



UT Arlington Research Enhancement Program Grants
For projects to be undertaken between
June 1, 2010 and August 31, 2011

POLICIES, PROCEDURES AND APPLICATION INSTRUCTIONS

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.

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.)

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. are new to UT Arlington (i.e., hired on or after June 1, 2006) and initiating a new program of research / creative activity,

- b. are initiating a program of research / creative activity that represents a collaborative effort, or
- c. have an established record of funding from external sources but looking to initiate a new area of research / 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 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.

Proposal Submission Overview

All proposals must be submitted through the [Office of Research Administration's](https://www.uta.edu/ra/real/loginscreen.php) online submission system at <https://www.uta.edu/ra/real/loginscreen.php>. Log into the system using your NetID and password and select the REP/FDL Tab.

Once proposals have been submitted online, they will become available to departmental, school, and college research committees for review and ranking. After having been ranked at the college/school level, proposals will become available for review and ranking by the University Research Committee (URC). The URC will then forward funding recommendations to the Vice President for Research.

Detailed instructions about submitting a proposal appear below (“Application Procedures”).

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 of the proposed research
3. clarity and understandability of the proposal
4. prospects of 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 are justified by the 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.*)

Departmental and College Research Enhancement Program Review Committees

Departmental, school, and college review committees are reminded that *all* proposals submitted 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 URC. To access the online review system, log in using your NetID and password at: <https://www.uta.edu/ra/real/loginscreen.php> Select the REP/FDL tab and then select “Proposals for Review.”

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

The University Research Committee

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

The URC evaluates REP proposals and advises the Vice President for Research on the awarding of grants and on the development of policy and procedures.

Grant Period

The award period for the Research Enhancement Program grants will be the 15 month period beginning June 1, 2010 and ending August 31, 2011. Grant funds cannot be carried forward; on September 1, 2011, all unspent funds will revert to the Research Enhancement Program.

Grant Funds

Research Enhancement Program grants are limited to \$10,000 per individual investigator. 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 Assistantships (GRA):** Amounts for Graduate Research Assistantship stipends are based on the standard assistantship scale available in the Office of Graduate Studies or in the Human Resources Office. 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 the conducting 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 the P.I., not to exceed \$5,000; fringe benefits not required. (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 one three-semester-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.

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 by November 1, 2011. The final report should include: no later than one year following the end of the grant period:

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; and
3. copies of publications (or drafts of publications) resulting from Research Enhancement Program funded projects.

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:

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; and
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](#).

Application Procedure

All applications to the Research Enhancement Program must be submitted via the online system (<https://www.uta.edu/ra/real/loginscreen.php>) before 5:00, November 30, 2009.

The application includes:

1. Title page (1 page)
2. Proposal description (2 pages maximum, *including any references*), single-spaced, 11 or 12 font type, and written in clear, jargon-free English. Proposal descriptions should include reference to background information on which the proposal is based, the importance of its contribution to its field of study, its objectives, the methods or activities required to carry out the study, the significance of its expected results and how it will increase the principal investigator's potential for external funding, including the external agencies that will be approached for funding based on the study's results.
3. Budget and Budget Justification (1 page)
4. Curriculum Vitae (1 page maximum), including recent applicable publications and all past external and internal research funding, including REP. 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). Evaluations reports must be complete before they will be routed to and evaluated by the subsequent committee.

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

Deadlines

For the 2009-10 cycle, the following deadlines have been established. All deadlines are firm. Applicants are discouraged from waiting until the final hour to submit proposals via the online process.

<u>Date</u>	<u>To be completed via the online system</u>
Monday, November 30, 2009	Online applications (by 5:00 PM)
Monday, February 15, 2010	School and College reviews*
Friday, March 15, 2010	University Committee funding recommendations

*For 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 15th deadline (indicated above).

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.

Member of the University Research Committee (2009-10)

Kimberly van Noort - chair (Liberal Arts), John Buckwalter (Education and Health Professions), Donald Butler (Engineering), Carolyn Cason (Nursing), Jianling Li (Urban and Public Affairs), Krishnan Rajeshwar (Science), Joan Rycraft (Social Work), Pat Taylor (Architecture), Xueming Luo (Business); *ex-officio*: Kelsey Downum (Office of Research), David Silva (Academic Affairs/Provost)

For information about the REP online, visit
<http://www.uta.edu/provost/facultysupport/rep.php>.