UTSA Office of Research

PROGRAM DESCRIPTION

The **Int**ernal **R**esearch **A**wards (INTRA) program, sponsored by the Office of Research at The University of Texas at San Antonio (UTSA), is part of the universities coordinated efforts to promote research and scholarship of the highest quality. This program offers funding for faculty to gain experience in identifying and submitting proposals for extramural funding, gather preliminary data to support applications for extramural funding, and enhance 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 (as appropriate within the respective discipline):
- Contain clearly stated goals and objectives
- Show evidence of a solid theoretical and methodological approach
- Have potential for publications, exhibits, performances, and/or external grant proposals
- Represent growth in the PI's portfolio of research and scholarship

ELIGIBILITY & APPLICATION LIMITS

- Both single PI and multi-PI or other collaborative team projects are allowed.
- PIs (primary applicant) must be full-time, tenure track or tenured faculty at UTSA in residence at the time of application and award, with a primary appointment (*50% or more*) in one of the colleges below. *Other personnel or students including individuals outside UTSA may be incorporated into a project team as co-PI; however, only those who are UTSA employees or UTSA students can be funded through this program.*
  - Business
  - Education and Human Development
  - Engineering and Integrated Design (School of Architecture and Planning **ONLY**)
  - Health, Community and Policy
  - Liberal and Fine Arts
- A faculty member may be designated as PI (primary applicant) on only one proposal (either as a new or revised proposal) each application cycle. However, an individual may serve in a Co-PI (co-applicant) or other collaborative role on more than one application each cycle.
- It is the PI's responsibility to ensure all team members are eligible and not exceeding application limitations.
- UTSA faculty are only eligible to receive either a GREAT or an INTRA Office of Research seed grant as PI (primary applicant) in any given fiscal year. Should a PI (primary applicant) be selected for both programs, the PI will be asked to select between their GREAT or INTRA award.
- If an INTRA application was not funded in FY24 (for the FY25 application cycle) the applicant is allowed one resubmission of a revised proposal on the same subject. *Note:*

Revised proposals must provide a cover letter as an appendix indicating changes from the previous proposal and responses to reviewer comments.

- Applicants submitting a proposal closely related to a project previously funded by the Office of Research must demonstrate that the new application is substantially different from the prior award.

The following are ineligible for funding through the FY26 INTRA program:

- Faculty identified as PI (primary applicant) who were awarded INTRA funding for FY25 (Performance Period: 10/7/2024 – 3/31/2027).
- Faculty identified as PI (primary applicant) or co-PI (co-applicant) that have any outstanding reports under previously funded Office of Research awards.
- Proposals that have been previously submitted to an extramural agency (and are pending review or were found to be non-competitive).
- Projects proposed for Office of Research seed grant funding that do not have a distinct scope. If more than one application is submitted to this or other Office of Research seed grant programs, all like applications may be deemed ineligible.

AWARD INFORMATION

- **Estimated Number of Awards**: 20, subject to the availability of funds. Percentage of awards granted per college is relative to the number of total applications received from that college (*i.e., the college with the greatest number of submissions will receive the greatest number of awards, proportionally*)
- **Maximum Total Funding Per Project**: $5,000
- **Performance Period:** October 6, 2025 – March 31, 2027**

*See Peer Review section for further detail regarding award distribution.

**Funding not spent by March 1, 2027, will automatically revert back to the Office of Research. This excludes salaries and wages, which can continue to be expensed through March 31, 2027. No project extensions will be allowed.

PROGRAM TIMELINE

December 4, 2024	Request for Proposals (RFP) released
January 17, 2025	Seed Grant Workshop and Teaming Lunch (Information Here)
February 26, 2025	Notice of Intent due to InfoReady (by 5:00pm CST)
March 26, 2025	UTSA 15/5 Deadline for Routing Submission (to CRA Team)
April 2, 2025	Applications due in InfoReady (by 5:00pm CST)
June 13, 2025	Awards announced
October 6, 2025	Grant performance period begins (funds available)
March 1, 2027	All funds must be spent (see Award Information section above)
March 31, 2027	Grant performance period ends (unspent funds will be swept April 2)
April 30, 2027	Final project report due
April 30, 2028	Year 2 report due

![UTSA Office of Research logo]

**Internal Research Awards
(INTRA) Program**

OFFICE OF RESEARCH NOTICE OF INTENT (NOI) INSTRUCTIONS

The Notice of Intent (NOI) is required to be submitted to the Office of Research InfoReady portal by the deadline indicated in the program timeline. Information provided will not be considered final and can be revised for full application submission; however, the scope of the project indicated in the NOI will be used by the Office of Research Seed Grant team to prepare for reviews.

