

UTSA's Achieving Literacy Initiative

A JOINT INITIATIVE BETWEEN THE OFFICE OF THE PRESIDENT, OFFICE OF THE VICE PRESIDENT FOR RESEARCH, AND THE COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

PROGRAM DESCRIPTION

The UTSA's **A**chieving **L**iteracy **I**nitiative (ALI) program, a joint initiative between the Office of the President, Office of the Vice President for Research (VPR), and the College of Education and Human Development (COEHD) at the University of Texas at San Antonio (UTSA), will provide seed grants to support new areas of research for faculty at UTSA. The primary goal of these awards is to assemble preliminary data that can be used to seek extramural funding and advance UTSA's goal of reaching Tier One status. Approximately two grants for a maximum of \$10,000 each may be awarded annually, based on availability of funds.

The objectives of this program are to provide seed funding that:

1. Addresses the UT Chancellor's Texas Prospect Initiative.
Website: <https://www.utsystem.edu/offices/chancellor/chancellors-vision-university-texas-system#Leap1>
2. Promotes an increase in literacy achievement for underserved populations in the San Antonio area (with a particular focus on K – 12 literacy).
3. Promotes innovation in literacy education and literacy research.
4. Draws upon community partnerships.

Preference will be given to proposals that:

- Have a high potential for extramural funding.
- Have significant scientific merit.
- Represent a new direction for the Principal Investigator (PI).
- Build or strengthen cross-disciplinary research partnerships.

Research that is already supported by other sources will not be approved for funding. Gap funding to bridge support between external grants or contracts will not be considered. The applicant must clearly and convincingly demonstrate that the proposed project represents a new research direction in an area likely to generate extramural funding. Thus, the proposal must not overlap existing grants at the time of application.

Seed funding under this program is to be used to compete for extramural funds to support the project in the long term. *Successful applicants must produce a new proposal for extramural funding as a final reporting requirement within one year of completion of the seed grant.*

APPLICANT ELIGIBILITY

Applicants must be full-time, tenure track or tenured faculty at the UTSA in residence at the time of application. Only one proposal per applicant in this program will be accepted in an application cycle. An applicant may not be a PI on more than one proposal during an application period. An applicant may be a PI on one proposal and a co-investigator on another during the same application period. It is the PI's responsibility to ensure co-investigators are not in conflict.

UTSA's Achieving Literacy Initiative

Proposals that have already been submitted to an extramural agency or those already reviewed and found non-competitive by an extramural agency will not be reviewed. One exception to this restriction is proposals previously submitted to an extramural agency that were declined on the basis of insufficient preliminary data. The Seed Grant Review Committee will consider such proposals only if the PI submits an executive summary statement or official letter from the agency specifically stating the deficiency or absence of preliminary data, along with the original application.

FUNDING LIMITS

The total maximum amount to be requested is \$10,000. It is anticipated that two projects will be funded.

GRANT PERFORMANCE PERIOD

January 1, 2017 to December 31, 2017.

PROPOSAL SUBMISSION

There is one submission cycle per year with a deadline **at the close of business** (5:00 P.M. CST) on **October 31, 2016**. An applicant may submit only a single proposal (new or revised), whether individually or in combination with others (see Applicant Eligibility above). Proposals must be submitted using CAYUSE. Contact your respective Research Service Center (RSC) for assistance with completing and submitting the **ALI PROGRAM** application using CAYUSE.

Research Service Center Contact Information: <http://research.utsa.edu/osp/contacts.php>

If human subjects or animal research is involved, protocols to the Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) must be approved prior to funds being released.

- To complete IRB (Human Subject Research): <http://research.utsa.edu/research-funding/forms-policies-guidelines/>

All required proposal elements shall be contained in a single-text searchable Adobe Acrobat pdf file. The proposal must include the following, in the order shown below:

1. Proposal Cover Page (see Attachment A)
2. Project Description: 5 page maximum
3. Key References: 1 page maximum
4. Plan for Extramural Support: 2 page maximum
5. Budget - ([UTSA Approved Excel Format](#))
6. Budget Justification: 2 page maximum
7. Biographical Sketch: 2 page maximum for each PI/co-investigator
8. Letter(s) of Support from Department Chair(s)
9. Grant Agreement (see Attachment B)

If any information items requested above are not included at the time of submission, the proposal will not be reviewed.

UTSA's Achieving Literacy Initiative

1. PROPOSAL COVER PAGE (USE ATTACHMENT A)

The Proposal Cover Page must include a clear, well-written executive summary that summarizes the essential content of the proposal – including the objectives, benefits, proposed innovative research, and potential significance of the proposed research effort.

