

THE UNIVERSITY OF TEXAS AT SAN ANTONIO
INTERNAL RESEARCH AWARDS (INTRA)
AY 2014-15

SPONSORED BY THE OFFICE OF THE VICE PRESIDENT FOR RESEARCH

The Internal Research Awards (INTRA) program is part of the UTSA Vice President for Research's coordinated efforts to promote research and scholarship of the highest quality. This program offers experience in identifying and submitting applications to potential funding sources, provides preliminary data to support applications for extramural funding, and enhances scholarly and creative activities. Proposals to this program are expected and encouraged for a broad range of research and creative activities.

ELIGIBILITY

Awards will be granted on a competitive basis. The competition is open only to full-time, tenure-track and tenured faculty in the following colleges:

- College of Architecture (COA)
- College of Business (COB)
- College of Education and Human Development (COEHD)
- College of Liberal and Fine Arts (COLFA)
- College of Public Policy (COPP)

Only one proposal (new or revised) per applicant will be accepted in any application cycle. An applicant may not be a Principal Investigator (PI) on more than one seed grant proposal during an application period. An applicant may not be a PI on one proposal and a co-investigator on another during the same application period. An applicant may not be a co-investigator on more than one proposal during the same application period. It is the principal investigator's responsibility to ensure co-investigators are not in conflict.

AWARD AMOUNT

Awards will be up to \$5,000 for a grant performance period of September 1, 2014 to August 31, 2015. Roll over to the next fiscal year and *project extensions* are *not allowable*. Up to 20 awards may be made every year, subject to resources available.

Funding can be used for:

- Supplies (must be justified as needed for project success);
- Salaries;
- Expenses for field work, data collection, archival research, training, educational purposes and/or presentations on research, creative or scholarly activities directly related to the proposed project;
- Supplemental support for postdoctoral scholars or graduate student activities related to proposed work; Student compensation in the form of salary is allowed but not as stipends or tuition payments due to restrictions on source of funds.
- Travel to conferences or other conference support if directly related to the proposed work;
- Consultant fee costs.

Grant funds **cannot** be used for office equipment, including computers or laptops. Given that Internal Research Award funding is provided by UTSA, PI's should utilize funding only for research and scholarly activities conducted at UTSA. Payment of salaries to non-UTSA personnel is discouraged.

REVIEW PROCESS

Eligible faculty will submit proposals (Addendums A-D, pp. 5-7) for research or creative projects to the Associate Dean for Research in their College. Applications from tenure-track faculty members will be considered separately from those submitted by tenured professors. Each College will create a Research Committee that will review the proposals and make recommendations to the VPR office for funding based on the following criteria:

- *clarity, specificity, and quality of the proposal*
- *suitability for publication, exhibition, performance, or subsequent extramural funding as appropriate within a respective discipline*
- *contribution to professional development of investigator*
- *potential of the project for moving the College to Tier 1 level of accomplishment*

Funding decisions will be based primarily on the Research Committees' recommendations and the relative number of faculty in each college compared to other colleges; final decisions will rest with the VPR's Office.

APPLICATION DEADLINE

There will be one submission cycle with deadlines at the close of business (5:00 pm) on February 1, 2014. An applicant may submit only a single seed grant proposal, whether individually or in combination with others (see above). Final award announcements will be made by April 15, 2014 and awarded funds will be available on September 1, 2014.

Proposals must be submitted using CAYUSE.

BUDGET

Budgets must be submitted on the FY 14 UTSA Budget Template found at <http://vpr.utsa.edu/osp/forms.php>. Contact the Research Service Center for assistance completing the budget template and submitting the grant application using CAYUSE. In addition, a Budget Justification must be submitted with the application, describing the purpose of all proposed expenditures.

If human subjects or animal research is involved, protocols to the Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) must be approved prior to funds being released.

To complete IRB protocols - <http://reserachutsa.edu/oric/irb>
To complete IACUC protocols - <http://oric.utsa.edu>

