

PROGRAM DESCRIPTION

The **Grants for Research Advancement and Transformation (GREAT)** program, sponsored by the Office of the Vice President for Research, Economic Development, and Knowledge Enterprise's (VPREDKE) 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 is to assemble preliminary data that can be used to seek extramural funding and advance UTSA's goal of reaching Tier One status.

Preference will be given to proposals that:

- Have a high potential for extramural funding
- Have significant scientific merit
- Represent a new direction for the Principal Investigator (PI)
- 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 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.

ELIGIBILITY

Applicants must be full-time, tenure track or tenured faculty at the UTSA in residence at the time of application.

An applicant may submit only one GREAT proposal (new or revised) each application period; however, an applicant may be a PI on one application and Co-PI/Co-Investigator on another. It is the PI's responsibility to ensure co-investigators are not in conflict.

Faculty who were awarded GREAT funding in FY20 (September 1, 2019 - August 31, 2020) are ineligible for consideration for one year following the period of their award. Only faculty that have successfully completed past GREAT projects and filed satisfactory final reports will be eligible for future GREAT grants. If an applicant has outstanding reports due under any other institutional seed grant programs, they will be ineligible to receive any future seed grant awards until they have met their previous obligations.

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 original application. If an application has been turned down by the GREAT review panel, the PI is allowed one resubmission 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.

FUNDING LIMITS

Total maximum amount to be requested is \$20,000. It is anticipated that four grants may be funded every year, subject to available resources.

Two of the four awards will be designated for early career faculty at UTSA. Early career faculty for this purpose are considered faculty who are within their first three years in a tenure-track position. Early career faculty proposals will be evaluated separately from all other applicants; however, they will be evaluated on the same criteria.

GRANT PERFORMANCE PERIOD - September 1, 2020 to August 31, 2021.

PROPOSAL SUBMISSION

There is one GREAT submission cycle for FY21 with a deadline **at the close of business** (5:00 P.M. CST) on March 24, 2020. **Proposals must be routed and prepared in Cayuse.**

Contact your respective Research Service Center (RSC) for assistance with routing and preparing the application in Cayuse.

Research Service Center Contact Information:

<http://research.utsa.edu/contact-research/service-center-directory/>

All grant expenditures must conform to state and university regulations and approvals. Projects are subject to 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 relevant components in the proposal.

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.

- To complete IRB protocols - <http://research.utsa.edu/research-funding/human-subjects/>
- To complete IACUC protocols - http://research.utsa.edu/research-funding/institutional-animal-care-and-use-program_new/
- To complete IBC protocols - <http://research.utsa.edu/research-funding/institutional-biosafety-committee-ibcnew/>

All required proposal elements shall be contained in a single, text-searchable Adobe Acrobat pdf file. **The proposal must include the following**, in the order shown below:

1. Proposal Cover Page (Use Attachment A)
2. Project Description: 5 page maximum
3. Key References: 1 page maximum
4. Plan for Extramural Support: 2 page maximum
5. Budget Template- (Use [Internal Seed Grant Budget Template](#) under Pre-Award Forms)
6. Budget Justification: 2 page maximum
7. Biographical Sketch: 2 page maximum for each PI/co-investigator
8. Letter(s) of Support from Department Chair(s)
9. Grant Agreement for each PI/co-investigator (see Attachment B)

If any items requested above are not included at the time of submission, the proposal will be deemed non-compliant and will not be reviewed.

1. PROPOSAL COVER PAGE – (USE ATTACHMENT A)

The Proposal Cover Page must include a clear executive summary that summarizes the essential content of the proposed research effort, including the objectives, benefits, and significance.

2. PROJECT DESCRIPTION – (5 PAGE MAXIMUM)

The project description must include, in this order:

- General background;
- Scientific merit and significance of the research: Address how this project is a new direction or a different perspective from the PI's existing research efforts and the potential impact on the researcher, the discipline and/or society 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.

The project description must be concise, limited to five (5) typed, single-spaced pages with a Times New Roman font, size of 12 points, including graphics. One-inch margins must be maintained. Appendices may be included; however, reviewers are not obligated to read this supplemental material. If two or more appendices are included in a proposal, they should be designated Appendix A, Appendix B, etc. A violation of this format will disqualify the proposal from review.

