

**PROGRAM DESCRIPTION**

The **Grants for Research Advancement and Transformation (GREAT)** program, sponsored by the Office of the Vice President for Research, Economic Development, and Knowledge Enterprise's (VPREDKE) at the University of Texas at San Antonio (UTSA), will provide seed grants to support new areas of research for faculty at UTSA. The primary goal of these awards is to assemble preliminary data that can be used to seek extramural funding and advance UTSA's goal of reaching Tier One status.

Preference will be given to proposals that:

- Have a high potential for extramural funding
- Have significant scientific merit
- Represent a new direction for the Principal Investigator (PI)
- Build or strengthen cross-disciplinary research partnerships

Research that is already supported by other sources will not be approved for funding. Gap funding to bridge support between external grants or contracts will not be considered. *The applicant must clearly and convincingly demonstrate that the proposed project represents a new research direction in an area likely to generate extramural funding.* Thus, the proposal must not have overlap with any existing grants at the time of application.

Seed funding under this program is to be used to compete for extramural funds to support the project in the long term. Successful applicants must produce a new proposal for extramural funding as a final reporting requirement within one year of completion of the seed grant.

**ELIGIBILITY**

Applicants must be full-time, tenure track or tenured faculty at the UTSA in residence at the time of application.

Only one proposal per applicant will be accepted in an application cycle. An applicant may not be a PI on more than one proposal during an application period. An applicant may be a PI on one proposal and a co-investigator on another during the same application period. It is the PI's responsibility to ensure co-investigators are not in conflict.

**Faculty who were awarded GREAT funding in FY19 (September 1, 2018 – August 31, 2019) are ineligible for consideration for one year following the period of their award.** Only faculty that have successfully completed past GREAT projects and filed satisfactory final reports will be eligible for future GREAT grants. If an applicant has outstanding reports due under the GREAT program or any other institutional seed grant programs, they will be ineligible to receive any future seed grant awards until they have met their previous obligations.

Proposals that have already been submitted to an extramural agency or those already reviewed and found non-competitive by an extramural agency will not be reviewed. One exception to this restriction is proposals previously submitted to an extramural agency that were declined on the basis of insufficient preliminary data. The Seed Grant Review Committee will consider such proposals only if the PI submits an executive summary statement or official letter from the

agency specifically stating the deficiency or absence of preliminary data, along with the original application. If an application has been turned down by the GREAT review panel, the PI is allowed one resubmission of a revised proposal on the same subject from the preceding year. Revised proposals must indicate changes from previous proposal and responses to reviewer comments.

### **FUNDING LIMITS**

Total maximum amount to be requested is \$20,000. It is anticipated that four grants may be funded every year, subject to available resources.

Two of the four awards will be designated for early career faculty at UTSA. Early career faculty for this purpose are considered faculty who are within their first three years in a tenure-track position. Early career faculty proposals will be evaluated separately from all other applicants; however, they will still be evaluated on the same criteria.

**GRANT PERFORMANCE PERIOD** - September 1, 2019 to August 31, 2020.

### **PROPOSAL SUBMISSION**

There is one GREAT submission cycle for FY20 with a deadline **at the close of business** (5:00 P.M. CST) on March 22, 2019. An applicant may submit only one proposal (new or revised) each year, whether individually or in combination with others (see Eligibility above). Awarded funds will be available after September 1, 2019. **Proposals must be routed and prepared in Cayuse.**

Contact your respective Research Service Center (RSC) for assistance with completing and submitting the GREAT application using CAYUSE.

### **Research Service Center Contact Information:**

<http://research.utsa.edu/contact-research/service-center-directory/>

All grant expenditures must conform to state and university regulations and approvals. Projects are subject to 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 relevant components in the proposal.

If human subjects, animals, or biohazardous materials will be utilized in the research, protocols to the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), or Institutional Biosafety Committee (IBC) must be approved prior to funds being released.

