

Fall, 2019

To: College of Education and Human Development Faculty

From: Michael Karcher, Ed.D., Ph.D., Associate Dean for Research, &
The COEHD Research and Development Committee

Re: 2019 COEHD Faculty Research Award Call for Proposals

Call for Proposals COEHD Faculty Research & Mentoring Awards Fall 2019

COEHD Faculty Research Awards Timeline

Oct. 4—Call for Proposals distributed

October 15—Deadline for Letter of Intent (LOI) via intake form (WuFoo)

October 28—8:30 a.m.—Proposal draft/budget submission to the RSC (5-2 rule*)

October 31—Route final submission (No-change 2-day routing period) for 11/1 due date

Nov. 20—Notification of awards

Dec. 2—Funds available for use

July 31, 2020—Deadline for expenditure of funds

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COEHD Faculty Research Awards

Overview

The COEHD is now accepting research grant proposals for 2019-2020. Please read these guidelines carefully. Proposals must adhere to the 5-2* rule and begin routing in CAYUSE by 10/31/19.

The primary purpose of the Faculty Research Awards program is to provide *priority funding to conceptually and methodologically well-designed research proposals from junior faculty* in the form of seed grants to further develop and enhance their research agendas. **The Committee is accepting research proposals with budgets up to \$5,000 each.**

Senior faculty may be included in collaborative proposals where the lead is taken by a junior faculty member and senior faculty are collaborators in the research. The intent of the Faculty Research Awards is to provide the impetus for future, and much larger, research efforts supported from external funding sources. Recipients will create a poster display of their scholarly findings (for display and discussion at either a College Faculty Meeting in Fall 2020 or College Research Colloquium) and turn in a final financial report at the end of the award period.

Guidelines for Research Proposals

- All tenure-track faculty are eligible to apply, *except* those who received a COEHD or UTSA faculty research award during the **current or prior** academic year.
- Adjunct and tenured faculty may be included in proposals as collaborators. However, only tenure-track faculty can serve as project Principal Investigators.
- Preference will be given to proposals for studies with potential for publication or studies which provide the foundation for a subsequent external research grant application.
- 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.
- **All funds must be spent during the current fiscal year and all funds must be exhausted by July 31, 2020. Any unused funds after that date may be reclaimed by the Dean’s Office.**

Criteria for Highly Competitive Research Grant Proposals

- Clearly stated purpose of the study
- Clearly defined theoretical framework and methodology
- Research questions that link both 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
- Researcher received no COEHD or UTSA research award in **current or prior academic** year; nor has been awarded a Faculty Development Leave for current or next year

Budget

Reasonable and necessary expenditures for the research project eligible for funding include costs for travel to collect data (must be *vital and necessary* for completion of a project), conducting research (specialized software/equipment; supplies for printing or mailing surveys; data access service fees); collaborating with others (to hire a statistical consultant, student worker, or individual data entry/processing services).

Funds cannot be used for: (1) faculty salary, (2) food items, (3) travel solely to disseminate findings at conferences; (4) desk or laptop computers or printers; (5) and materials for routine use in academic courses. Not prohibited but strongly discouraged are the use of funds for (6) Foreign transactions (goods from other countries); and (7) purchase orders that require EAJ (Exclusive Acquisition Justification).

Lastly, if you need “single-project” equipment, such as voice recorders, video recorders or similar supplies, please check to see if they are available through your Department before requesting them in your budget. If you do request such equipment and/or supplies that are not available in your department, provide a justification for their need; if available for use through a loan by another department/faculty, and a loan can be arranged, the loaning entity will be provided up to 50% of estimated cost as “rent.” Therefore, in most cases, *purchases of equipment may not be made for two-weeks after the award date*, in order to allow the Associate Dean for Research (ADR) and Office of Information Management & Technology to search for requested equipment and negotiate rental.

Use WuFoo to Communicate Your Intent to Submit: The first step in applying for the COEHD Faculty Research Awards is to notify us of your intent to apply. Use [WuFoo](#) to communicate basic information about your project (e.g., your name, working title, and estimated budget) as you would for an external grant submission. Communicate intent by **October 15, 2019** at 5:00 p.m **in order to be eligible to submit the full proposal**. Following receipt of your information, you will receive further instructions regarding CAYUSE routing and budgets.

