



UT Arlington Research Enhancement Program Grants
For projects to be undertaken between June 1, 2017 and August 31, 2018

POLICIES, PROCEDURES AND APPLICATION INSTRUCTIONS

The system will **open** for submissions at **1:00 PM, Wednesday, November 2, 2016.**
The system will **close** to all submissions at **4:00 PM, Friday, December 2, 2016.**

Program Overview

Research Enhancement Program grants are given specifically for the support of research and professional creative activity. The grant serves as seed funding for launching new research and serves as a foundation for future research and funding from external sources.

Program Scope

The Research Enhancement Program (REP) provides short-term, one-time support for faculty research projects according to the policies set forth in this announcement.

Eligibility and Limitations

Any full-time tenured or tenure-track faculty member of The University of Texas at Arlington is eligible to apply for a Research Enhancement Program grant. Preference will be given to proposals from faculty who meet one or more of the following criteria:

- a. Faculty who are new to UT Arlington (e.g., hired on or after June 1, 2013) and initiating a new program of research or creative activity
- b. Faculty who are initiating a new program of research or creative activity that represents a collaborative effort
- c. Faculty who have an established record of scholarly activity (as assessed in the context of the applicant's discipline) but are seeking to initiate a new area of research or creative activity that would ultimately lead to new external support.

Only one proposal (including co-authored proposals) will be accepted for review from each faculty member during any one funding period.

Those who received REP funding in the past may reapply three (3) years *after the end* of their previous REP funding. Their likelihood of receiving funding will depend in part on evidence of external grant activity, publication, and other measurable research outcomes that followed from their previous REP grant.

Allowances. Research Enhancement Program grants are given specifically for the support of research and creative activity. REP grant funds may be used to provide capital research equipment, materials and supplies, salary for graduate research assistants, wages for hourly employees, summer salary for faculty, and research travel. See "Grant Budget Guidelines" (below) for further details.

Exclusions. REP grants cannot be used for the following purposes: travel to research conferences, engaging consultants, preparing textbooks, revising courses, preparing class notes, performing editorial duties, compiling non-scholarly bibliographies and catalogs, engaging in research for or preparation of the applicant's thesis or dissertation, pursuing graduate degree studies, or purchasing instructional equipment. Moreover, REP grant funds are not designed to provide continuing support for an existing project nor are they intended to support an individual's or a department's total research effort. All funds awarded must be expended by the applicant(s) for the specific project described in the application. Funds are not transferrable to other individuals, other projects, or other academic/administrative units.

Future Development through External Support. Because REP grant funds are designed to support research and creative activities that hold promise for future development, proposals for projects with good prospects for continuation or expansion through external funding sources are especially encouraged. As a condition of acceptance of an REP award, each award recipient is required to submit a grant proposal to an external funding agency within one year after the REP funding period ends. The external grant proposal will normally be related to (e.g., an extension of) the research carried out under the REP grant. External awards are administered through the [Office of Grants and Contract Services](#), which will work with recipients in meeting the required submission of a proposal to an external funding agency. (The University Research Committee is aware that in certain disciplines and for some types of highly specialized research / creative projects, obtaining external funding can be extremely difficult; as such, the Committee will not withhold funding from an otherwise meritorious proposal solely on this basis.)

Application Procedure

All applications to the Research Enhancement Program must be submitted via the online system (<https://www.uta.edu/mentis/public#rep>).

The online REP application must include the following:

1. Title page (1 page)
2. Proposal description (2 pages maximum, *including any references*), single-spaced, 11 or 12 font size, and written in clear, jargon-free English. Proposal descriptions should include:
 - a. Background information on which the proposal is based (with references)
 - b. Importance of the proposed project's contribution to its field of study
 - c. Project objectives
 - d. Methods or activities required to carry out the research or creative work
 - e. Significance of the expected project results
 - f. How the project will increase the principal investigator's potential for external funding, giving specific reference to external funding agencies and competitions that will be approached for funding based on the REP study or creative activity results.
3. Budget and Budget Justification (approximately 1 page)
4. Curriculum Vitae (1 page maximum *per investigator*), including recent applicable publications and all past external and internal research funding (including start-up funds and prior REP awards). Omission of relevant information is unethical and will result in suspension of any and all funding.

Applications completed by the published deadline will be electronically routed to the appropriate committees at each level (department, school/college). Evaluation reports must be complete before they will be routed to and evaluated by the subsequent committee.

NOTE: Failure to adhere to guidelines and procedures may result in exclusion from consideration for funding.

Grant Period

The award period for the Research Enhancement Program grants will be the **15-month period beginning June 1, 2017 and ending August 31, 2018**. Grant funds cannot be carried forward. On September 1, 2018, all unspent funds will revert to the Research Enhancement Program.

