



The University of Texas at San Antonio

College of Education and Human Development
Office of the Dean

October 28, 2013

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

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

Re: 2013-2014 COEHD Faculty Research Award Call for Proposals

Call for Proposals
COEHD Faculty Research Awards
2013-2014 Academic Year

Overview

The COEHD Faculty Research Awards Committee is now accepting proposals for the 2013-2014 Faculty Research Awards. The primary purpose of the Faculty Research Awards program is to provide *priority funding to conceptually and methodologically well-designed proposals from junior faculty* in the form of seed grants to further develop and enhance their research agendas. This year, the Office of the Dean has provided a total of **\$25,000** for faculty research awards. The Committee has set aside **\$7,000** to support an empirically sound collaborative proposal, \$2,500 for a book proposal and **\$15,500** to support research by individual faculty. 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. Senior faculty may also apply in the Book Proposal category. It is hoped that the Faculty Research Awards will provide the impetus for future, and much larger, research efforts supported from external funding sources. Please read these guidelines carefully as there are significant changes from past years.

Funds will be granted to tenured and tenure-track faculty developing either individual or collaborative research projects. 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. The maximum award for individual grants is \$5,000 and the maximum award for collaborative grants is \$7,000. A final requirement for recipients will be to create a 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 2012-2013 academic year.

- Non Tenure-Track 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 exhausted by **June 30, 2014**. Unused funds will be unavailable after that date.

Guidelines for Book Proposals – *This new award category allows 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 **June 30, 2014**. Unused funds will be unavailable after that date.

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. All equipment purchased will remain property of the college.

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 November 8, 2013 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 proposal submission.

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 combined 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.

COEHD Faculty Research Awards Timeline

October 28, 2013 – Call for Proposals distributed

November 8, 2013 – Deadline for Letter of Intent (LOI)

December 2, 2013 by 5 p.m. – Deadline for proposal submission

December 2-6, 2013 – Review process

December 9, 2013 – Notification of awards

June 30, 2014 – Deadline for expenditure of funds

Fall 2014 – Poster due