PROGRAM DESCRIPTION

The **Int**ernal **R**esearch **A**wards (INTRA) program, sponsored by the Office for Research and Innovation at UT San Antonio, offers funding for faculty to 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

AWARD INFORMATION

- **Estimated Number of Awards**: 20, subject to the availability of funds.
- **Max. Total Funding Per Project**: $5,000, subject to the availability of funds.
- **Performance Period:** October 2026 – July 31, 2027**

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

PROGRAM TIMELINE

February 6, 2026	Request for Proposals (RFP) released
February 25, 2026	Letter of Intent due to InfoReady (by 5:00pm CST)
February 27, 2026	Notification of Advancement Sent to Applicants
March 25, 2026	Applications due (by 5:00pm CST)
July 2026	Awards announced
October 2026	Grant performance period begins (funds available)
July 1, 2027	All funds must be spent *(see Award Information section above)*
July 31, 2027	Grant performance period ends *(unspent funds will be swept)*
August 31, 2027	Final project report due
August 31, 2028	Year 2 report due

ELIGIBILITY & APPLICATION LIMITS

- Both single PI and multi-PI or other collaborative team projects are allowed.
- PIs (primary applicant) must be full-time and tenured or tenure-track faculty at UT San Antonio's Academic Campus 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 the listed colleges*

and/or UT San Antonio may be incorporated into a project team as co-PI; however, only those who are UT San Antonio Academic Campus employees or students can be funded through this program.

- Alvarez College of Business
- College of Education and Human Development
- KCEID School of Architecture and Planning
- College of Health, Community and Policy
- College of Liberal and Fine Arts
- College of AI, Cyber and Computing
- University College

- 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.
- UT San Antonio faculty are only eligible to receive either a GREAT or an INTRA Office for Research and Innovation seed grant as PI (primary applicant) in any given fiscal year. Should a PI 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 for the FY26 application cycle, the applicant is allowed one resubmission of a revised proposal on the same subject for funding consideration. *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 for Research and Innovation must demonstrate that the new application is substantially different from the prior award.

The following are ineligible for funding through the FY27 INTRA program:

- Faculty identified as PI (primary applicant) who were awarded INTRA funding for FY26 (Performance Period: 10/7/2025 – 3/31/2027).
- Faculty identified as PI or co-PI (co-applicant) that have any outstanding reports under previously funded Office for Research and Innovation awards.
- Proposals that have been previously submitted to an extramural agency (and are pending review or were found to be non-competitive).
- Projects proposed that do not have a distinct scope. If more than one application is submitted to this or other Office for Research and Innovation seed grant programs, all like applications may be deemed ineligible.

LETTER OF INTENT (NOI) INSTRUCTIONS

A Letter of Intent is **required** to advance to full submission stage to assess eligibility and prepare review committees. The Letter of Intent will request the following information:

A. Applicant information (name, college/department, email, previous awards, etc.)
B. Proposed Project Title
C. 3-5 Keywords summarizing the scope of proposed project
D. Project Abstract/Overview

Once submitted, applicants will be notified no later than **5 PM CST on February 27, 2026,** of advancement to full application submission.

NOTE: Submission of a Notice of Intent to the Office of Sponsored Projects is **not** required for this program. The Internal Funding Opportunities Letter of Intent is separate and distinct from OSPs.

SUBMISSION INSTRUCTIONS

1. Submit application through InfoReady by **5pm CST on March 25, 2026**. Information on how to access the application will be sent through notifications of advancement. *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:

Materials required for upload should be uploaded in PDF format. Adobe Portfolios should not be used for final submission. **If uploaded as a Portfolio, the application will not be reviewed.**