To complete IRB protocols - <http://research.utsa.edu/research-funding/human-subjects/>

To complete IACUC protocols - [http://research.utsa.edu/research-funding/institutional-animal-care-and-use-program\\_new/](http://research.utsa.edu/research-funding/institutional-animal-care-and-use-program_new/)

To complete IBC protocols - <http://research.utsa.edu/research-funding/institutional-biosafety-committee-ibcnew/>

All required proposal elements are needed at the time of submission. **The application must include the following**, in a text-searchable Adobe Acrobat pdf:

1. Proposal Cover Page (Use Attachment A)
2. Project Description: 5 page maximum
3. Key References: 1 page maximum
4. Plan for Extramural Support: 2 page maximum
5. Budget Template- (Use [FY19 UTSA Budget Template](#) under Pre-Award Forms)
6. Budget Justification: 2 page maximum
7. Biographical Sketch: 2 page maximum for each PI/co-investigator
8. Letter(s) of Support from Department Chair(s)
9. Grant Agreement (see Attachment B)

**If any information items requested above are not included at the time of submission, the proposal will not be reviewed.**

**1. PROPOSAL COVER PAGE – (USE ATTACHMENT A)**

The Proposal Cover Page must include a clear executive summary that summarizes the essential content of the proposed research effort, including the objectives, benefits, and significance.

**2. PROJECT DESCRIPTION – (5 PAGE MAXIMUM)**

The project description must include, in this order:

- General background;
- Scientific merit and significance of the research: Address how this project is a new direction or a different perspective from the PI's existing research efforts and the potential impact on the researcher, the discipline and/or society of this new direction;
- Impact of this research on society and application areas where this research can or will be applied;
- Specific goals, objectives and anticipated results;
- Description of methods including anticipated barriers or technical difficulties, and
- Specify the resources needed for this project (equipment, materials, etc.) and indicate their availability.

The project description must be concise, limited to five (5) typed, single-spaced pages with 12-point Times New Roman font and one-inch margins. Appendices may be included, however, reviewers are not obligated to read this supplemental material. If two or more appendices are included in a proposal, they should be designated Appendix A, Appendix B, etc. A violation of this format will disqualify the proposal from review.

**NOTE:** It is important that you consult the [Office of Commercialization and Innovation](#) before disclosing details of any research that may be patentable. Any confidential information in this proposal must be clearly identified by marking "Confidential" at the top and bottom of each page where the confidential information appears.

**3. KEY REFERENCES – (1 PAGE MAXIMUM)**

**4. PLAN FOR EXTRAMURAL SUPPORT – (2 PAGE MAXIMUM)**

Provide a specific plan for pursuit of extramural funding for this project. Submission of at least one extramural proposal will be required as part of the project award and must be completed within one year of the completion of the seed grant.

Provide the following details in your plan for extramural support:

- *Sponsor/Program:* Indicate from which extramural funding program(s) you will be seeking support. List specific program(s) and why you anticipate that the research supported by this seed grant will leverage external support. Which grant submission deadline will be targeted?
- *Objectives:* What will the extramural proposal seek to accomplish and how is it specifically supported by this seed funding? What is the societal impact of the proposed work?
- *Team:* Who will be involved at UTSA, and partners from other institutions or organizations? Briefly describe their skills related to the project. More people can be involved in your extramural funding proposal team than are included on the seed grant.
- *Pre-review:* Who will read and comment on your proposal before it is submitted? Having a colleague review your grant application prior to submission significantly increases the likelihood of being funded.

If this project has previously been submitted for extramural support and rejected based on a lack of preliminary data, a copy of the executive summary or official letter from the agency specifically stating the deficiency or absence of preliminary data, along with the original application should be included as appendices in your application.

**5. BUDGET TEMPLATE**

GREAT Awards will be up to \$20,000 for a grant performance period of September 1, 2019 to August 31, 2020. Roll over to the next fiscal year and project extensions are not allowed. Funding that is not spent or encumbered by August 1, 2020 will automatically revert back to VPREDKE, excluding salary and wages which can continue through August.

Budgets must be submitted solely on the UTSA approved budget template (FY19 UTSA Budget Template) found at <http://research.utsa.edu/research-funding/forms-policies-guidelines/>. Contact your respective Research Service Center (RSC) for assistance with completing the budget template.

**6. BUDGET JUSTIFICATION – (2 PAGE MAXIMUM)**

Details for all proposed expenditures must be described in a budget justification. The budget justification must convey an integrated understanding of the types of resources (labor, materials, other) necessary to complete the proposed research project.

**Budget Considerations**

Grant funds can be used for the following:

- Salaries and/or wages for faculty, postdoctoral fellows, graduate and undergraduate students. Fringe benefits are paid centrally- exclude fringe benefits on the budget template worksheet.

- Supplies (must be justified as needed for project success).
- 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.
- Consultant fees.
- Contracts and sub-awards for activities outside of UTSA (must be clearly and convincingly described as necessary for successful execution of the proposed project).
- Travel to conferences or other conference support if directly related to the proposed work.
- Travel for data collection or other purposes when justified as essential to the project.

