

Fall, 2017

To: College of Education and Human Development Faculty

From: Amaury Nora, Associate Dean for Research

Re: 2017-2018 COEHD Faculty Research Award Call for Proposals

Call for Proposals
COEHD Faculty Research Awards
2017-2018 Academic Year

Overview

The COEHD Faculty Research Awards Committee is now accepting research grant proposals for the 2017-2018 academic year. Please read these guidelines carefully.

The primary purpose of the Faculty Research Awards program is to provide *priority funding to conceptually and methodologically well-designed research proposals from junior faculty* in the form of seed grants to further develop and enhance their research agendas. The Committee is accepting research proposals with budgets up to \$5000.

Senior faculty may be included in collaborative proposals where the lead is taken by a junior faculty member(s) and senior faculty are collaborators in the research. It is hoped that the Faculty Research Awards will provide the impetus for future, and much larger, research efforts supported from external funding sources. Recipients will create a poster display of their scholarly findings and will turn in a final financial report at the end of the award period.

Guidelines for Research Proposals

- All tenure-track faculty are eligible to apply, except those who received a COEHD Faculty Research Award during the 2016-2017 academic year.
 - Adjunct faculty may be included in proposals. *However*, only 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, including provision of a “blind” copy, outlined below. Those that do not will be eliminated from further review.
 - All funds must be spent during the current fiscal year and all funds must be exhausted by **July 31, 2018**. Any unused funds after that date will be swept by the Dean’s Office.
-

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*

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.

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, working title, and estimated budget. LOIs should be emailed to COEHDFacultyResearch@utsa.edu by October 2, 2017 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 CAYUSE routing and budgets.**

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. Following creation of this full proposal, you will need to create a “blind” copy of the proposal, which will be free from personally identifiable information and will be provided to the committee for blind review (see instructions below)*. On the e-mail subject line, please type **COEHD Faculty Research Award Application**.

Cover Page: Includes Title of Project, PI Name, Phone Number, and Email Address

Project Narrative – limited to three pages-(references may be added in addition to the three-page limit), single-spaced 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 (jesse.hernandez@utsa.edu) 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 2 pages.

Submission Process

After you have finalized all the required proposal components (Cover page, Narrative, Budget, Budget Justification, Appendix), combine them into one single pdf document and save it as "LastName_FirstName". Then go back to your original documents and redact all personally identifiable information. Once that is completed, create another single pdf with your redacted documents and save it as "BLIND_LastName_FirstName". Both documents are required for successful submission. The Author Identified version will be routed for approvals through the CAYUSE system and the "blind" copy will be given to the review committee. For further information or questions, call Amaury Nora at 458-4112 or Juliet Ray at 458-6695; or e-mail COEHDFacultyResearch@utsa.edu.

COEHD Faculty Research Awards Timeline

September 2017 – Call for Proposals distributed

October 2, 2017 – Deadline for Letter of Intent (LOI)

October 19, 2017 by 5 p.m. – Deadline for proposal submission

October 20-27, 2016 – Review process

October 30, 2017 – Notification of awards

July 31, 2018 – Deadline for expenditure of funds

Fall 2018 – Poster display due

*NOTE: A "blind" copy contains not only no name, but no identifying information about the author(s) or their location in the title pages, page headers, or text of the proposal. Proposals containing any identifying information or submissions that do not include one "blind" copy will be disqualified.