

Proposal Enhancement Program (PEP)
Sponsored by the Office of the Vice President for Research (VPR)

The Proposal Enhancement Program (PEP) provides funding for faculty to continue current research programs at The University of Texas at San Antonio that demonstrate a high likelihood of successfully competing for future federal funding. PEP applications must contain efforts to address recent grant critiques from federal sponsors (e.g., NIH, NSF, DoD, DoED), state, or philanthropic granting organizations. Support will be provided for the preparation of a future grant submission utilizing the sponsor's corresponding grant critique. Priority will be given to proposal applications that have a high likelihood of success, if revised and resubmitted to the same sponsor. All requests will be carefully reviewed, and will also require evaluation of the previously submitted proposal alongside the sponsor's corresponding written critique.

Faculty members interested in seed funding to pursue a new research direction should consider applying for other institutional seed grant programs.

Website: <http://research.utsa.edu/research-funding/opportunities/>

Eligibility:

Only full-time faculty with primary appointments at UTSA.

Grants funded must reside at UTSA. Additionally, projects to be performed while the applicant is away on sabbatical will not be considered.

Funding Amounts:

Up to \$20,000 is available for a short-term (3 to 6 month) project. All funding requests must be sufficiently justified.

Review Criteria:

Scientific or scholarly merit of proposal and impact on the field.

Relevancy of proposed work to the sponsor's written critique of prior submission.

Likelihood that the proposed work will result in external funding.

Priority will be given to projects that will take place at least three months prior to the next submission cycle for the applicable/relevant external program.

Nomination Packet

Each applicant is responsible for submitting their application packet to Jaclyn Shaw, Assistant Director for Faculty Development via email (Jaclyn.shaw@utsa.edu), with a cc to their respective Associate Dean for Research. The application packet must include the following materials:

1. A cover letter providing a brief summary of the need for funding.
2. A copy of the previously submitted and rejected proposal application and the sponsor's corresponding written review comments/critique.
3. A timeline for resubmission.
4. A budget consisting of two parts:

- a. A detailed budget prepared in the UTSA approved budget template (<http://vpr.utsa.edu/osp/forms.php>).
- b. A one-page, budget justification/narrative providing details for all proposed expenditures.

NOTE: See below for further information about budget considerations.

5. A signed and dated Grant Agreement (Attachment A)

Budget Considerations:

Applicants are eligible to receive an award of up to \$20,000 for a performance period of no greater than six months. Roll over to the next fiscal year and project extensions are not allowed. Funds that are not spent or encumbered before August 1, 2016 will automatically revert back to the Office of the Vice President for Research. All funds must be fully expensed and all encumbrances released and paid out by August 1, 2016.

Funding may be used for salaries and wages of postdoctoral scholars, graduate/undergraduate students, technicians, and other non-faculty project personnel; materials and supplies; equipment and miscellaneous expenses. Grant funds cannot be used for academic year faculty salaries; however faculty summer salary is allowable. Faculty travel that is not directly related to project and purchase of office equipment, including computers and laptops, are not allowable. Student and other participant stipends, incentives and tuition payments are not allowed due to limitations associated with the source of funds. Funding for student travel is not allowable unless the student's salary/wage is also paid by the grant and the travel is directly related to the project. International travel expenses are not allowed.

The PI may transfer up to 25% of the award into different budget line items without written permission from the Director of Research Financial Administration in the Office of the Vice President for Research as long as the category is in the original approved budget. All other requests for cost transfers must be reviewed by the Director of Research Financial Administration.

GRANT ADMINISTRATION

The PI is responsible for the administration of grant funds. In particular, the PI must ensure that over expenditures do not occur and that all funds are fully expended according to institutional fiscal year-end deadlines.

The PI and co-investigators are required to include the following acknowledgement on all publications resulting from research supported by PEP funding:

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

Proposal for Extramural Funding

Successful applicants must produce a revised and resubmitted proposal for external funding as their final report. The PI must notify the VPR with a copy of the external grant submission no later than October 31, 2016.

CONTACT INFORMATION

If you have any questions regarding grant reporting and documentation procedures, please contact:

Jaclyn Shaw

Assistant Director for Faculty Development

Office for Research Support

One UTSA Circle, San Antonio, TX 78249

Paso Norte Building (PNB)

Phone: (210) 458-6767

Email: Jaclyn.Shaw@utsa.edu

Beth Manning

Director, Research Financial Administration

Office of the Vice President for Research

Paso Norte Building (PNB)

One UTSA Circle, San Antonio, TX 78249

Phone: (210) 458-4342

Email: Beth.Manning@utsa.edu

ATTACHMENT A: 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
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

4. Submit the agreed upon (revised) extramural proposal for funding to support the future progress of your research no later than October 31, 2016. A copy of the grant resubmission will serve as the final report.
5. Respond to all inquiries and communications from the Office of the Vice President for Research related to the PEP funded project.

Signature of Principal Investigator: _____

Project Name: _____

Date: _____