

PROGRAM DESCRIPTION

The **Internal Research Awards** (INTRA) program is part of the UTSA Vice President for Research, Economic Development, and Knowledge Enterprise's (REDKE) coordinated efforts to promote research and scholarship of the highest quality. This program offers funding for faculty to gain experience in identifying and submitting proposal for extramural funding, gather preliminary data to support applications for extramural funding, and enhance scholarly and creative activities. Proposals to this program are expected and encouraged for a broad range of research and creative activities.

Preference will be given to proposals that (as appropriate within the respective discipline):

- Contain clearly stated goals and objectives
- Show evidence of a solid theoretical and methodological approach
- Have potential for publications, exhibits, performances, and/or external grant proposals
- Represent growth in the PI's research portfolio

ELIGIBILITY & APPLICATION LIMITS

- Both single PI and multi-PI or other collaborative team projects are allowed.
- PIs must be full-time, tenure track or tenured faculty at UTSA in residence at the time of application, with a primary appointment in one of the colleges below. *Other personnel or students can be incorporated into a project team, including individuals outside UTSA, however, only those who are UTSA employees or UTSA students can be funded through this program.*
 - Business
 - Education and Human Development
 - Engineering & Interior Design (School of Architecture and Planning)
 - Health, Community and Policy
 - Liberal and Fine Arts
- A faculty member may not be a PI (applicant) or Co-PI (co-applicant) on more than one proposal to this program during an application period.
- It is the PI's responsibility to ensure all team members are eligible and not exceeding application limitations.
- If an application was not funded in FY21 (for the FY22 INTRA application cycle) the applicant is allowed one resubmission of a revised proposal on the same subject. *Note: Revised proposals must provide a cover letter as an appendix indicating changes from previous proposal and responses to reviewer comments.*
- PIs submitting a proposal closely related to a project previously funded by REDKE must demonstrate that the new application is substantially different from the prior award.

The following are ineligible for funding through the FY23 INTRA program:

- Faculty who were awarded INTRA funding in FY22 (Perf. Period: 10/1/21 – 7/31/22)
- Faculty who have any outstanding reports under previously funded REDKE awards
- Proposals that have been submitted to and are pending review from an extramural agency or those already reviewed and found non-competitive by an extramural agency.

- Projects proposed for REDKE seed grant funding that do not have a distinct scope. If more than one application is submitted to this or other REDKE seed grant programs for the same project in a given cycle, all like applications may be deemed ineligible.

AWARD INFORMATION

- **Estimated Number of Awards:** 20, subject to availability of funds. Percentage of awards granted per college is relative to the number of total applications received from that college (*i.e., the college with the greatest number of submissions will receive the greatest number of awards, proportionally*)
- **Maximum Total Funding Per Project:** \$5,000
- **Performance Period:** October 1, 2022 – July 31, 2023*
**Funding not spent by July 1, 2023 will automatically revert back to VPREDKE. This excludes salaries and wages, which can continue to be expensed through July 31, 2023. No project extensions will be allowed.*

PROGRAM TIMELINE

December 6, 2021	Request for Proposals (RFP) released
March 21, 2022	Notice of Intent due to seedgrants@utsa.edu (by 5:00pm CST)
April 6, 2022	Applications due in InfoReady (by 5:00pm CST)
June 2, 2022	Awards announced
October 1, 2022	Grant performance period begins (funds available)
July 1, 2023	All funds must be spent (<i>see Award Information section above</i>)
July 31, 2023	Grant performance period ends (<i>unspent funds will be swept August 2</i>)
August 31, 2023	Final project report due

NOTICE OF INTENT (NOI) INSTRUCTIONS

Information provided in NOIs will not be considered final and can be revised for full application submission, however, will be used by REDKE to prepare for review.

Email the following to seedgrants@utsa.edu by **5pm CST on March 21, 2022**:

- Email subject line: **NOI - INTRA Program**
Include in Email body:
 - PI name, email, college and department
 - Proposed project title
 - 3-5 sentence project overview

PROPOSAL SUBMISSION INSTRUCTIONS

There is a two-part routing and submission process for this opportunity.

1. Route application through a Research Service Center (RSC), utilizing the UTSA Routing and Cayuse systems. This benefits UTSA PIs and Co-PIs, as it allows this activity to be tracked within REDKE proposal and award dashboards. [Contact your respective Research Service Centers \(RSC\)](#) to complete an [Intake Form](#) at the start of proposal development to initiate Research Service Center coordination.
2. Submit application through REDKE's [InfoReady site](#) by **5pm CST on April 6, 2021**.

