

**Call for Proposals
COEHD Faculty Research Awards
2023-2024**

Overview – COEHD is now accepting seed grant proposals for the 2022-2023 Faculty Research Awards (FRA) program. The purpose of the FRA is to provide resources to faculty to develop and enhance their research agendas, and to provide opportunities to develop collaborative groups. Research projects that prioritize COEHD values and have potential for external funding are encouraged.

Types of Projects – two types of proposals will be considered for this granting cycle:

- A. *Small grants* will support projects up to \$5,000. There are no requirements or limits on PI eligibility or collaborative teaming.
- B. *Large grants* will support projects up to \$10,000. These projects must include faculty from 2+ departments.

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, grant proposal type, 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 20, 2023, at 5:00 p.m. *You must submit the NOI by the deadline to be eligible to submit the full proposal.*

Guidelines for Research Proposals

- All faculty are eligible to apply, except those who received a COEHD Faculty Research Award during the prior (current) granting cycle.
- 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.
- Tentative Project period is April 1, 2023 to July 31, 2024. All funds must be spent by July 31, 2024. 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. Iwan Notiwidigdo, COEHD Senior Grants Development Coordinator, is available for consultation as you develop your grant proposal.

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.** Provide justification for budget items.

Submission Process—Combine the five proposal components into one single pdf document and save it as “LastName_FirstName”. 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. Email both documents to COEHDFacultyresearch@utsa.edu.

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. 2022 – Call for Proposals distributed

Jan. 20, 2023 – Deadline to submit Netter of Intent (NOI)

Feb. 21, 2023 – Deadline to submit full proposal

Feb.-Mar. 2023 – Review process

April 3, 2023 – Notification of awards

Jul. 31, 2024 – Deadline for expenditure of funds

Aug. 2024 – Poster display due

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