protocol should keep a few things in mind:

- **Student access:** Students may need to request an InfoEd account before their information can be added to the protocol. Students can visit the Research Compliance homepage, and under Related Information, select Request Student InfoEd Access.
- **Faculty PI required:** A faculty member must serve as the Principal Investigator (PI) for the protocol record and be identified as the PI in the Personnel section.
- **Complete training early:** Before submitting the protocol, faculty should ensure students have completed all appropriate CITI Program training to help avoid delays in review.
- **Review before submission:** If a student is drafting the protocol, the faculty PI should carefully review the record before it is submitted. This ensures faculty awareness of the proposed activities and helps reduce unnecessary requests for modifications when information is unclear or incomplete.

A little preparation up front can help make the compliance review process smoother and more efficient for everyone.

Preparing a Compliance Protocol? Remember the 5 C's

A well-prepared protocol can mean fewer questions, fewer modification requests, and a smoother review process. Before you hit Submit, remember the 5 C's:

- ✓ **Clear:** Describe what you plan to do in language a reviewer outside your specialty can easily understand.
- ✓ **Complete:** Answer all applicable questions and include the supporting materials needed to fully evaluate the protocol.
- ✓ **Consistent:** Make sure your protocol, attachments, and supporting documents all tell the same story.
- ✓ **Compliant:** Confirm personnel are listed appropriately and required training is complete before submission.
- ✓ **Checked:** Give the entire submission one final review for missing, conflicting, or unclear information before submitting.

Need help with the supporting materials? [WCU Research Compliance](#) provides templates and forms to help ensure required attachments contain the appropriate information and are prepared consistently.

Questions? Contact [Kloo Hansen](#), Director of Research Administration, or [Billy Hutchings](#), Compliance Officer.

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STUDENT RESEARCH NEWS

Academic Project Grants (APGs) include individual travel requests to attend the National Conference on Undergraduate Research (NCUR).

Undergraduate students engaged in research and creative scholarship are encouraged to apply for the **National Conference on Undergraduate Research (NCUR) 2027**, taking place **April 12–14, 2027**, in **Grand Rapids, Michigan**. Abstracts are being accepted now.

In addition, **Academic Project Grants (APGs)** are available to support all undergraduate research and creative activities, including supplies, equipment, travel, and NCUR participation. Funding awards range from up to \$750 for individual projects, \$2,000 for group travel, and up to \$1,250 for NCUR travel support. The APG submission portal is now open. Students are encouraged to apply early, as funding is competitive and limited.

[Discover APG proposal guidelines, template, and submission portal.](#)

Contact [Suzanne Melton](#) for more information.

State of North Carolina Undergraduate Research and Creativity Symposium (SNCURCS)

For the first time, Western Carolina University will participate in the **State of North Carolina Undergraduate Research and Creativity Symposium (SNCURCS)**, held **November 7, 2026**, at **UNC Charlotte**. The conference showcases undergraduate research and creative work from institutions across North Carolina.

WCU will select 10–15 outstanding student projects to represent the university and will cover registration fees and hotel accommodations for selected participants. Students interested in presenting should submit their abstract and funding application by **October 1, 2026**.

Eligible students may also apply for the [George Barthalmus Undergraduate Research Awards](#), which support sophomore-led research projects across all disciplines.

[Discover the timeline and process.](#)

Contact [Suzanne Melton](#) for more information.

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PROGRAMS & MORE

Fall Proposal Opportunities: PSDA & FaRM Programs

The Office of Research Administration (ORA) is now accepting applications for the **Provost's Scholarship Development Awards (PSDA)** and the **Faculty Research Mentoring (FaRM) Program** through **October 26, 2026, at 11:59 p.m.** PSDA awards provide up to \$15,000 in seed funding to support research and scholarly activities that strengthen competitiveness for external funding. The FaRM Program supports faculty-to-faculty mentorship focused on proposal and budget development, with \$2,000 awards shared between mentor and mentee upon submission of an extramural grant proposal.

Learn more about the [guidelines and application](#) process.

Please [let us know](#) if you intend to apply so that we can appropriately plan for proposal reviews.

Contact [John Hildreth](#) or [Samantha Ellithorpe](#) with questions or budget development support.

ORA Workshop Series

The Office of Research Administration (ORA) will host one more Fall workshop on **October 22, 2026**. [Register Now](#). Seats are limited.

Faculty Panel Discussion: Integrating Scholarship into Academic Careers

This panel will highlight how faculty members successfully integrate research and scholarship into their academic careers. Panelists will discuss engaging students in research, using scholarship to enhance teaching, sustaining research productivity over time, and developing professional networks that support long-term success. Designed for new and mid-career faculty, the session will offer practical perspectives on building a meaningful and sustainable scholarly agenda.

We hope you'll join us on **October 22, 2026, at 11 am in the UC Theater** for this engaging conversation!

Faculty Panel Discussion
Integrating Scholarship into Academic Careers
Hosted by the Office of Research Administration



Jerry Miller
DISTINGUISHED
PROFESSOR
GEOSCIENCES & NATURAL
RESOURCES

Sara Snyder
Hopkins
ASSOCIATE PROFESSOR
ANTHROPOLOGY & SOCIOLOGY

Rangika Hikkaduwa
Koralege
ASSOCIATE PROFESSOR
CHEMISTRY & PHYSICS

Brian Byrd
PROFESSOR
SCHOOL OF HEALTH SCIENCES

Thursday, | October 22 | 11:00 AM
| UC Theater|