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. InfoReady Questionnaire	250-500 words each (*see below*)
2. Budget	Use Attachment A
3. Budget Justification	1 page
4. Current, Pending, and Recent Support	3-5 pages, as limited by the format selected
5. Key References*	1 page
6. Biographical Sketch from PI/Co-PIs	3-5 pages, as limited by the format selected
Appendices, if applicable, for revised FY26 Submission:	
10. Cover Letter*	1 page
For consideration of unfunded extramural proposal:	
11. Copy of original proposal 12. Copy of executive summary statement or official letter from the agency specificallystating the deficiency or absence of preliminary data	
*Items to **NOT** include in final upload:*	
1. **Program Guidance** 2. **Page Numbers** 3. **Letters of Support** 4. **Headers and Footers** 5. **Bookmarks**	

1. InfoReady Questionnaire (250-500 words)

The InfoReady Questionnaire requests the following information, apart from the budget justification, budget template, and current, pending, and recent support uploads:

A. Clearly Articulated Objectives and Outcomes
B. Current Limitations of Research in the Field
C. Novelty of Proposed Work
D. How Approach Differs from Current Work
E. Explanation of any risks or potential challenges the project may face
F. Societal Impact of Proposal

All components, unless otherwise stated, have a limit of 250–500-word descriptions.

2. Budget (*Use Internal Budget Template*)

Budgets must be submitted solely on the UT San Antonio 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.

3. Budget Justification (1-page)

Details for all proposed expenditures must be described in a budget justification. 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.

EXAMPLES:

- *$3,000 allocated for travel related to data collection and archival research at _____.*
- *$2,000 for GRA salary (three month hire x 15 hours/week x ~$10.26/hour)*

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 1/9th 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 described 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 supportobtained 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 for Research and Innovation.*

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 for Research and Innovation 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.

4. Current, Pending, and Recent Support (3-5 Pages)
Current, Pending, and other Recent Support must be included for PI (primary applicant) and any Co-PIs (co-applicants). Details for all current, pending, and other recently funded projects (in the last 3 years, if already complete) must be described, 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)

PIs are encouraged to use SciENcv (NIH or NSF format). If SciENcv standard templates are not used, PIs are limited to 3-5 pages.

5. Key References (1-Page)
A curated list of foundational and recent scholarly works, data sources, and relevant publications that support the proposed research. These references demonstrate the scientific basis, contextual relevance, and methodological grounding of the project. They may include peer-reviewed articles, authoritative reports, and seminal texts that

have informed the development of the research questions, approach, and anticipated outcomes.

6. Biographical Sketch from PI/Co-PIs (3-5 Pages)
Biographical sketch (Resume/C.V.) attachments must be included for PI (primary applicant) and any Co-PIs (co-applicants). PIs are encouraged to use SciENcv (NIH or NSF format). If SciENcv standard templates are not used, PIs are limited to 3-5 pages.

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

PEER REVIEW

Proposals will be reviewed by a panel with broad expertise and a track record in identifying innovations – these reviewers may not be deep domain experts in your field. 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 discipline-specific terminology/jargon as much as possible.

The Review Committee will review proposals and make recommendations to the Office for Research and Innovation. Funding decisions will be based primarily on the Committee's recommendations; however, final decisions will rest with the Office for Research and Innovation.

Proposals will be evaluated based on the weighted criteria below. The PI (primary applicant) is expected to address all required proposal components.

Review Criteria	Weight
Scientific Merit & Novelty Does the proposal clearly articulate objectives and outcomes, demonstrate novelty, and differentiate from current work?	25%
Team Qualification & Work Plan Does the team have the expertise and collaborative structure to achieve project objectives, including a clear and feasible joint work plan?	25%
Budget & Justification Is the budget complete, reasonable, and aligned with project scope, especially considering the time provided to complete the project?	20%
Impact and Innovation Does the proposal demonstrate meaningful societal impact and provide a clear, actionable plan for pursuing extramural funding after the project ends?	20%
Feasibility and Risk Management Are risks identified and mitigated? Is the joint work plan realistic and well-coordinated?	10%

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 for Research and Innovation 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 **August 31, 2027.**

A final report must be filed with the Office for Research and Innovation in order for members of the project team to beconsidered for future Office for Research and Innovation 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

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**All emails regarding this or any seed grant program should be sent directly to the Seed Grant inbox.*