Note—this is a notification process that is separate and distinct from a notification to the College Research Administrators (CRA) for application development and approval prior to submission (described below). All faculty submitting a seed grant must comply by the institutional 15/5 rule.

Submit your NOI through InfoReady (linked here) by 5pm CST on February 26, 2025.
- INTRA Program NOIs request the following:
    - PI (primary applicant) name, email, college and department
    - UTSA Co-PIs (co-applicants) name, college and department
    - Proposed project title
    - 3-5 sentence project overview
    - 5 keywords related to project scope

INTERNAL PROPOSAL ROUTING & SUBMISSION INSTRUCTIONS

1. Route the application through a College Research Administration Team using the standard process. Contact your respective College Research Administration Team to complete a Notice to the College Research Administration Team (first page of Routing Form) at least 15 business days prior to the proposal deadline.
2. Submit application through InfoReady site, as instructed in email notification of advancement, by **5pm CST on April 2, 2025**.
   InfoReady applicant guide with video available here.

Regulatory Compliance:

Projects are subject to Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC), export control, conflict of interest, and campus safety regulations and approvals. The PI is expected to have thoroughly investigated all regulatory components of the intended research and to have discussed relevant components in the proposal. Prior to making an award, required protocols must be in place.

APPLICATION COMPONENTS

Application components required at the time of submission are listed below. If components are missing and/or formatting is not compliant, the application will not be reviewed.

Preferred Upload Method to Minimize Download Errors:

Applications should be uploaded in one standard Adobe PDF binder. Adobe Portfolios should not be used for final submission.

Formatting requirements for items with an asterisk (*) below: single-spaced, 12pt Times New Roman font, 1" margins all around. Font colors may be used to identify components. Text in figures, graphs, tables, diagrams, and charts should be no smaller than 10pt Times New Roman font.	
Component	**Maximum Length**
1. Abstract	250 words *(enter in InfoReady)*
2. Project Description*	5 pages
3. Key References*	1 page
5. Budget	*Use seed grant template*
6. Budget Justification*	2 pages
7. Biographical Sketch from PI/Co-PIs	3-5 pages, as limited by the SciENcv selected
8. Current, Pending, and Recent Support	No limit *(use SciENcv template)*
9. Signed Grant Agreement	*See end of this document*
Appendices, if applicable, for revised FY25 Seed Grant Application	
10. Cover Letter	1 page
*Items to **NOT** include in final upload:*	
1. **Abstract** (InfoReady abstract is required, but an abstract should not be included in the single PDF document uploaded to the platform) 2. **Program Guidance's** 3. **Page Numbers** 4. **Letters of Support** 5. **Headers and Footers** 6. **Bookmarks**	

1.   ABSTRACT **(250 WORD LIMIT)**

InfoReady will prompt applicants to include a clear executive summary (or abstract) that summarized the essential content of the proposed research effort, including the objectives, benefits, and significance.

2.   PROJECT DESCRIPTION **(5 PAGE LIMIT, INCLUDING GRAPHICS)**

Collaborators or other personnel who are not identified as Co-PI's must have clearly defined roles in this general section.

The project description attachment must include, in this order:
- 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 your existing research efforts and the potential impact on you as a scholar, UTSA, the discipline and society at large

- Detailed methodological approach to be used in conducting the project
- Description of the anticipated long-term impact this will have on your professional trajectory
- Description of expected results and any anticipated challenges, as well as how these will be addressed
- Indicate how these results will be disseminated, e.g., the journal or other publication outlet in which the research will be submitted
- For pilot projects only, indicate the projected source of funds for further work

Appendices are only allowed for the following:

	Appendix Attachment	Instructions
Resubmission of an unfunded FY25 INTRA application	Cover letter	Indicate changes from previous proposal and responses to reviewer comments.

NOTICE REGARDING CONDIENTIALITY: 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 page of each page where the confidential information appears.

3. KEY REFERENCES (1 PAGE LIMIT)
Attach a list of references relevant to the project.

4. BUDGET (USING UTSA SEED GRANT TEMPLATE)
Budgets must be submitted solely on the UTSA approved budget template (Internal Seed Grant Budget Template) and must not exceed the allotted fund request of the program. Contact your respective College Research Administration Team for assistance with completing the budget template.

The preferred fund allocation for the program is $5,00 for period 1. For projects with expenses spanning the full 18-month performance period, budgets should be divided equally between the two periods with a 50/50 split: $2,500 period 1; $2,500 period 2. These amounts must be appropriately noted in their respective tabs on the Internal Seed Grant Budget Template. The periods are as follows:
- Period 1: October 2025 – July 2026
- Period 2: October 2026 – March 2027

If funds will be expensed fully during period one, only one budget template for the appropriate funding period is required.