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

3. KEY REFERENCES – (1 PAGE MAXIMUM)

4. PLAN FOR EXTRAMURAL SUPPORT – (2 PAGE MAXIMUM)

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

- *Sponsor/Program:* Indicate from which extramural funding program(s) you will be seeking support. List specific program(s) and why you anticipate that the research supported by this seed grant will leverage external support. Which grant submission deadline will be targeted?
- *Objectives:* What will the extramural proposal seek to accomplish and how is it specifically supported by this seed funding? How does this work represent a new area for the PI? What is the societal impact of the proposed work?
- *Team:* Who will be involved at UTSA, and partners from other institutions or organizations? Briefly describe their skills related to the project. More people can be involved in your extramural funding proposal team than are included on the seed grant.
- *Pre-review:* Who will read and comment on your external proposal before it is submitted? Having a colleague review your grant application prior to submission significantly increases the likelihood of being funded.

If this project has previously been submitted for extramural support and declined based on the basis of insufficient preliminary data, a copy of the executive summary or official letter from the agency specifically stating the deficiency or absence of preliminary data, along with the original application should be included as appendices in your application.

5. BUDGET TEMPLATE

GREAT Awards will be up to \$20,000 for a grant performance period of September 1, 2020 to August 31, 2021. Roll over to the next fiscal year and project extensions are not allowed. Funding that is not spent or encumbered by August 1, 2021 will automatically revert back to VPREDKE, excluding salary and wages which can continue through August.

Budgets must be submitted solely on the UTSA approved budget template (Internal Seed Grant Budget Template) found at <http://research.utsa.edu/research-funding/forms-policies-guidelines/>. Contact your respective Research Service Center (RSC) for assistance with completing the budget template.

6. BUDGET JUSTIFICATION– (2 PAGE MAXIMUM)

Details for all proposed expenditures must be described in a budget justification. The budget justification must convey an integrated understanding of the types of resources (labor, materials, other) necessary to complete the proposed research project.

Budget Considerations

Allowable grant expenses:

- Salaries and/or wages for faculty, postdoctoral fellows, graduate and undergraduate students. Faculty salary limited to no more than 1 summer month salary and at a minimum of 1% effort. Fringe benefits are paid centrally- *exclude* fringe benefits on the budget

template worksheet.

- 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.
- Consultant fees.
- Contracts and sub-awards for activities outside of UTSA (must be clearly and convincingly described as necessary for successful execution of the proposed project).
- Domestic travel to conferences or other conference support if directly related to the proposed work. (i.e. travel to present project results.)
- Domestic travel for data collection or other purposes when justified as essential to the project.

Unallowable expenses include:

- Office equipment, including computers or laptops.
- International travel.
- Student travel.
- Stipends, scholarships and/or tuition.
- Indirect costs (F&A) costs.
- Payment of salaries to non-UTSA personnel.
- Food (refreshments, snacks, and beverages). Includes food for participants, business meals, grant supported conferences. Excludes travel meals.

The PI may transfer up to 25% of the award between spending categories (line items) without written permission from the VPREDKE Assistant Vice President for Finance & Operations, as long as the category is contained in the original budget approved by the Seed Grant Review Committee.

7. BIOGRAPHICAL SKETCH

Complete a biographical sketch for each PI and co-investigator. Do not exceed two page per sketch. Each PI may use their preferred format ([NSF](#) or [NIH](#)). Content for each biographical sketch should include the following:

- A. Earned professional or educational degrees received, professional experience and appointments, and a list of research activities and publications.
- B. Date, sources and amount of all grants, awards, contracts or other research funds solicited and/or received in the past five (5) years.

8. LETTER OF SUPPORT

Each application must include a letter of support from the PI's department chair addressed to the Vice President for Research, Economic Development, and Knowledge Enterprise with assurance that the PI will be present at the university for the duration of 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, the letter of support should describe how this proposal relates to that broader picture.

PEER REVIEW

Applications will be reviewed by a Seed Grant Review Committee established annually by the Office of the Vice President for Research, Economic Development & Knowledge Enterprise VPREDKE. This committee is appointed by the VPREDKE, in consultation with UTSA Deans. Additional faculty members may be added on an ad hoc basis by the VPREDKE 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. Avoid field specific terminology as much as possible.

The Research Committee will review proposals and make recommendations to the VPREDKE office. Funding decisions will be based primarily on the Research Committees' recommendations; final decisions will rest with the VPREDKE Office.

Applicants will be informed of the Committee's recommendations on or about June 2, 2020. As noted above, funding will be available after September 1, 2020.

Proposals will be evaluated on a 100-point scale. The PI is expected to include all required proposal components and to fully and clearly address each criteria.