Regulatory Compliance:

Projects are subject to [Institutional Review Board \(IRB\)](#), [Institutional Animal Care and Use Committee \(IACUC\)](#), [Institutional Biosafety Committee \(IBC\)](#), export control, conflict of interest, and campus safety regulations and approvals. The PI is expected to have thoroughly investigated all [regulatory components](#) of the intended research and to have discussed relevant components in the proposal. Prior to making an award, required protocols must be in place.

APPLICATION COMPONENTS

Application components required at the time of submission are listed below. **If components are missing and/or formatting is not compliant, the application will not be reviewed.**

Formatting requirements for items with an asterisk (*) below: single-spaced, no less than 12pt Times New Roman font, 1" margins all around.	
Component	Maximum Length
1. Abstract	250 words (<i>enter in InfoReady</i>)
2. Project Description*	5 pages
3. Key References*	1 page
4. Budget	Use seed grant template
5. Budget Justification*	2 pages
6. Biographical Sketch from PI/Co-PIs	2 pages
7. Current, Pending, and Recent Support*	No limit (<i>use seed grant template</i>)
8. Signed Grant Agreement	<i>See end of this document</i>
<i>Appendices, if applicable</i>	
9. For revised FY22 seed grant application: Cover Letter*	1 page

In addition to the elements outlined above, each Dean or Associate Dean for Research (ADR) may add additional criteria as appropriate for their College.

1. ABSTRACT (250 WORD LIMIT)

InfoReady will prompt you to include a clear executive summary (or abstract) that summarizes the essential content of the proposed research effort, including the objectives, benefits, and significance.

2. PROJECT DESCRIPTION (5 PAGE LIMIT, including graphics)

The project description must include, in this order:

- Conceptual background of the proposed study including a description of relevant work, and theoretical justification for the research
- Address how this project is a new direction or a different perspective from your existing research efforts and the potential impact on you as a researcher, UTSA, the discipline and society at large
- Detailed methodological approach to be used in conducting the research
- Description of the anticipated long-term impact this will have on your research program
- Description of expected results and any anticipated challenges, as well as how these will be addressed

- Indicate how these results will be disseminated, e.g., the journal or other publication outlet in which the research will be submitted
- For pilot projects only, indicate the projected source of funds for further work

Appendices are only allowed for the following:

	Appendix Attachment	Instructions
Resubmission of an unfunded FY22 INTRA application	Cover letter	Indicate changes from previous proposal and responses to reviewer comments.

NOTICE REGARDING CONFIDENTIALITY: 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 LIMIT)

Attach a list of references relevant to the project.

4. BUDGET (UTILIZING UTSA TEMPLATE)

Budgets must be submitted solely using the UTSA approved budget template ([Internal Seed Grant Budget Template](#)). Contact your respective [Research Service Center \(RSC\)](#) for assistance with completing the budget template.

5. BUDGET JUSTIFICATION (2 PAGE LIMIT)

Details for all proposed expenditures must be described in a budget justification attachment. This document must convey an integrated understanding of the types of resources (labor, materials, other) necessary to complete the proposed research project. For each line item, provide detailed calculations at how you arrived at totals/estimates, and note whether funds will be expensed during the academic year (October – May), summer (June – July) or both.

Budget Considerations

Funds can be used for:

- Salaries and/or wages for faculty, postdoctoral fellows, graduate and undergraduate students. *This program is exempt from the 1% effort requirement in UTSA's HOP. However, if a faculty member does request funded effort, each faculty member is limited to no more than 1 summer month of effort. These limitations are in place to encourage the use of funds for student support.* For most T/TT faculty, 1 summer month is the equivalent of 1/9th of your base annual academic salary contract amount. *Fringe benefits are paid centrally and should be excluded from the budget worksheet.*
- Materials and supplies
- 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 for activities outside of UTSA (*must be clearly and convincingly described as necessary for successful execution of the proposed project*)

- Domestic travel (data collection, conference presentation, meeting with a collaborator). *Travel must adhere to [UTSA Financial Management Operational Guidelines](#) and [GSA per diem rates](#).*

Funds **cannot** be used for:

- Fringe benefits
- Equipment (*unit cost of \$5,000 and useable life of greater than one year*)
- International travel
- Non-UTSA employee travel
- Stipends, scholarships and/or tuition
- Indirect costs (F&A) costs
- Payment of salaries to non-UTSA personnel
- Refreshments. *Includes food/refreshments for participants, business meals. Excludes meals while on travel.*
- Hosting conferences, workshops or seminars
- Travel to visit program officers

If **additional resources are available to support this project through other sources**, the budget justification should include a list of these resources, noting when the resource will be available and who it will be provided by. **Examples include** lab or studio time, equipment, computer resources, and research assistantships made available through a department, as well as support obtained from external sources.