Grant funds **cannot** be used for the following:

- Office equipment, including computers or laptops.
- International travel.
- Student travel.
- Stipends, scholarships and/or tuition.
- Indirect costs (F&A) costs.
- Payment of salaries to non-UTSA personnel.

The PI may transfer up to 25% of the award between spending categories (line items) without written permission from the VPREDKE Assistant Vice President for Finance & Operations, as long as the category is contained in the original budget approved by the Seed Grant Review Committee.

## **7. BIOGRAPHICAL SKETCH**

Complete a biographical sketch for each PI and co-investigator. Do not exceed two page per sketch. Each PI may use their preferred format ([NSF](#) or [NIH](#)). Content for each biographical sketch should include the following:

- A. Earned professional or educational degrees received, professional experience and appointments, and a list of research activities and publications.
- B. Date, sources and amount of all grants, awards, contracts or other research funds solicited and/or received in the past five (5) years.

## **8. LETTER OF SUPPORT**

Each application must include a letter of support from the PI's department chair addressed to the Vice President for Research, Economic Development, and Knowledge Enterprise with assurance that the PI will be present at the university for the duration of the grant period and, if appropriate, any support the department is willing to give to the faculty member in pursuing this new research direction. If this research is part of a larger research vision in the department or college, the letter of support should describe how this proposal relates to that broader picture. This letter will be reviewed by the Seed Grant Review Committee.

### **PEER REVIEW**

Applications will be reviewed by a Seed Grant Review Committee established annually by the VPREDKE. This committee is appointed by the VPREDKE, in consultation with UTSA Deans. Additional faculty members may be added on an ad hoc basis by the VPREDKE if they are deemed valuable to the review process. Committee members will be from a variety of academic backgrounds. As such, *proposals should be clearly written in a way that the goals, rationale and methods of the proposed work can be understood by all reviewers.* Avoid field specific terminology as much as possible.

Applicants will be informed of the Committee's recommendations on or about June 1, 2019. As noted above, funding will be available after September 1, 2019.

Proposals will be evaluated on a 100-point scale. The PI is expected to include all required proposal components and to fully and clearly address each criteria.

### **Proposals will be evaluated using the following criteria:**

| <b><u>Criteria</u></b>                                                                                                                                                                    | <b><u>Max Point Allocation</u></b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| If the proposed research is completed, does the proposal have a high chance of leveraging extramural support?                                                                             | <b>10</b>                          |
| Are the significance and scientific merit of the research clearly documented?                                                                                                             | <b>15</b>                          |
| Does the PI provide information necessary to determine if this is a new direction within their research focus area, and that the research does not overlap with existing funded projects? | <b>15</b>                          |
| Have potential barriers or technical difficulties been identified?                                                                                                                        | <b>10</b>                          |
| Does the PI (and co-investigators) have the experience necessary to carry out the project?                                                                                                | <b>15</b>                          |
| Are the goals, objectives and anticipated results stated clearly and are they reasonable, given the funds and time provided?                                                              | <b>15</b>                          |
| Are the methods outlined and do they reflect the goals and objectives stated in the proposal?                                                                                             | <b>15</b>                          |
| Have extramural opportunities been identified and are they reasonable?                                                                                                                    | <b>5</b>                           |
| <b>Total Points Possible</b>                                                                                                                                                              | <b>100</b>                         |

### **GRANT ADMINISTRATION**

The PI is responsible for the administration of grant funds. In particular, he/she must be certain that over-expenditures do not occur, and that all funds are fully expended according to institutional fiscal year end deadlines. All work must be completed in the 12-month performance period.

**INTERIM AND FINAL REPORTING REQUIREMENTS**

A Project Update Meeting/Report will be requested by the UTSA VPREDKE in early March 2020. PI(s) awarded funding under this opportunity will be required to submit their final report to the VPREDKE Office using the UTSA Seed Grant Reporting Form to capture both quantitative and qualitative output. Awardees will be provided final reporting instructions prior to the end of their project. The PI is responsible for submitting a Final Grant Report no later than September 30, 2020. Final report must be filed in the VPREDKE's Office to be considered for subsequent awards.