Research Grant Proposal Instructions

Full Proposal: Your proposal should consist of the following five sections: Cover Page, Project Narrative, Budget, Budget Justification, and an Appendix. Detailed instructions on what to include in each of these sections is outlined below. You will need to create and submit two different versions of your proposal—one submitted the normal way proposals are submitted for external funding requests (via CAYUSE) and a second, blinded copy emailed to COEHDFacultyResearch@utsa.edu. The “blind” copy of the proposal should be free of personally identifiable information in order for the committee to conduct a blind review (see instructions below)*. When emailing the blind copy, in the e-mail subject line, please type **COEHD Faculty Research Award Application**.

*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 12 point font, and should include the following:

- *Statement of purpose*
- *Research questions*
- *Theoretical and methodological approach*
- *Contribution to one's field*
- *Articulated goals for future grant activity*
- *Project timeline*

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 submission via the intake form (Wufoo) [that can be accessed via the following link:](https://utsaresearch.wufoo.com/forms/colfa-business-coehd/)

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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.

Review Process: The final selection of COEHD Faculty Research Award proposals for funding will be made by the Associate Dean of Research in the College of Education and Human Development following recommendations of the COEHD Research Review Panel.

Specifics of Submission Process: Two sets of documents are required for successful submission—one with and one without identifying information (“blinded”). After you have finalized all the required proposal components in a version with information that identifies who you are (Cover page, Narrative, Budget, Budget Justification, Appendix), combine them into one single pdf document and save it as “LastName_FirstName”. Then, go back to your original documents and redact all personally identifiable information. Once that is completed, create another single pdf with your redacted documents and save it as “BLIND_LastName_FirstName.” The Author Identified version will be routed for approvals through the CAYUSE system and the “blind” copy will be given to the review committee. For further information or questions, please contact Michael Karcher or Monica Trevino via e-mail at COEHDFacultyResearch@utsa.edu. (Due to the small and internal nature of these awards, and the number of likely submissions and their shared submission date, Dr. Trevino cannot provide editing services for these proposals.)

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*For those new to the submission of research grant proposals, the full proposal is due 5 days before the formal submission deadline to allow stakeholders (Chairs, Associate Dean for Research, RSC) time to review plans, budgets, etc., and time to allow negotiations of proposal specifics with Principal Investigators before starting the no-change period for internal routing for approvals 2 days ahead of the formal submission deadline (hence “5-2 Rule”). This process holds for COEHD and external awards.

COEHD Faculty Mentoring Awards

PURPOSE

The purpose of the COEHD Faculty Mentoring Grants Program is to encourage and support the development of COEHD Assistant AND recently-tenured Associate professors (i.e., within 5 years of receiving tenure) in becoming research-active scholars. Proposals must adhere to the 5-2 rule and begin routing in CAYUSE by 11/22. The Mentoring Award proposals are due a month later than the Research Awards because of the time required to negotiate a mentoring project and plan the project with the identified senior mentor.

Faculty mentees (Assistant and recently tenured Associate professors) are eligible to request funding for professional development activities and/or expenses for pilot research that could result in external funding for future research. **Requests for up to \$4,000 will be considered (\$6,000 for proposals with mentors from other universities).** One part of the full award will be allocated to the junior faculty mentee and another part to the senior faculty mentor. All mentors must agree to work regularly (e.g., at least monthly) with their mentee to strategically shepherd the mentee’s development *for a period of at least six months*, including at least **one multiple-day face-to-face meeting**, which is why there is up to \$2,000 in additional funds for travel costs for either the mentee or their non-UTSA mentors for this to occur.

The award is intended to serve junior faculty by supporting their participation in professional development activities that will strategically advance their research skills, knowledge base, and professional network. Such activities might include:

- Working to identify an emerging/cutting-edge research topic and locating a relevant funding agency;
- Guiding the junior faculty in completing a complex funding application and budget forms (e.g., NIH IES, NSF), developing challenging IRB protocols, assistance;
- Piloting/conducting research, attending writing groups/workshops or training in statistical/research methods to serve the completion of a specific proposal or project, assistance preparing manuscripts for journal publications, collaborating in preparing conference or special issue proposals;
- Co-participating in faculty development workshops/training in service of a specific analytic task, and working together to develop intervention protocols or study materials that advance the junior faculty’s professional development.
- Additional activities will be considered according to their value in supporting the

development of the faculty member as a research-active scholar.

Mentors are expected to schedule informal meetings at approximately four-week intervals during which they can review the mentee's progress towards their specific professional development goals. **Mentees will be required to submit a brief final report on October 1st, 2020**, describing how the experience advanced the mentee's professional development in an area of scholarship, and describing any product developed through the award. Examples of the "product" include a submitted article, a completed IRB proposal and collected data, a submitted proposal for a grant, special issue of a journal, or for holding a conference. Faculty may be asked to describe their experience at the COEHD Collegewide faculty meeting as a way to encourage others to apply.