5. BUDGET JUSTIFICATION (2 PAGE LIMIT)

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

For each line item, provide detailed calculations of how you arrived at totals/estimates, and note whether funds will be expensed during the academic year (October—May), summer (June—July), or both. Also note when funds will be expensed during the performance period (Period 1, Period 2, or both)

Budget justifications must follow the formatting requirements mentioned under Application Components.

Budget Considerations

Funds **can** be used for the following:

- Salaries and/or wages for faculty, postdoctoral fellows, graduate, and undergraduate students. *Faculty are not required to request funding for their effort; however, if a faculty member does request funded effort, each faculty member is limited to no more than 1 summer month of effort.* For most T/TT faculty, 1 summer month is the equivalent of $1/9^{th}$ of your base annual salary contract amount. *Fringe benefits* are paid centrally and should be *excluded* from the budget worksheet.
- Materials and supplies (*any item with a cost of less than $5,000/unit 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 for activities outside of UTSA (*must be clearly and convincingly describes as necessary for successful execution of the proposed project*)
- Domestic travel (Data collection, conference presentation, meeting with a collaborator). *Travel must adhere to UTSA Financial Management Operational Guidelines and GSA per diem rates.*

Funds **cannot** be used for the following:

- *Fringe benefits*
- *Equipment (unit cost of $5,000 and useable life of greater than one year)*
- *Office equipment, including computers or laptops.*
- *International travel*
- *Non-UTSA employee travel*
- *Stipends, scholarships, and/or tuition*

- *Indirect costs (F&A) costs*
- *Payment of salaries to non-UTSA personnel*
- *Refreshments. (Includes food/refreshments for participants, business meals. Excludes meals while on travel).*
- *Hosting conferences, workshops, or seminars*
- *Travel to visit program officers*

If additional resources are available to support this project through other sources, the budget justification should include a list of these resources, noting when the resource will be available and who it will be provided by. ***Examples include*** lab or studio time, equipment, computer resources, and research assistantships made available through a department, as well as support obtained from external sources. Note: While additional resources can be listed, no formal cost-sharing is allowed.

NOTE- *If awarded, applicants are unable to reallocate funds without prior approval from the Office of Research.*

Please contact seedgrants@utsa.edu prior to working with your departmental financial lead to allocate funds differently from that described in your approved application. The Office of Research will review costs to ensure it is an allowable expense. When budgeting for participant support, estimate with most accuracy as possible. Reallocation to and from this spending category is not permissible.

6. BIOGRAPHICAL SKETCHES **(3-5 PAGES, AS LIMITED BY THE FORMAT SELECTED)**
Biographic sketch attachments must be included for PI (primary applicant) and all Co-PIs (co-applicants). SciENcv (NIH or NSF format) must be used and unmodified (i.e., no altered margins, decreased font sizes).

Collaborators or other personnel who are <u>not</u> identified as Co-PI's are not required to submit supporting documents; however, their roles must be clearly defined in the project description.

7. CURRENT, PENDING AND OTHER RECENT SUPPORT **(NO LIMIT, USE SCIENCV TEMPLATE)**
Current, Pending, and other Recent Support attachments must be included for PI (primary applicant) and any Co-PIs (co-applicants). Details for all current, pending, and other recently funded (within last 3 years, if already complete) projects must be described in an attachment, including this project. The following must be included for each project:
- Label of Pending, Current, or Other Recently Funded
- Project Proposal Title
- Source of Support (i.e., sponsor name)
- Total Award Amount

- Total Award Period Covered (e.g., 9/1/20 – 8/31/21)
- Person Months Per Year Committed to Project (i.e., academic and/or summer months)

Faculty unfamiliar with SciENcv are encouraged to review this [FAQ sheet](#) provided by the National Science Foundation and direct questions directly to their [College Research Administration Team](#).

8. **GRANT AGREEMENT (SEE END OF THIS DOCUMENT)**

Each UTSA PI (primary applicant) and UTSA Co-PI (co-applicant) must have this document signed by their direct supervisor (i.e. Department Chair or School Director), acknowledging that they have also read all responsibilities and obligations of the applicant and their department or school.

Please ensure signatures are correctly captured when combining files into a single document.

PEER REVIEW

Applications will be reviewed by an internal Seed Grant Review Committee established annually by each college and led by the respective Associate Dean for Research (ADR). 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.* Applicants should avoid discipline-specific terminology/jargon as much as possible.