2. PROJECT DESCRIPTION - 5 page maximum

The project description must include, in this order:

- General background;
- Description of how this project addresses the UT Chancellor's Texas Prospect Initiative;
- Scientific merit and significance of the research: Include how this project is a new direction from the PI's existing research efforts and the potential impact of this new direction;
- Description on how this project will increase literacy achievement for underserved populations in the San Antonio area (with a particular focus on K – 12 literacy);
- How the project promotes innovation in literacy education and literacy research.
- How the project draws upon community partnerships;
- Specific goals, objectives and anticipated results;
- Description of methods including anticipated barriers or technical difficulties, and
- Specify the resources needed for this project (equipment, materials, etc.) and indicate their availability.

The project description must be concise, limited to five typed, single-spaced pages with a 12-point Times New Roman font and one-inch margins. If additional information is important to submit, an appendix may be included but there is no obligation for reviewers to read it. A violation of this format will result in your proposal not being reviewed.

NOTE: It is important that you consult the [Office of Commercialization and Innovation](#) before disclosing details of any research that may be patentable. Any confidential information in this proposal must be clearly identified by marking "Confidential" at the top and bottom of each page where the confidential information appears.

3. KEY REFERENCES - 1 page maximum

4. PLAN FOR EXTRAMURAL SUPPORT - 2 page maximum

Provide a specific plan for pursuit of extramural funding for this project. Submission of at least one extramural proposal will be a required as part of the project award and must be completed within one year of the completion of the seed grant.

Provide the following details in your plan for extramural support:

- *Program:* Indicate from which extramural funding program(s) you will be seeking support. List specific program(s) and why you anticipate that the research supported by this seed grant will leverage external support. Which grant submission deadline will be targeted?
- *Objectives:* What will be the thrust of the proposal and how is it specifically supported by this seed funding? What is the societal impact of the work you will be proposing?
- *Team:* Who will be involved at UTSA, and partners from other institutions or organizations? Briefly describe their skills related to the project. More people can be involved in your final proposal team than are included on the seed grant.

UTSA's Achieving Literacy Initiative

- *Pre-review:* Who will read and comment on your proposal before it is submitted? Having a colleague review your grant application prior to submission significantly increases the likelihood of being funded.

If this project has previously been submitted for extramural support and rejected based on a lack of preliminary data, a copy of the executive summary from the reviewing agency should be included as an appendix in your application.

5. BUDGET

The award will be up to \$10,000. Project extensions will not be allowable. Funding that is not spent or encumbered by the funding timeline requirements will automatically revert back. Budgets must be submitted on the UTSA approved budget template (FY16 Budget Template) found at <http://research.utsa.edu/research-funding/forms-policies-guidelines/>. Contact your respective Research Service Center (RSC) for assistance with completing the budget template.

6. BUDGET JUSTIFICATION

A budget justification (no more than 2 pages total) must be submitted providing details for all proposed expenditures. The budget justification must convey an integrated understanding of the types of resources (labor, materials, other) necessary to complete the proposed effort. The proposed budget must conform to the institution's requirements for internally funded research or grant activity.

Budget Considerations

Grant funds **can** be used for salaries and wages plus fringe benefits of post-doctoral fellows; undergraduate and graduate students; research technicians; other non-faculty project personnel; technical supplies; equipment; miscellaneous expenses and for publications. Consultant services are allowable if necessary for the completion of the project. UTSA faculty can use funds for summer salaries.

Grant funds **cannot** be used for faculty travel that is not directly related to project research (e.g., conferences cannot be supported by this grant), or office equipment, including computers and laptops. F&A costs are **not** allowed.

Given that the **ALI PROGRAM** funding is provided by UTSA, PIs should explicitly utilize funding for research and scholarly activities conducted at UTSA. Contracts and sub-awards for activities outside of UTSA must be clearly and convincingly described as necessary for successful execution of the proposed project. Payment of salaries to non-UTSA personnel is discouraged.

The PI may transfer up to 25% of the award into different categories of spending without written permission from the VPR Director of Research Financial Administration, as long as the category is in the original budget approved by the Seed Grant Review Committee.

7. BIOGRAPHICAL SKETCH-

Complete for each PI and co-investigator. Do not exceed two pages for each. Each PI may use its preferred format (NSF or NIH) and content for their biographical sketch for this proposal.

UTSA's Achieving Literacy Initiative

8. LETTER OF SUPPORT

Each application must include a letter of support from the PI's department chair addressed to the Vice President for Research with assurance that the PI will be present at the university for the duration of the grant period; that the department will be responsible for faculty salary during the grant period; and if appropriate, any support the department is willing to give to the faculty member in pursuing this new research direction. If this research is part of a larger research vision in the department or college, the letter of support will describe how this proposal relates to that broader picture. The letter is part of the proposal packet that will be reviewed by panel members.

