

Fall, 2014

To: College of Education and Human Development Tenured and Tenure Track Faculty

From: Betty M. Merchant, Dean
Amaury Nora, Associate Dean for Research

Re: 2014-2015 COEHD Faculty Research Award Call for Proposals

Call for Proposals
COEHD Faculty Research Awards
2014-2015 Academic Year

Overview

The COEHD Faculty Research Awards Committee is now accepting proposals for the 2014-2015 Faculty Research Awards in two categories, Research Grant Proposals and New Book Proposals. Please read these guidelines carefully.

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 and to provide *priority funding for the development of a scholarly book*. While we currently don't know the exact amount of funding that will be available, we will continue to accept proposals in the following categories:

1. Collaborative Proposals – max \$7000
2. Individual Proposals – max \$5000
3. Book Proposal – max \$2500

Senior faculty may be included in collaborative proposals where the lead is taken by a junior faculty member(s) and senior faculty collaborate in the research. However, senior faculty may singly apply in the Book Proposal division. It is hoped that the Faculty Research Awards will provide the impetus for future, and much larger, research efforts supported from external funding sources. Collaborative projects are defined as those that involve a partnership between faculty from different departments within COEHD or a COEHD faculty member(s) and faculty from another College at UTSA. A final requirement for recipients will be to create a poster display of their scholarly findings to put on view in the COEHD departmental hallways.

Guidelines for Research Proposals

- All tenured and tenure-track faculty are eligible to apply, except those who received a COEHD Faculty Research Award during the 2013-2014 academic year.
- Adjunct faculty may be included in proposals. *However*, only tenured or tenure-track faculty can serve as Principal Investigators.
- Preference will be given to conceptually and methodologically well-designed proposals with potential for publication or 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 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 exhausted by **July 31, 2015**. Any unused funds after that date will be swept by the Dean's Office.

Guidelines for Book Proposals – *This award category will allow faculty to apply for costs associated with writing a scholarly book. One \$2,500 award will be provided for this purpose. The book proposal opportunity is open to both junior and senior faculty.*

- Provide an outline of the proposed book with a brief narrative indicating the nature of each chapter in the book.
- A timeline for the completion of the book.
- A written commitment by a publisher of the acceptance of a book prospectus.
- If available, a contract agreement between the faculty member and the publishing house.
- All funds must be spent during the current fiscal year and all funds exhausted by **July 31, 2015**. Any unused funds after that date will be swept by the Dean's Office.

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*

Criteria for Assessing Book Proposals

- *Clearly stated purpose of the book*
- *Clearly defined book prospectus*
- *Clear indication of potential contribution to one's field*
- *Clearly defined timeline for completion of project*
- *Clearly defined use of project funds*

Budget

Reasonable and necessary expenditures related to the research project are eligible for funding (i.e., 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.** Lastly, if you need items 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 are requesting equipment and/or supplies that are not available in the department, provide a justification for their need.

Letter of Intent – The first step in applying for the COEHD Faculty Research Awards is to notify us of your intent to apply. LOIs should include your name, category you are applying for (collaborative research, individual research, or book proposal), working title, and estimated budget. LOIs should be emailed to COEHDFacultyResearch@utsa.edu by September 26, 2014 at 5:00 p.m. **You must submit the LOI by the deadline in order to be eligible to submit the full proposal. Upon receipt of your LOI, 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.

Cover Page: Includes Title of Project, PI Name, Phone Number, and Email Address

Project Narrative – limited to two pages with one inch margins, Times New Roman or Arial, no smaller than 11 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 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 3 pages.

Book Proposal Instructions

Book proposals are limited to two pages with one inch margins, Times New Roman or Arial, no smaller than 11 point font, and should include the following five sections: Cover Page, Book Prospectus, Budget, Budget Justification, and an Appendix. Detailed instructions on what to include in each of these sections is outlined below.

Cover Page: Includes Title of Book Project, PI Name, Phone Number, and Email Address

Project Narrative – Is limited to two pages and should include the following:

- *Statement of purpose*
- *Contribution to one's field*
- *Project timeline*

Budget: The proposed budget should adhere to College guidelines. Please work with Jesse Hernandez 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 written commitments or contracts from publishing company. The appendix should be no more than 3 pages.

Submission Process

Final proposals will be uploaded as *one single pdf document* and routed for approvals through the CAYUSE system. Cover pages will be deleted prior to sending proposals out to the reviewers. ***To ensure anonymity of authors, please do not include personally identifiable information in any other parts of the proposal.*** For further information or questions, call Amaury Nora at 458-4112 or Juliet Ray at 458-6695.

COEHD Faculty Research Awards Timeline

September 2014 – Call for Proposals distributed

September 26, 2014 – Deadline for Letter of Intent (LOI)

October 24, 2014 by 5 p.m. – Deadline for proposal submission

October 27-31, 2014 – Review process

November 4, 2014 – Notification of awards

July 31, 2015 – Deadline for expenditure of funds

Fall 2015 – Poster display due