The Seed Grant Review committee will review proposals and make recommendations to the Office of Research. Funding decisions will be based primarily on the committee's recommendations and the relative number of proposals received from each college; however, final decisions will rest with the Office of Research. The percentage of proposals selected for award will be relative to the number of total applications received (i.e. the panel with the greatest number of submissions will receive the greatest number of awards, proportionally).

For all applications considered by Research Committees, the **merit of the proposal** will be the primary criterion for evaluation. In addition, the Committees' charge is to ensure that there is broad and balanced distribution of quality awards across departments in each college. **Proposals will be evaluated based on the weighted criteria below.** The PI (primary applicant) is expected to include all required proposal components and to fully and clearly address each criterion.

Review Criteria	Max Point Allocation
Is the project described in sufficient detail and does the proposal provide strong justification for the intellectual merit and significance of this research?	15
Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the project objectives?	15
Did the proposal address whether the project contributes to the professional development of the applicant (or team)?	10
Did the proposal address whether the project is a new direction from the applicant's (or team's) existing research efforts and/or a different perspective from existing scholarship?	10
Are the goals, objectives and anticipated results stated clearly and are they reasonable, given the funds, and time provided?	10
Did the proposal address the potential for publications, exhibits, performances, and/or subsequent external grant proposals?	10
Did proposal describe the broader impact to the discipline and/or to society?	5
Are potential difficulties, alternative strategies, and benchmarks for success presented?	5
Did the proposal specify the resources needed for this project (labor, equipment, materials, etc.) and indicate their availability?	5
Did the proposal outline a spending plan and thoroughly address each expenditure with a clear justification and calculations?	5
Do proposed costs align with the proposed scope of work?	5
Did the applicant (or team) convey through their biographical sketches that they have appropriate experience and training? And have they demonstrated an ongoing record of accomplishments that have advanced their field(s)?	5
Total Points Possible	**100**

GRANT ADMINISTRATION

The PI (primary applicant) is responsible for the administration of grant funds. All grant expenditures must conform to state and university regulations and approvals. In particular, the PI must be certain that over-expenditures do not occur, and that all funds are fully expended according to programmatic deadlines. All work must be completed within the performance period.

REPORTING REQUIREMENTS

Applicants awarded funding under this opportunity will be required to submit their final report to the Office of Research using the UTSA Seed Grant Reporting Form on InfoReady, capturing both quantitative and qualitative output. Awardees will be provided final reporting instructions prior to the end of their project. The PI (primary applicant) is responsible for submitting a Final Grant Report no later than **April 30, 2027.**

A final report must be filed with the Office of Research in order for members of the project team to beconsidered for future Office of Research Seed Grant funding. A second-year performance report will be required one year after the due date of the initial report to fulfill the grant requirements.

CONTACT INFORMATION

Lyndsey Lepovitz
Research Program Coordinator
Office of Research
*Email: seedgrants@utsa.edu

All emails regarding this program should be sent directly to the Seed Grant inbox.

UTSA.
Office of Research

IF THIS RESEARCH PROPOSAL IS FUNDED, I AGREE THAT MY ACCEPTANCE OBLIGATES ME TO:

1. Maintain program eligibility throughout the award/performance period, including residence and employment with UTSA. If there is any change in employment or residency status, the PI (primary applicant) and/or their direct supervisor (department chair, school director, or dean) must notify the Office of Research staff at SeedGrants@utsa.edu.

2. 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."*

3. 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.

4. Secure prior written approval from the Office of 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:
   Office of Faculty Research Development
   Email: SeedGrants@utsa.edu

5. Submit to the Associate Dean for Research electronic copies of any publications (or pre-publications, drafts, etc.) resulting directly or indirectly from the project.

6. Adhere to the assigned INTRA program timeline:
   October 6, 2025— Grant performance period begins (i.e., funds available)
   March 1, 2027—All funds must be spent
   March 31, 2027—Grant performance period ends (unspent funds will be swept April 2)
   April 30, 2027—Final Project Report due
   April 30, 2028—Year 2 Project Report due

7. Respond to all inquiries and communications from the Office of Research related to this funded project.

8. Participate as a reviewer on at least one a Seed Grant Review Committee(s) during or after award period.

PRINCIPAL INVESTIGATOR (PI) / CO- INVESTIGATOR (Co-PI)	
Signature:	
Proposal Title:	
Date:	

PI/CO-PI SUPERVISOR- *I agree with PI/Co-PI's obligation and responsibilities for this funding opportunity*	
Signature:	
Date:	