NOTE- If awarded, applicants are unable to reallocate funds without prior approval from REDKE. Please contact seedgrants@utsa.edu prior to working with your departmental financial lead to allocate funds differently from that described in your approved application. REDKE will review costs to ensure it is an allowable expense. When budgeting for participant support, estimate with most accuracy as possible. Reallocation to and from this spending category is not permissible.

6. BIOGRAPHICAL SKETCH (2 PAGE LIMIT)

Biographical sketch attachments must be included for PI and any Co-PIs. [NIH](#) or [NSF](#) format must be used.

7. CURRENT, PENDING AND OTHER RECENT SUPPORT (NO LIMIT, USE [SEED GRANT TEMPLATE](#))

Details for all current, pending and other recently funded (within last 3 years, if already complete) projects must be described in an attachment. The following must be included for each project:

- Label of Pending, Current, or Other Recently Funded
- Project Proposal Title
- Source of Support (i.e., sponsor name)
- Total Award Amount
- Total Award Period Covered (e.g., 9/1/20 – 8/31/21)
- Person Months Per Year Committed to Project (i.e., academic and/or summer months)

9. GRANT AGREEMENT (SEE END OF THIS DOCUMENT)

Each PI (applicant) and Co-PI (co-applicant) must have this document signed by their Department Chair, acknowledging that they have also read all responsibilities and obligations of the applicant and their Department.

PEER REVIEW

Applications will be reviewed by a Seed Grant Research Committee established annually by each College and led by the respective Associate Dean for Research. 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 discipline-specific terminology/jargon as much as possible. Each Committee will make recommendations to the REDKE office. Funding decisions will be based primarily on the Committees' recommendations and the relative number of proposals received from each college. Final award decisions will rest with the REDKE Office.

Review Criteria (as appropriate within project discipline):

1. Clarity, specificity, and quality of the proposal
2. Suitability for publication, exhibition, performance, or subsequent extramural funding
3. Contribution to professional development of the investigator(s)
4. Potential of the project for moving the College toward UTSA's institutional research excellence goals (Carnegie R1, NRUF, AAU, etc.)

For all applications considered by Research Committees, the **merit of the proposal** will be the primary criterion for evaluation. In addition, the Committees' charge is to ensure that there is broad and balanced distribution of quality awards across departments in each college.

GRANT ADMINISTRATION

The PI (applicant) is responsible for the administration of grant funds. All grant expenditures must conform to state and university regulations and approvals. In particular, the PI must be certain that over-expenditures do not occur, and that all funds are fully expended according to programmatic deadlines. All work must be completed within the performance period.

FINAL REPORTING REQUIREMENTS

Applicants awarded funding under this opportunity will be required to submit their final report to REDKE using the UTSA Seed Grant Reporting Form, capturing both quantitative and qualitative output. Awardees will be provided final reporting instructions prior to the end of their project. The PI (applicant) is responsible for submitting a Final Grant Report no later than **August 31, 2023**. A final report will also be due to the respective College's Associate Dean for Research no later than August 31, 2023. A final report must be filed with REDKE in order for members of the project team to be considered for future REDKE Seed Grant funding.

PROGRAM CONTACT INFORMATION

Ana Laredo

Engagement Manager, Office of Strategic Research Initiatives

Email: seedgrants@utsa.edu

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

1. Maintain program eligibility throughout the award/performance period, including residence and employment with UTSA. If there is any change in employment or residency status, the PI and/or their direct supervisor (department chair or dean) must notify REDKE staff at seedgrants@utsa.edu.
2. 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.”

3. 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.
4. Submit to the Associate Dean for Research electronic copies of any publications (or pre-publications, drafts etc.) resulting directly or indirectly from the project.
5. Secure prior written approval from the 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 PI's Associate Dean for Research.
6. Adhere to the assigned **INTRA** PROGRAM TIMELINE:
October 1, 2022 – Grant performance period begins (i.e., funds available)
July 1, 2023 – All funds must be spent or encumbered
July 31, 2023 – Grant Performance Period Ends (Unspent funds swept on August 2)
August 31, 2023 – Final project 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 the **INTRA** funded project.
8. Participate as a reviewer on the Seed Grant Review Committee(s) during award period.

Principal Investigator (PI)

Signature: _____

Project Name: _____

Date: _____

PI Supervisor – I agree with PI's obligation & responsibilities for this funding opportunity.

Approved by: _____

Signature: _____

Date: _____