

PROGRAM DESCRIPTION

The **Internal Research Awards** (INTRA) program is part of the UTSA Vice President for Research, Economic Development, and Knowledge Enterprise's (VPREDKE) 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.

Preference will be given to proposals that:

- Contain clearly stated goals and objectives.
- Show evidence of a solid theoretical and methodological approach as appropriate within the respective discipline.
- Has potential for publications, exhibits, performances, or external grant proposals as appropriate within the respective discipline.
- Represent growth to the PI's research portfolio.

ELIGIBILITY

Awards will be granted on a competitive basis. The competition is open only to full-time, tenure-track and tenured faculty at the UTSA in residence at the time of application 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 for Health, Community and Policy

An applicant may submit only one INTRA proposal each application period; however, an applicant may be a PI on one application and Co-PI/Co-Investigator on another.

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 INTRA project.

Faculty who were awarded INTRA 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 INTRA projects and filed satisfactory final reports within their respective Dean's office will be eligible for future INTRA grants. If an applicant has outstanding reports due under the INTRA program or other institutional seed grant programs, they will be ineligible to receive any future seed grant awards until they have met their previous obligations.

FUNDING LIMITS

Total maximum amount to be requested is \$5,000. It is anticipated that 20 awards may be funded every year, subject to available resources. Awards granted per college will be relative to the number of total applications received.

Applications from tenure-track faculty members will be evaluated separately from those submitted by tenured professors; however, they will be evaluated based on the same criteria.

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

PROPOSAL SUBMISSION

There is one INTRA submission cycle for FY 21 with a deadline **at the close of business** (5:00 P.M. CST) on March 17, 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. Budget Template- (Use [Internal Seed Grant Budget Template](#) under Pre-Award Forms)
5. Budget Justification: 2 page maximum
6. Biographical Sketch: 2 page maximum for each PI/co-investigator
7. Letter(s) of Support from Department Chair(s)
8. Grant Agreement for each PI/co-investigator (see Attachment B)

(In addition to the elements outlined above, each Dean may add additional criteria as appropriate for their College.)

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:

- Project Title;
- Conceptual background of the proposed study including a description of relevant work, and theoretical justification for 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;
- Detailed methodological approach to be used in conducting the research;
- Long-term effect on applicant’s research program. Describe how this project will affect the applicant's research program over the long term;
- Narrative should clearly state expected results;
- Disposition of results. Indicate the journal or other publication outlet in which the research will be submitted. For pilot projects, indicate the projected source of funds for further work;
- If this is a resubmission 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 since the initial submission, summarizing the major changes that have been made in the application.

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. BUDGET TEMPLATE

INTRA Awards will be up to \$5,000 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.

5. 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 expenses include:

- 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.

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. BIOGRAPHICAL SKETCH

Complete a biographical sketch for every PI and co-investigator in the proposal. Do not exceed two pages 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.

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, Economic Development, and Knowledge Enterprise endorsing the proposed project. 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.

PEER REVIEW

Applications will be reviewed by a Seed Grant Research Committee established annually by each College and led by the respective Associate Dean for Research. 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 and the relative number of proposals received by each college; 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 the following criteria:

1. Clarity, specificity, and quality of the proposal.
2. Suitability for publication, exhibition, performance, or subsequent extramural funding as appropriate within a respective discipline.
3. Contribution to professional development of the investigator(s).
4. Potential of the project for moving the College to Tier One level of accomplishment.

For all applications considered by the Committee, the merit of the proposal will be the primary criterion of evaluation. In addition, the Committee's charge is to ensure that there is broad and balanced distribution of quality awards across the departments in the five Colleges.

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.

FINAL REPORTING REQUIREMENTS

PI(s) awarded funding under this opportunity will be requested 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. A final report will also be due to the respective College's Associate Dean for Research no later than September 30, 2021. Final report must be filed in the VPREDKE's Office to be considered for subsequent awards.

PROGRAM TIMELINE

December 9, 2019 – Grant Request for Proposals (RFP) announced
March 17, 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)
August 1, 2021 – All funds must be spent or encumbered
August 31, 2021 – Grant Performance Period Ends
September 30, 2021– Final project report due

PROGRAM CONTACT INFORMATION

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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. Submit to the Associate Dean for Research electronic copies of any publications (or pre-publications, drafts etc.) resulting directly or indirectly from the project.
4. Release all permanent equipment (cameras, laboratory equipment, etc.) to the university.
5. Secure prior written approval from the 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 information requested; incomplete proposals will not be reviewed by the committee.
7. Adhere to the assigned **INTRA** PROGRAM timeline:
September 1, 2020 – Grant performance period begins (i.e., funds available)
August 1, 2021 – All funds must be spent or encumbered
August 31, 2021 – Grant Performance Period Ends
September 30, 2021 – Final project report due
8. Respond to all inquiries and communications from the Office of the Vice President for Research, Economic Development, and Knowledge Enterprise related to the **INTRA** funded project.
9. Participate as a reviewer on Seed Grant Review Committee(s).

Principal Investigator

Signature: _____

Project Name: _____

Date: _____