The Faculty Mentoring Grants Program is designed to serve these general outcomes:

1. Provide expanded professional support that will encourage tenure-track Assistant Professors and recently tenured Associate Professors to produce higher-quality research and writing;
2. Increase faculty members' participation in research-oriented professional development activities and interactions with more senior professionals in their line of research, thereby expanding the faculty member's professional network.
3. Positioning the faculty member more squarely at the cutting edge of research activity in their field and better positioning for collaborative research partnerships with leaders in their field.

AMOUNT AND TIME FRAME OF AWARD

Awarded funds will be available after **Dec. 15th 2019**, and must be expended by **July 31, 2020**. (Although the new budget model at UTSA should allow retention of funds across fiscal year periods, current accounting methods make this difficult, so funds should be expended during FY 2019-20). A Faculty Mentoring Grant award is limited to a **maximum of \$4000 for those including mentors from UTSA and \$6,000 for mentors from other institutions**. Funds may be used to provide professional development support to *both* mentees and mentors.

The mentee is expected to work with the mentor, prior to submission of the proposal, to identify one or more professional development activities that will advance the mentee's research and to work with the mentor in the selection, application, and occasionally co-attendance at specific professional development activities. For all awards, \$500 of the total fund amount are in the form of a stipend or honorarium given to the mentor in July 2020, following submission of an invoice by the mentor. For projects with senior faculty mentors at other institutions, up to \$2,000 in additional costs will be reimbursed for travel necessary to allow at least one, multiple-day face-to-face meeting during the award period (*that is not concurrent with or for meeting at a professional conference*). The balance of the award (up to \$3,500), may be used for various costs, *such as* for the mentee (or both mentor and mentee) to attend specified professional development activities (e.g., research workshop attendance), research-related expenses (such as purchase of books, materials, etc.) for the project. The mentors do not need to provide documentation of how the \$500 stipend funds were used. All other costs must be documented and approved following normal UTSA fiscal policies, and mentors from other institutions will be required to submit receipts for reimbursement of their costs for travel (up to \$2,000).

Funds cannot be used for: (1) faculty salary, (2) food items, (3) travel to meet mentor or disseminate findings at conferences; (4) desk or laptop computers or printers; (5) and materials for routine use in academic courses. Not prohibited but strongly discouraged are the use of funds for: (6) participant expenses (i.e., multiple small payments); (7) Foreign transactions (goods from other countries); and (8) purchase orders that require EAJ (Exclusive Acquisition Justification). It is expected that the mentor will advise the mentee on the budget proposal, as well as the professional development plan, and assist in budget modifications during the year.

GENERAL ELIGIBILITY

The Dean of the College of Education encourages all interested pre-tenure Assistant Professors and new Associate Professors (i.e., within 5 years of receiving tenure) to apply. It is anticipated that three to five awards will be made.

CONDITIONS OF THE GRANT

Faculty must secure written agreement from a mentor before applying for the Faculty Mentoring Grant. Mentors may be faculty at UTSA or at other universities; both must agree to serve and meet regularly. The \$2,000 in additional funds is available for use in projects with non-UTSA mentors (and can be used by mentor or mentee) to help offset associated travel costs for one or more in-person meetings. Although mentees may apply to work with their Department-assigned COEHD faculty mentor, greater weight will be given to those applicants who recruit another mentor of their choosing, either at UTSA or another university. In all cases, *mentors should not be individuals with whom the applying faculty member already has an established working relationship, a longstanding relationship, and/or frequent contact.*

Highest priority will be given to faculty applicants from underrepresented minority groups who secure a mentor at the rank of Full Professor, particularly those outside their department, with expertise germane to the junior faculty member's professional development goals, and who are committed to assisting the junior faculty in addressing institutional barriers commonly facing faculty of underrepresented minority groups (see [document](#) from the William T. Grant Foundation for further information on the value of this effort and other funding opportunities).

Use the Intake Form or WuFoo to Communicate Your Intent to Submit: The first step in applying for the COEHD Faculty Mentoring Awards is to notify us of your intent to apply. Use [WuFoo](#) to communicate basic information about your project (e.g., your name, working title, and estimated budget) as you would for an external grant submission. Communicate your intent via [WuFoo](#) by **Nov. 1** at 5:00 p.m **in order to be eligible to submit the full proposal.** Following receipt of your information, you will receive further instructions regarding CAYUSE routing and budgets.

