

To: College of Education and Human Development Faculty

From: Emily Bonner, Interim Associate Dean for Research

Re: 2022-2023 COEHD Faculty Research Award Call for Proposals

Call for Proposals
COEHD Faculty Research Awards
2022-2023

Overview - The COEHD Faculty Research Awards Committee is now accepting research proposals to fund at least 3 grants for up to \$5,000 each for 2022-2023. Faculty Research Awards provide priority funding to *conceptually and methodologically well-designed proposals from junior faculty* as seed grants to develop and enhance their research agendas. Senior faculty may be included in collaborative proposals if the lead is taken by a junior faculty member(s). Faculty Research Awards are intended to provide the impetus for future, larger, research efforts supported by external funding. Recipients will create a poster display of their scholarly findings and will turn in a final financial report at the end of the award period.

Notice of Intent – The first step in applying for the COEHD Faculty Research Awards is to notify us of your intent to apply. NOIs should include the PI's name, a working title, and an estimated budget. NOIs should be emailed to COEHDFacultyResearch@utsa.edu with the subject line **Faculty Research Award NOI_LastName** by January 15, 2022, at 5:00 p.m. *You must submit the NOI by the deadline to be eligible to submit the full proposal.* Upon receipt of your NOI, you will receive further instructions regarding CAYUSE routing and a budget template.

Guidelines for Research Proposals

- All tenure-track faculty are eligible to apply, except those who received a COEHD Faculty Research Award during the 2020-2021 academic year.
- Adjunct faculty may be included in proposals; however, tenure-track faculty must serve as Principal Investigators.
- Preference will be given to conceptually and methodologically well-designed proposals with potential for publication or external grant application.
- Preference will also be given to proposals with potential for cross-departmental/cross-college transdisciplinary collaboration and/or those that address educational inequity and diversity.
- Applicants wishing to build on previously funded research must distinguish how the proposed research builds on rather than duplicates previously funded activities.
- Proposals must adhere to all formatting guidelines, including provision of a “blind” copy, outlined below. Those that do not will be eliminated from further review.
- Tentative Project period is April 1, 2022 to July 31, 2023. All funds must be spent by July 31, 2023. Any unused funds after that date will be swept by the Dean's Office.

Full Proposal—Your proposal should consist of the following five sections: (1) Cover Page, (2) Project Narrative, (3) Budget, (4) Budget Justification, and (5) Appendix. Following creation of the full proposal, you will need to create a “blind” copy of the proposal, which provided to the committee for blind review (see instructions below)¹ Iwan Notowidigdo (iwan.notowidigdo@utsa.edu), COEHD Senior Grants Development Coordinator, is available for consultation as you develop your grant proposal.

¹ NOTE: A “blind” copy contains not only no name, but no identifying information about the author(s) or their location in the title pages, page headers, or text of the proposal. Proposals containing any identifying information or submissions that do not include one “blind” copy will be disqualified.

Cover Page: Includes Title of Project, PI Name, Phone Number, and Email Address Project Narrative: limited to three pages (references may be added in addition to the three-page limit), single-spaced with one inch margins, Times New Roman or Arial, no smaller than 11 point font, and with the following: • <i>Statement of purpose</i> • <i>Research questions</i> • <i>Theoretical and methodological approach</i> • <i>Contribution to one's field</i> • <i>Articulated goals for future grant activity</i> • <i>Project timeline</i>	Budget: The proposed budget should adhere to College guidelines. Please work with Jesse Hernandez (jesse.hernandez@utsa.edu) to develop a project budget using UTSA's approved Excel budget spreadsheet which will be provided upon receipt of the NOI. Budget Justification: Provide a rationale for each item listed in your budget request. Appendix: Include references and any tables and figures in an appendix. The appendix should be no more than 2 pages.
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Budget—Project expenditures must be reasonable and necessary to be eligible for funding (e.g., travel to collect data, conduct research, and/or collaborate with other researchers; data collection instruments, etc.). However, there are certain limitations. **Funds cannot be used for: (1) faculty salary, (2) food items, and (3) travel to disseminate findings at conferences.** For items such as voice recorders, video recorders or similar supplies, check to see their availability through your Department before requesting them in your budget. Also, provide a justification for items not available through your department.

Submission Process—Combine the five proposal components into one single pdf document and save it as "LastName_FirstName". Then go back to your original documents and redact (highlight in black) all personally identifiable information. Once that is completed, create another "blind" single pdf with your redacted documents titled "BLIND_LastName_FirstName". This will be renamed before it goes to the review committee to ensure anonymity. Both documents are required for successful submission.

You will be guided to route the identified version through the CAYUSE system for approvals. You will submit both final versions through the COEHDFacultyResearch@utsa.edu email address with **Faculty Research Award_LastName** in the subject line.

Criteria for Assessing Research Grant Proposals

- *Clearly stated purpose of the study*
- *Research questions that link both theoretical framework and methodology*
- *Clearly defined theoretical framework and methodology*
- *Clear indication of potential contribution to one's field*
- *Articulated goals for future grant activity*
- *Clearly defined timeline for project activities*
- *Clearly defined use of project funds*

COEHD Faculty Research Awards Timeline

Dec. 2021 – Call for Proposals distributed

Jan. 15, 2022 – Deadline to submit Netter of Intent (NOI)

Feb. 15, 2022 – Deadline to submit full proposal

Feb.-Mar. 2022 – Review process

April 1, 2022 – Notification of awards

Jul. 31, 2023 – Deadline for expenditure of funds

Aug. 2023 – Poster display due

For further information or questions, please email Emily Bonner/Iwan Notowidigdo at COEHDFacultyResearch@utsa.edu.