Grant Funds

The budget for a [Research Enhancement Program grant](#) proposal submitted by a single investigator may not exceed \$10,000; a proposal submitted by two or more investigators may not exceed \$15,000, regardless of the number of collaborating faculty. See the Budget Guidelines for allowable costs. Funds will be expended from research accounts set up by the Accounting and Business Services office in conjunction with the Grants and Contract Services office.

Grant Budget Guidelines

All budget items must be carefully justified as to purpose and necessity. The types of items acceptable for inclusion in Research Enhancement Program grants are:

1. **Graduate Research Support.** Funds may be requested for:
 - a. Graduate Research Assistantships (GRA), in stipend amounts based on the standard assistantship scale applied in the College/School where the work will take place.
 - b. GRA Tuition Support, up to an amount required to cover the cost of no more than six (6) student credit hours.

GRA funds are not transferable to other budget categories. GRA funds not used by the grantee for the grant revert to the Research Enhancement Program for support of other GRA appointments. GRA funding requests on REP grants do not require fringe benefits.

2. **Wages.** Support for hourly employees, including work-study students, to provide routine, technical, and semi-technical research services; fringe benefits not required. Excludes fees and expenses for consultants or routine secretarial work.
3. **Capital Expense.** Specialized equipment specifically related to achieving the purposes of the proposed research.
4. **Research Travel.** Costs of travel essential to conducting the proposed research (and not for presenting the work), including travel to other universities, libraries, laboratories, or museums, or for conducting field work.
5. **Summer Research Salary.** Summer salary for each faculty investigator, not to exceed \$5,000; fringe benefits not required. Should the project require additional effort during the fall or spring semester it is permissible to shift the Summer Salary funds to the semester in question *in lieu of* a summer payout. (Note: The salary rate of an awardee cannot exceed his or her salary rate for the previous academic year. Grantees receiving Summer Research Salary will not be permitted to teach more than the equivalent of a single three (3) semester credit hour course during the summer in which the Summer Research Salary is received.)
6. **Materials and Supplies.** Items required for the proposed research and not normally covered by departmental budgets.
7. **Other.** Other expenditures required for completion of the project not otherwise captured in the budget categories enumerated above.

Proposal Submission Procedures

All proposals must be submitted through the [Office of Research Administration's](https://www.uta.edu/mentis/public#rep) online submission system at <https://www.uta.edu/mentis/public#rep>. Log into the system using your Net ID and password. Detailed instructions for preparing and submitting a proposal appear below under the heading, "Application Procedures."

Deadlines for Proposal Submission and Review

For the **2016-2017** REP cycle the following deadlines have been established. All deadlines dates are firm, including specific times where indicated.

Deadline Dates/Times	Applicant and Review Committee Responsibilities
Wednesday, November 2, 2016, 1:00 pm ¹	Online system opens to faculty member applicants.
Friday, December 2, 2016, 4:00 pm	Online system closes to faculty member applicants. <i>No materials may be submitted or changed beyond this time.</i> Department Research Committees begins review and rank orders all proposals submitted by faculty members within that department.
Friday, January 13, 2017 <i>Specific January deadline date to be set by individual Colleges</i> ²	Department Research Committee rankings are completed and the College Research Committee review and ranking process begins. The College Research Committee will review and rank order all proposals submitted by faculty in all departments within the College.
Tuesday, February 7, 2017, 4:00 pm	Online system closes to all school- and college-level reviewers. <i>No additions or changes to rating, rankings, or comments may be submitted beyond this time.</i> The University Research Committee (URC) begins review and rank orders all proposals submitted.
Friday, March 10, 2017	The University Research Committee submits funding recommendations to the Vice President for Research.
Monday, April 3, 2017 (approximate)	The Office of the Provost, on behalf of the President, notifies applicants.

Notes:

¹Some academic units have established a practice whereby REP applicants submit preliminary drafts of their proposal to members of the local research committee for feedback. Consultation of this sort is acceptable provided that both the applicant and the committee members understand that it occurs *apart from* and prior to the formal review process. Once the online system closes to applicants, proposals are designated as "finalized and under review." As such, applicants may no longer access their materials.

²For colleges, department-level reviews must be completed by whatever interim date is specified by the college's research committee. Colleges may establish whatever internal deadline they see fit, provided that it allows sufficient time for their research committee to meet the **February 7, 2017** deadline.

Review Criteria

A proposal submitted to the Research Enhancement Program will be evaluated at each review level using the following criteria.