Multiple submissions—Faculty may apply for both the COEHD Research Award and the Mentoring Award, but the projects must be largely independent. However, faculty will only be awarded one award. By submitting both proposals, faculty are acknowledging their willingness to accept the award designated by the committee. If a faculty member strongly prefers one award over another, they should only apply for the award which is preferred. Those applying for both awards will have notification of both awards made on Dec. 6.

APPLICATION INSTRUCTIONS

The Faculty Mentoring Grant application consists of seven (7) parts:

1. Cover Page: Signatures of the mentee and Department Chair
2. Professional Development Activities - Description: The applicant is expected to present a brief (**maximum of three pages, double-spaced**) summary of (a) professional development goals; (b) the mentee-mentor match; and (c) a description of how the described professional development activities will support the mentee in reaching their professional development goals, including scholarly work (e.g., publications, proceedings, and/or external funding). The proposal should be written to be understood by an interdisciplinary review panel composed of COEHD faculty as well as potentially COEHD donors and alumni.
3. Budget and Budget Narrative (explanation of requested support): Out of the total amount, mentors will receive the stipend (e.g., \$500). The remaining grant award, must be allocated to the mentee. Eligible support items include: *hiring student assistants, professional development trainings/workshops (and related travel costs), research software, books, research activities*. Funds should not be used for travel to a professional research conference, even for the purpose of meeting the mentor.

Please explain in detail the need for and value of any professional development items necessitating travel for **both** the mentee and the mentor. *Additional activities will be considered according to their value in supporting the development of the faculty member as a research-active scholar*. Only projects with mentors from other institutions are eligible for the additional funds (up to \$2,000) for mentor or mentee travel costs for face-to-face contacts between them.
4. Vita: A vita for the faculty mentee. Information to be included: education (including degrees and dates awarded, period of any training), professional employment (listing dates and titles), full details of his/her pertinent publications (distinguishing between peer reviewed publications, proceedings, abstracts and other presentation), scholarly products and/or artistic productions.
5. A letter of recommendation from the applicant's Department Chair: This letter should (1) support the candidate's application; (2) nominate or support the choice of identified mentor (noting mentor's application rank and qualifications); and (3) comment on the mentee-mentor match in relation to the mentee's professional development goals.
6. Letter and Vitae from the Mentor: This letter should acknowledge their willingness to be a mentor. In addition, the mentor must provide a vita to support their qualifications in the proposed research area that includes: education, professional employment, publications, proceedings, abstracts, presentations, and grant support (internal and external).
7. Compliance: IRB approval can be obtained after the proposal is submitted. However, proposals that use either human or animal subjects must obtain the appropriate IRB approval before research expenses can be used for conducting the study.

Please combine all application materials, including the signed cover page, into a **single PDF file**.

You may create the PDF file either by using a program such as Adobe Acrobat Pro DC, or by scanning all parts into one file using a printer or copier.

Submit at least the Narrative and Budget to the RSC or upload directly into CAUYSE system by 8:30 a.m. on **Nov 18th** and the final, complete proposal into CAYUSE for routing the morning of Nov. 21. By 5:00 p.m. on **Nov. 22**, the final application (merged pdf) should have been completely routed and also submitted by e-mail to CCEHDFacultyResearch@utsa.edu by. **Late proposals will not be accepted.** For clarifications/questions, contact Drs. Karcher x-2032 or Trevino at x-4806; CCEHDFacultyResearch@utsa.edu.

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REVIEW AND AWARD CRITERIA

All Assistant and recently tenured Associate professors (within last 5 years) in the College of Education and Human Development are eligible to apply. Proposals will be evaluated by an interdisciplinary Peer Review Panel composed of COEHD Faculty, alumni and donors.

Specifically, the criteria for review of applications include:

- (a) clearly described professional development goals;
- (b) the clear potential for the mentor to provide support to the mentee in advancing their scholarly work;
- (c) the significance of the described professional development activities in supporting the mentee towards reaching professional development goals;
- (d) the potential for professional development activities to lead to publications, an organized academic conference, and/or proposal submission to an identified external funder;
- (e) a budget description, budget justification, and efficient use of funds; and
- (f) the qualifications and research experience of the mentor.

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 LOI.

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.

REVIEW PROCEDURES

The final selection of CCEHD Faculty Mentoring Award proposals for funding will be made by the Associate Dean of Research the College of Education and Human Development following recommendations of the CCEHD Research Review Panel.