

UTSA Grants for Research Advancement and Transformation

SPONSORED BY THE OFFICE OF THE VICE PRESIDENT FOR RESEARCH

PROGRAM DESCRIPTION

The **Grants for Research Advancement and Transformation (GREAT)** program, sponsored by the Office of the Vice President for Research 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 will be to assemble preliminary data that can be used seek extramural funding and advance UTSA's goal of reaching Tier I status. It is expected that up to 6 grants for a maximum of \$20,000 each may be awarded annually, based on availability of funds.

Preference will be given to proposals that:

1. Have a high potential for significant extramural funding
2. Have significant scientific/intellectual merit
3. Represent a new direction for the Principal Investigator and are aligned with the general research focus areas identified by the UTSA
4. 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 successfully 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.*

APPLICANT ELIGIBILITY

Applicants must be tenure track or tenured faculty at the University of Texas at San Antonio in residence at the time of application and be at least 0.50 FTE.

Only one proposal per applicant in this program will be accepted in any application cycle. An applicant may not be a Principal Investigator (PI) on more than one 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 unless they are providing services through a research core service center. It is the PI's responsibility to ensure co-investigators are not in conflict.

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 application.

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If an application has been turned down by the review panel, the PI is allowed one re-submission 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.

PROPOSAL SUBMISSION

There will be one submission cycle per year with deadlines **at the close of business** (5:00 pm) on February 15th each year. An applicant may submit only a single proposal (new or revised) each year, whether individually or in combination with others (see above). Awarded funds will be available on September 1st, of the same calendar year. **Proposals must be submitted using CAYUSE.**

Applications and instructions will be available to download on November 15, 2013 at:
<http://vpr.utsa.edu/funding/index.php>.

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>

The application must include the following:

1. Application Cover Page (see attachment A)
2. Project Description: 5 page maximum
3. Key References: 1 page maximum
4. Plan for Extramural Support: 2 page maximum
5. Budget - (UTSA Approved Excel Format) and Budget Justification: 2 page maximum
6. Biographical Sketch: 1 page maximum for each PI/co-investigator
7. Letter(s) of Support from Department Chair(s)
8. 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. APPLICATION COVER PAGE

2. PROJECT DESCRIPTION

The project description must include, in this order:

- General background
- Scientific merit and significance of the research. Include how this project is a new direction from your existing research efforts and the potential impact 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.

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The project description must be concise, limited to five typed, single-spaced pages with a Times New Roman font, size of 12 points. One-inch margins must be maintained. If you feel additional information is important to submit, an appendix may be included but there is no obligation for reviewers to read it. A violation of this format will result in your proposal not being reviewed.

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 as "Confidential" at the top and bottom of each page where the confidential information appears.

3. KEY REFERENCES

4. PLAN FOR EXTRAMURAL SUPPORT

Provide a specific plan for pursuit of extramural funding for this project. Submission of at least one extramural proposal will be a 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:

- *Program:* Indicate from which extramural support programs you will be seeking support. List specific programs and why you anticipate that the research supported by this seed grant will leverage external support. Which grant submission deadline will you be targeting?
- *Objectives:* What will be the thrust of the proposal and how is this specifically supported by this seed funding? What is the application area you will be targeting, and what is the societal impact of the work you will be proposing?
- *Team:* Who will be involved at this university and others partner institutions or organizations? Briefly describe their skills related to the project. More people can be involved in your final 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 pre-review your grant significantly increases the likelihood of being funded.)

If this project has previously been submitted for extramural support and rejected based on lack of preliminary data, a copy of the executive summary from the reviewing agency should be included as an appendices with your application.

5. BUDGET AND BUDGET JUSTIFICATION

Awards will be up to \$20,000 for a grant performance period of September 1, 2014 to August 31, 2015. Roll over to the next fiscal year is not allowable and project extensions are not allowable. Funding that is not spent or encumbered by August 15, 2015 will automatically revert back to the Office of the Vice President for Research.

Budgets must be submitted on the UTSA approved budget template found at <http://vpr.utsa.edu/osp/forms.php>. Contact your respective Research Service Center for assistance completing the budget template. In addition, a one page budget justification must be submitted providing details for all proposed expenditures.

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Funding is available for salaries and wages of post-doctoral fellows, graduate students, technicians, and other non-faculty project personnel, technical supplies, equipment and miscellaneous expenses. Grant funds **cannot** be used for faculty salaries (summer or academic year); faculty travel that is not directly related to project research (e.g., conferences cannot be supported by this grant); consultants; or office equipment, including computers and laptops. Graduate student salaries may be paid but stipends, incentives or tuition payments are not allowable. Graduate student travel is not allowable unless the student's salary is paid by the grant and directly related to project research.