Proposals will be evaluated using the following criteria:

<u>Criteria</u>	<u>Max Point Allocation</u>
Are the significance and scientific merit of the research clearly documented?	15
Does the PI provide information necessary to determine if this is a new direction within their research focus area, and that the research does not overlap with existing funded projects?	15
Are the goals, objectives and anticipated results stated clearly and are they reasonable, given the funds, resources, and time provided?	15
Are the methods outlined and do they reflect the goals and objectives stated in the proposal?	15
Have potential barriers or technical difficulties been identified?	10
Did proposal describe where this research can or will be applied?	10
Does the PI (and co-investigators) have the experience necessary to carry out the project?	10
Have extramural opportunities been identified?	5
If the proposed research is completed, does the proposal have a high chance of leveraging extramural support?	5
Total Points Possible	100

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.

INTERIM AND FINAL REPORTING REQUIREMENTS

A Project Update Meeting/Report will be requested by the UTSA VPREDKE in March 2021. PI(s) awarded funding under this opportunity will be required to submit their final report to the VPREDKE Office using the UTSA Seed Grant Reporting Form to capture both quantitative and qualitative output. Awardees will be provided final reporting instructions prior to the end of their project. The PI is responsible for submitting a Final Grant Report no later than September 30, 2021. Final report must be filed in the VPREDKE's Office to be considered for subsequent awards.

Extramural Grant Submission Required

Awardees 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, Economic Development, and Knowledge Enterprise (VPREDKE). If neither an external 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 VPREDKE describing the extramural grant submission details by September 30, 2021.

PROGRAM TIMELINE

December 9, 2019 – Grant Request for Proposals (RFP) announced
March 24, 2020 – Grant applications due in CAYUSE (by 5:00 P.M. CST)
June 2, 2020 – Award winners announced
September 1, 2020 – Grant performance period begins (i.e., funds available)
March 1-15, 2021 – Project Update Meeting Requested by VPREDKE
August 1, 2021 – All funds must be spent or encumbered
August 31, 2021 – Grant Performance Period Ends
September 30, 2021– Final project report due
September 30, 2022 – Extramural grant submission report due

CONTACT INFORMATION

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Research, Economic Development,
and Knowledge Enterprise

**Grants for Research
Advancement and
Transformation (GREAT)**

Attachment A:
Application Cover
Page

Project Information

Project Name:	
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Name of Principal Investigator(PI):	
Phone Number:	
Email Address:	
PI College, Department and Dept. ID:	

Name of Co-Investigator:	
Phone Number:	
Email Address:	
Co-Investigator College, Department and Dept. ID:	

Name of Co-Investigator:	
Phone Number:	
Email Address:	
Co-Investigator College, Department and Dept. ID:	

Name of Co-Investigator:	
Phone Number:	
Email Address:	
Co-Investigator College, Department and Dept. ID:	

Does this project require human subjects and/or vertebrate animals? <input type="checkbox"/> Yes <input type="checkbox"/> No



Research, Economic Development,
and Knowledge Enterprise

**Grats for Research
Advancement and
Transformation (GREAT)**

Attachment A:
Application Cover
Page-2

Abstract (400 word or less)

A large, empty rectangular box with a thin black border, intended for the user to write the abstract. The box occupies most of the page below the header.

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 (full or in-part) by the University of Texas at San Antonio, Office of the Vice President for Research, Economic Development, and Knowledge Enterprise.”

2. 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://research.utsa.edu/research-funding/human-subjects/>
To complete IACUC protocols - http://research.utsa.edu/research-funding/institutional-animal-care-and-use-program_new/
To complete IBC protocols - <http://research.utsa.edu/research-funding/institutional-biosafety-committee-ibcnew/>
3. Release all permanent equipment (cameras, laboratory equipment, etc.) to the university.
4. Secure prior written approval from the Office of the Vice President for Research, Economic Development, and Knowledge Enterprise 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 Vice President for Strategic Initiatives & Research Partnerships
Office of Research Support
One UTSA Circle, San Antonio, TX 78249
Phone: (210) 458-6767
Email: Jaclyn.Shaw@utsa.edu
5. Submit at least one extramural proposal for funding to support the future progress of the project, within one year of the completion of the **GREAT** program.
6. Adhere to the assigned **GREAT** PROGRAM TIMELINE:
September 1, 2020 – Grant performance period begins (i.e., funds available)
March 1-15, 2021 – Project Update Meeting Requested by VPREDKE
August 1, 2021 – All funds must be spent or encumbered
August 31, 2021 – Grant Performance Period Ends
September 30, 2021 – Final project report due
September 30, 2022 – Extramural grant submission 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 this funded project.
8. Participate as a reviewer on Seed Grant Review Committee(s).

Principal Investigator

Signature: _____

Project Name: _____

Date: _____