PEER REVIEW

Applications will be reviewed by a Seed Grant Review Committee established by the Office of the Vice President for Research. This committee will be appointed by the Vice President for Research, in consultation with the Deans. Relevant community stakeholders will be added on an ad hoc basis by the Vice President for Research if they are deemed valuable to the review process. Committee members will be from a variety of academic and community backgrounds, however will all have a vested interest in advancing literacy in Texas. As such, proposals should be clearly written in a way that the goals, rationale and methods of the proposed work can be understood by all reviewers.

Proposals will be evaluated using the following criteria:

Criteria	Description	Maximum Point Allocations
1	Did the PI describe how the project clearly addresses to the UT Chancellor's Texas Prospect Initiative? <i>This must be addressed in the opening narrative.</i>	10
2	Does this project have a high likelihood of increasing literacy achievement for underserved populations in the San Antonio area (with a particular focus on K – 12 literacy)?	15
3	Is this project interdisciplinary and innovative in the area of literacy education and literacy research?	15
4	Are the significance and scientific merit of the research clearly documented?	10
5	Does this project draw upon community partnerships and has the PI described how they will leverage these partnerships for the project?	10
6	Are the goals, objectives and anticipated results clearly stated and are they reasonable, given the funds and time provided?	10
7	Are the methods including anticipated barriers or technical difficulties described?	5
8	Does the PI specify the resources needed for this project (facilities, equipment, materials, etc.) and indicate their availability?	5
9	Does the PI have the necessary expertise to lead this project?	5
10	Have extramural opportunities been identified and are they reasonable?	5
11	If the proposed research is completed, does the PI have a high chance of leveraging extramural support?	10

UTSA's Achieving Literacy Initiative

GRANT ADMINISTRATION

The PI is responsible for the administration of grant funds. In particular, he/she must be certain that over-expenditures do not occur, and that all funds are fully expended according to program end deadlines. All work must be completed in the 12 month performance period.

FINAL REPORTING REQUIREMENTS

Successful applicants must produce a new proposal for extramural funding as part of the final report within one year of completion of the project. In exceptional cases, where seed funding may prove the project to be ultimately non-competitive, a waiver of the extramural application requirement can be requested from the Office of the Vice President for Research. If neither an external application nor letter of explanation is submitted, no new research funds will be made available to the PI or co-investigators until the letter or application is submitted. The PI must submit a report to the VPR describing the extramural grant submission details by *January 31, 2019*.

In addition to the above requirement to pursue extramural funding, the PI is responsible to submit a final grant report no later than *January 31, 2018*. Awardees will be provided final reporting instructions prior to the conclusion of the program performance period.

VPR has launched a performance measurement system to capture quantitative and qualitative output for institutionally supported grant programs. PIs awarded funding under this opportunity will be requested to submit their final report in the new **UTSA Seed Grant Reporting Form**.

PROGRAM TIMELINE

September 1, 2016 – Grant Request for Proposals (RFP) announced
October 31, 2016 – Grant applications due in CAYUSE (by 5:00 P.M. CST)
December 1, 2016 – Award winners announced
January 1, 2017 – Grant performance period begins (i.e., funds available)
June 15, 2017 – Mid-term report due
December 31, 2017 – Grant ends and all funds must be spent or encumbered
January 31, 2018– Final project report and UTSA Seed Grant Reporting Form due
January 31, 2019 – Extramural grant submission report due

CONTACT INFORMATION

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Project Information

Project Name:	
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Name of Principal Investigator(PI):	
Phone Number:	
Email Address:	
PI College and Department:	

Name of Co-Investigator:	
Phone Number:	
Email Address:	
Co-Investigator College and Department:	

Abstract (400 word or less)

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If this research proposal is funded, I agree that my acceptance obligates me to:

1. Include the following acknowledgement on all publications resulting from this grant award.

This project was funded (fully or in-part) by the University of Texas at San Antonio, Office of the Vice President for Research.

2. Release all permanent equipment (cameras, laboratory equipment, etc.) to the university.
3. Secure prior written approval from the Office of the Vice President for Research if the research to be conducted differs from that described in the proposal that was funded. Requests for such approval should be submitted to:
- Jaclyn Shaw
Director for Research Support
Office of Research Support
One UTSA Circle, San Antonio, TX 78249
Phone: (210) 458-6767
Email: jaclyn.shaw@utsa.edu
4. Submit at least one extramural proposal for funding to support the future progress of the project, within one year of the completion of the **ALI PROGRAM**.
5. Adhere to the assigned **ALI PROGRAM** timeline:
- January 1, 2017** – Grant performance period begins (i.e., funds available)
June 15, 2017 – Mid-term report due
December 31, 2017 – Grant ends and all funds must be spent or encumbered
January 31, 2018– Final project report and UTSA Seed Grant Reporting Form due
January 31, 2019 – Extramural grant submission report due
6. Respond to all inquiries and communications from the Office of the Vice President for Research related to the **ALI PROGRAM** funded project.

Signature

Principal Investigator Signature:	
Project Name:	
Date:	