Given that the GREAT program funding is provided by UTSA, PI's should explicitly utilize funding for research and scholarly activities conducted at UTSA. Contracts and sub-awards for activities outside of UTSA must be clearly and convincingly described as necessary for successful execution of the proposed project. Payment of salaries to non-UTSA personnel is discouraged.

The PI may transfer up to 25% of the award into different categories of spending without written permission from the Office for Research, Director of Research Financial Administration, as long as the category is in the original budget approved by the Seed Grant Review Committee.

6. BIOGRAPHICAL SKETCH

Complete for each PI and co-investigator. Do not exceed one page for each.

7. LETTER OF SUPPORT

Each application must include a Letter of Support from the PI's Department Chair addressed to the Vice President for Research with assurance that the PI will be present at the University for the duration of the grant period; that the department will be responsible for faculty salary during 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, please describe how this proposal relates to that broader picture. The letter is part of the proposal packet that will be reviewed by panel members.

PEER REVIEW

Applications will be reviewed by a Seed Grant Review Committee established annually by the Office of the Vice President for Research. This committee is appointed by the Vice President for Research, in consultation with the Deans. Additional faculty members may be added on an ad hoc basis by the Vice President for Research 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.

Applicants will be informed of the panel's recommendations on or about May 1, 2014. As noted above, funding will be available September 1st of the same year.

Proposals will be evaluated using the following criteria:

1. If the proposed research is completed, does the proposal have a high chance at leveraging extramural support?

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2. Are the significance and scientific merit of the research clearly documented?
3. Does the PI provide information necessary to determine if this is a new direction within the general research focus areas identified by the UTSA and that the research does not overlap with existing funded projects?
4. Have potential barriers or technical difficulties been identified?
5. Does the PI (and co-investigators) have the experience necessary to carry out the project?
6. Are the goals, objectives and anticipated results stated clearly and are they reasonable, given the funds and time provided?
7. Are the methods outlined and do they reflect the goals and objectives stated in the proposal?
8. Have extramural opportunities been identified and are they reasonable?

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.

The PI and co-investigators are required to include the following acknowledgement on all publications resulting from a GREAT Award.

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

FINAL REPORTING REQUIREMENTS

Successful applicants 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. If neither an 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 VPR describing the extramural grant submission details by September 30, 2016.

In addition to the above requirement to pursue extramural funding, the PI is responsible to submit a Final Grant Report no later than September 30, 2015. Awardees will be provided final reporting instructions prior to the start of their project. A Project Update Meeting will be requested by the VPR in early March 2015.

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.

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GRANTS for RESEARCH ADVANCEMENT and TRANSFORMATION TIMELINE

November 15, 2013 – Grant Request for Proposals (RFP) Announced

February 15, 2014 – Grant Applications Due in CAYUSE (by 5:00 pm)

May 1, 2014 – Award Winners Announced

September 1, 2014 – Grant Performance Period Begins (Funds Available)

March 1-15, 2015 – Project Update Meeting Requested by VPR

August 15, 2015 – All Funds Must Be Spent or Encumbered

August 31, 2015 – Grant End

September 30, 2015 – Final Project Report Due

September 30, 2016 – Extramural Grant Submission Report Due

CONTACT INFORMATION

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Pl. No. 1

FIG. 14.11

21 22 1

11. *Journal of the American Medical Association*, 2000; 283: 2689-2693.

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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 (fully or in-part) by the University of Texas at San Antonio,
Office of the Vice President for Research”**

2. Release all permanent equipment (cameras, laboratory equipment, etc.) to the university.
3. Secure prior written approval from the Office of the Vice President for Research 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
Faculty Development Coordinator
Office for Research Support
One UTSA Circle, San Antonio, TX 78249
Phone: (210) 458-6767
Email: Jaclyn.Shaw@utsa.edu

4. Submit of at least one extramural proposal for funding to support the future progress of the project, to be submitted within one year of the completion of the Research Advancement Grant.
5. Adhere to the assigned Grants for Research Advancement and Transformation program timeline below:

September 1, 2014 – Grant Performance Period Begins (Funds Available)
March 1-15, 2015 – Project Update Meeting Requested by VPR
August 15, 2015 – All Funds Must Be Spent or Encumbered
August 31, 2015 – Grant End
September 30, 2015 – Final Project Report Due
September 30, 2016 – Extramural Grant Submission Report Due

6. Respond to all inquiries and communications from the Office of the Vice President for Research related to the Grants for Research Advancement and Transformation funded project.

Signature of Principal Investigator: _____

Project Name: _____

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Date: _____