**Extramural Grant Submission Required**

Awardees must produce a new proposal for extramural funding as part of the final report within one year of completion of the project. In exceptional cases, where seed funding may prove the project to be ultimately non-competitive, a waiver of the extramural application requirement can be requested from the Office of the Vice President for Research, Economic Development, and Knowledge Enterprise. If neither an external application nor letter of explanation is submitted, no new research funds will be made available to the PI or co-investigators until the letter or application is submitted. The PI must submit a report to the VPREDKE describing the extramural grant submission details by September 30, 2020.

**PROGRAM TIMELINE**

December 4, 2018 – Grant Request for Proposals (RFP) announced  
March 22, 2019 – Grant applications due in CAYUSE (by 5:00 P.M. CST)  
June 1, 2019 – Award winners announced  
September 1, 2019 – Grant performance period begins (i.e., funds available)  
March 1-15, 2020 – Project Update Meeting Requested by VPREDKE  
August 1, 2020 – All funds must be spent or encumbered  
August 31, 2020 – Grant Performance Period Ends  
September 30, 2020 – Final project report due  
September 30, 2021 – Extramural grant submission report due

**CONTACT INFORMATION**

Ana Laredo  
Research Program Coordinator  
Office of the VPREDKE  
One UTSA Circle, San Antonio, TX 78249  
Phone: (210) 458-8528  
Email: [Ana.Laredo@utsa.edu](mailto:Ana.Laredo@utsa.edu)

Beth Manning  
Asst. VP, Research Finance and Operations  
Office of the VPREDKE  
One UTSA Circle, San Antonio, TX 78249  
Phone: (210) 458-4342  
Email: [Beth.Manning@utsa.edu](mailto:Beth.Manning@utsa.edu)



Research, Economic Development,  
and Knowledge Enterprise

**Grants for Research  
Advancement and  
Transformation (GREAT)**

**Attachment A:**  
Application Cover  
Page

## Project Information

|                      |  |
|----------------------|--|
| <b>Project Name:</b> |  |
|----------------------|--|

|                                            |  |
|--------------------------------------------|--|
| <b>Name of Principal Investigator(PI):</b> |  |
| Phone Number:                              |  |
| Email Address:                             |  |
| PI College and Department:                 |  |

|                                         |  |
|-----------------------------------------|--|
| <b>Name of Co-Investigator:</b>         |  |
| Phone Number:                           |  |
| Email Address:                          |  |
| Co-Investigator College and Department: |  |

## Abstract (400 word or less)

|  |
|--|
|  |
|--|



Research, Economic Development,  
and Knowledge Enterprise

**Grants for Research  
Advancement and  
Transformation (GREAT)**

**Attachment B:**  
Grant Agreement

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

1. Include the following acknowledgement on all publications resulting from this grant award.

*“This project was funded (full or in-part) by the University of Texas at San Antonio, Office of the Vice President for Research, Economic Development, and Knowledge Enterprise.”*

2. 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://research.utsa.edu/research-funding/human-subjects/>  
To complete IACUC protocols - [http://research.utsa.edu/research-funding/institutional-animal-care-and-use-program\\_new/](http://research.utsa.edu/research-funding/institutional-animal-care-and-use-program_new/)  
To complete IBC protocols - <http://research.utsa.edu/research-funding/institutional-biosafety-committee-ibcnew/>

3. Release all permanent equipment (cameras, laboratory equipment, etc.) to the university.
4. Secure prior written approval from the Office of the Vice President for Research, Economic Development, and Knowledge Enterprise if the research to be conducted differs from that described in the proposal that was funded. Requests for such approval should be submitted to:

Jaclyn Shaw  
Director for Research Support  
Office of Research Support  
One UTSA Circle, San Antonio, TX 78249  
Phone: (210) 458-6767  
Email: [Jaclyn.Shaw@utsa.edu](mailto:Jaclyn.Shaw@utsa.edu)

5. Submit at least one extramural proposal for funding to support the future progress of the project, within one year of the completion of the **GREAT** program.
6. Adhere to the assigned **GREAT** PROGRAM TIMELINE:  
**September 1, 2019** – Grant performance period begins (i.e., funds available)  
**March 1-15, 2020** – Project Update Meeting Requested by VPREDKE  
**August 1, 2020** – All funds must be spent or encumbered  
**August 31, 2020** – Grant Performance Period Ends  
**September 30, 2020** – Final project report due  
**September 30, 2021** – Extramural grant submission report due
7. Respond to all inquiries and communications from the Office of the Vice President for Research, Economic, Development, and Knowledge Enterprise related to this funded project.
8. Participate as a reviewer on FY20 Seed Grant Review Committee(s).

**Principal Investigator**

**Signature:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_