GUIDELINES

1. Timing of Awards: Notification of awards will be sent on or about April 15, 2014. A final report will be due to the College Associate Dean for Research no later than August 31, 2015. Final report must be filed in the Dean's Office to be considered for subsequent awards.
2. Eligible Faculty: Faculty research awards will be considered only for full-time, tenure-track faculty. Only one award will be made per research project; thus, two faculty members collaborating on a project are eligible to apply for one joint project, and are not eligible to apply for two individual grants for the same project.
3. Research and Professional Development: In all applications considered by the Committee, the merit of the proposal will be the primary criterion of evaluation. However, part of the Committee's charge is to ensure broad and balanced distribution of awards across the departments in the College.
4. Letter of Support: A letter from the departmental chair endorsing the proposed project will be required. The letter should explain how the proposed project will contribute to the faculty member's professional development, contribute to the discipline, and advance department, college, and university research and creative activity goals.
5. Use of Existing Resources: The Research Committee expects each research proposal to list, specifically, the support to be provided or solicited from other sources; for example, lab or studio time, equipment, computer resources, and research assistantships made available through the department, as well as grant support solicited or obtained from external sources. **All equipment purchased with funds allocated under this program is university property and will be released to the University for assignment/reassignment at the end of the grant period.**
5. Utility: Each proposal must contain clearly stated goals and objectives. The expected product(s) of the research proposal (publications, exhibits, performances, external grant proposals) must be listed. The proposal should indicate how this investment assists in the growth of the applicant's research portfolio.
6. Clarity of the Proposal: Because the Research Committee is composed of individuals from a variety of academic backgrounds, the proposal must be written so that it can be understood by reviewers not in his or her field; e.g., avoid field specific terminology as much as possible. A general summary of the proposed study goals, rationale, and method(s) may be helpful.
7. General: All grant expenditures must conform to state and university regulations. Projects are subject to the usual IRB, IACUC, export control, conflict of interest, and campus safety regulations and approvals. The researcher is expected to have thoroughly investigated all regulatory issues of the intended research and to have discussed these in the proposal. Travel will be authorized when justified as essential to the project.

8. Faculty members who received a INTRA grant are ineligible for consideration for three years following the period of their award.
9. A faculty member who has received a INTRA grant for the Summer 2015 period will not be eligible for a 2015-2016 Faculty Development Leave.
10. Proposals will be rejected without review if they do not meet the guidelines given in the application packet, including the limitations on length specified on the application form (Description of Project).
11. Funding awarded for the project which are not spent or encumbered by August 15, 2015 will automatically revert back to the Office of the Vice President for Research.
12. In addition to the basic guidelines provided above, each Dean may add additional criteria as appropriate for their College.

Addendum A: APPLICATION FOR FACULTY RESEARCH AWARD

Name of Principal Investigator (s): _____

Rank: _____

Department: _____

Date of Initial Appointment: _____

Title of Project _____

Abstract of Proposed Research: (200 words or less)

(contribution to professional development of investigator 200 words or less)

Addendum B: INFORMATION ON PRINCIPAL INVESTIGATOR(S)

Provide the following information on the principal investigator(s)

- A. Biographical sketch, including earned education and degrees received, professional experience and appointments, and a list of research activities and publications. The sketch should not exceed two (2) pages.
- B. Date, sources and amount of all grants, awards, contracts or other research funds solicited and/or received in the past five (5) years.
- C. Describe how the proposed project differs from any other currently funded research the investigator might have.

Addendum C: DESCRIPTION OF PROJECT

State, in a double-spaced, manuscript format, the following information about the project. This section should not exceed five pages, exclusive of references or citations.

- A. Project Title.
- B. Conceptual background of the proposed study including a description of relevant work, and theoretical justification for the research.
- C. The approach to be used in conducting the research.
- D. Long-term effect on applicant's research program. Describe how this project will affect the applicant's research program over the long term.
- E. Narrative should clearly state expected results.
- F. Disposition of results. Indicate the journal or other publication in which the research will be submitted for publication. For pilot projects, indicate the projected source of funds for further work.
- G. References. List all sources cited in the proposal.
- H. Re-submission of proposal. If this is a re-submission of a proposal that was not funded in a previous round, please describe the progress that has been made on the project in the meantime, and summarize the major changes that have been made in the application.

Addendum D: AWARDEES OBLIGATIONS

If this research proposal is funded, I agree that my acceptance obligates me to:

1. Submit a written report of the project no later than August 31, 2014 to the Dean's office. The Office of the Vice President for Research is currently developing a Performance Measurement System to capture quantitative output for institutionally supported grant programs. PI's awarded funding under this opportunity may be requested to submit a final report in the new Performance Measurement System.
2. Submit to the Dean's office electronic copies of any publications (or pre-publications, drafts etc.) resulting directly or indirectly from the project.
3. The PI and co-investigators are required to include the following acknowledgement on all publications resulting from this grant award.

"This project was funded (fully or in-part) by the University of Texas at San Antonio, Office of the Vice President for Research"

4. Release all permanent equipment (cameras, laboratory equipment, etc.) to the university.
5. Secure prior written approval from the college Research Committee if the research to be conducted differs from that described in the proposal that was funded. Requests for such approval should be submitted to the College Associate Dean.
6. Provide all the information requested; incomplete proposals will not be reviewed by the committee.

Signature of Principal Investigator

Date: _____