1. Conception, definition and design of the proposed research
2. Importance and degree of innovation of the proposed research
3. Clarity and understandability of the proposal

4. Prospects for successful completion during the grant period
5. Quality of the applicant's previous work, or promise of quality as expressed in the applicant's publications or creative work; or, in the case of new faculty, the potential for future development of high quality scholarly activity
6. Degree to which the funds requested and the personnel employed are justified by the nature and scope of the proposed research or scholarly activity
7. Prospects for attracting further funding, including the applicant's demonstrated efforts to obtain external funding for the proposed project and for other research or creative activity as recorded by the Office of Research or as reported in the proposal's one-page CV
8. Degree to which the funds being requested are justified and in compliance with budget guidelines (*See "Application Procedures" for more information.*)

Department and College Research Committees Online Review Process

The Department Research Committee is responsible for reviewing proposals and ranking all proposals submitted by faculty members in the department. The ranked proposals from each department are then reviewed and ranked by the College/School Research Committee. Department, and College/School review committees are provided deadlines by which *all* proposals submitted by their faculty must be reviewed, ranked and forwarded to the next level using the **online review system**, unless voluntarily withdrawn by the applicant. Proposals not reviewed **and ranked** by each review committee will not be considered for funding by the University Research Committee, URC. To access the online review system, log in using your Net ID and password at <https://www.uta.edu/mentis/public#rep>.

Faculty members who have submitted an REP Proposal are not eligible to serve as a reviewer at any level of the review process.

University Research Committee Review Process

The University Research Committee (URC) is composed of members appointed by the Provost from recommendations made by the Vice President for Research. The URC reviews and evaluates proposals ranked by school/colleges and advises the Vice President for Research on the awarding of grants and on the development of policy and procedures. Each member of the committee is selected from a different college/school in order to assure a range of expertise, however members do not serve in an advocacy role for their units. The colleges/schools, each with one representative on the URC, are: College of Business, College of Education, College of Engineering, College of Liberal Arts, College of Nursing and Health Innovation, College of Architecture, Planning, and Public Affairs, College of Science, and the School of Social Work.

Award Notification

Applicants will be notified by the Vice President for Research prior to the annual Spring Meeting of the University Faculty and Associates, at which REP grant recipients will be publically recognized.

Responsibilities of Grantees

External Grant Writing, Publication and Documentation of Results: Recipients of Research Enhancement Program grants are obligated to seek external funding in the form of at least one application to an external granting agency within the first year after completion of the REP grant. In addition, awardees are encouraged to publish the results of their research in professional journals, monographs, or books. Demonstrated evidence of the accomplishments of research and creative efforts supported by the Research Enhancement Program is essential in order to receive consideration for future REP funding, as well as to the continuation of Research Enhancement Program funds. Grantees are expected to participate in the documentation of this evidence by submitting a final report to the Vice President for Research no later than two months following

the end of the grant period (by **November 1, 2018** in the **2017-2018** cycle). The final report should include the following elements.

1. Information on federal or state agency or private foundation grants applied for as a result of Research Enhancement Program supported projects.
2. Lists of reports, publications, or titles of papers presented at professional meetings.
3. Copies of publications (or drafts of publications) resulting from Research Enhancement Program funded projects.

In addition, REP awardees may be invited to present their work in a special session after the work has been completed and final report submitted. Further details will be provided.

Fiscal Management of Grant Funds: Because the Research Enhancement Program is funded from State sources; all REP grant expenditures are governed by the same regulations that control other University budgets. The recipient of a Research Enhancement Program grant is responsible for the fiscal management of the grant funds. Specifically, the grantee must complete the following in managing the grant.

1. Sign all requests for the purchase of supplies and equipment from grant funds.
2. Maintain an accounting of the grant budget and limit expenses to the amount of the grant (grant overdrafts cannot be honored).
3. Initiate the proper personnel transaction forms for graduate assistantships and other personnel appointments on grant funds.
4. Comply with Research Enhancement Program policy and procedure on the expenditure of travel funds.

Research Compliance: All REP grant awardees must be in full compliance with all applicable policies and regulations governing the use of human subjects in research, use of animals in research, and bio-safety. More information may be obtained from the [Office of Regulatory Services](#).

University Research Committee: Duane Dimos, Vice President for Research, ex-officio

TBD (School of Social Work), Ann Cavallo (REP Co-chair, College of Education), Elisabeth Cawthon (College of Liberal Arts), Greg Frazier (College of Business), Jim Grover (College of Science), Anand Puppala (REP Co-chair, College of Engineering), Paul Fadel (College of Nursing and Health Innovation), Doug Klahr (College of Architecture, Planning, and Public Affairs), Eileen Clements (UTARI), Maria Martinez-Cosio (Faculty Affairs) – *ex officio*.

For information about the REP, visit

<http://www.uta.edu/provost/facultysupport/rep.php>.

To submit an REP grant proposal (*after November 2*), visit

<https://www.uta.edu/mentis/public#rep>.