

THE UNIVERSITY OF TEXAS AT SAN ANTONIO  
**INTERNAL RESEARCH AWARDS (INTRA)**  
**FY2017**

***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, Construction and Planning
- College of Business
- College of Education and Human Development
- College of Liberal and Fine Arts
- College of Public Policy

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 INTRA grant 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 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, 2016 to August 31, 2017. Roll over to the next fiscal year and project extensions are not allowable. Up to 20 awards may be granted every year, subject to available resources.

**REVIEW PROCESS**

Eligible faculty will submit proposals (Addenda A-D, pp. 6-8) for research or creative projects through CAYUSE via the Research Service Centers. Applications from tenure-track faculty members will be considered separately from those submitted by tenured professors. Each College will create a Research Committee, led by the respective Associate Dean for Research, which will review 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 One level of accomplishment*

Funding decisions will be based primarily on the Research Committees' recommendations and the relative number of proposals received by each college; 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 March 1, 2016. An applicant may submit only a single seed grant proposal, however may be a PI on one application and co-PI on another. Final award announcements will be made by June 1, 2016 and awarded funds will be available on September 1, 2016.

### **Proposals must be submitted using CAYUSE.**

### BUDGET

Budgets must be submitted on the FY 16 UTSA Budget Template found at <http://vpr.utsa.edu/osp/forms.php> (Under Pre-Award Forms). 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.

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

<http://research.utsa.edu/osp/contacts.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 or IACUC protocols visit:**

<http://research.utsa.edu/research-funding/forms-policies-guidelines/>

The INTRA program is financed by state funds. Funding can be used for:

- Salaries and/or wages for faculty, post docs, and graduate and undergraduate students (fringe benefits are paid centrally);
- 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;
- 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. Grant funds **cannot** be used for international travel, stipends, scholarships and/or tuition. F&A costs are **NOT** allowable. Given that INTRA funding is provided by UTSA, PIs should utilize funding only for research and scholarly activities conducted at UTSA. Payment of salaries to non-UTSA personnel is discouraged.

### **CONTACT INFORMATION**

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

Beth Manning  
Director, Research Financial Administration  
Office of the Vice President for Research  
One UTSA Circle, San Antonio, TX 78249  
Phone: (210) 458-4342  
Email: Beth.Manning@utsa.edu

## GUIDELINES

1. Timing of Awards: Notification of awards will be sent on or about June 1, 2016. A final report will be due to the respective College's Associate Dean for Research no later than September 30, 2017. Final report must be filed in the VPR's Office to be considered for subsequent awards.
2. Eligible Faculty: Faculty research awards will be considered only for full-time, tenure-track and tenured 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 five Colleges.
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.**
6. 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.
7. 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.

8. 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.
9. Faculty members who received an INTRA grant are ineligible for consideration for one year following the period of their award. Only faculty that have successfully completed past INTRA projects and filed satisfactory final reports within their respective Dean's office will be eligible for future INTRA grants. If applicants have any outstanding reports due under other institutional seed grant programs, they will be ineligible to receive any future seed grant awards until they have met their previous obligations.
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 1, 2017 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)

## **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 of seed grants (INTRA or GREAT), 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 September 30, 2017 to the respective College's Associate Dean for Research. The Office of the Vice President for Research has developed a Performance Measurement System to capture quantitative output for institutionally supported grant programs. PIs awarded funding under this opportunity will also be requested to submit a final report in the new Performance Measurement System.
2. Submit to the Associate Dean for Research 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: \_\_\_\_\_