

# CLA Funding Workshop

September 2024

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PROVIDED BY



# Workshop Outline

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1. Welcome and Introduction
2. Overview of CLA Funding Programs
  - a. Publication Subvention
  - b. Grant Writing Development
  - c. Project and Event Proposals
3. Description of Funding Request Process
4. Selection Criteria
5. Concluding Remarks
6. Question and Answer Session

# Research Dean Team

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# Overview of CLA Funding Programs

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## 1. Publication Subvention

- a. The College of Liberal Arts (CLA) offers up to \$1,000 to subsidize certain publication costs for a scholarly work.
- b. The goal of this funding program is to facilitate the continued growth of our scholarly publication volume.
- c. Additional points to consider:
  - i. Amount awarded cannot exceed \$1,000.
  - ii. We will not support: participation in conferences, seed money for research projects, and equipment/material purchases.
  - iii. Incomplete applications/requests will not be considered for funding..
  - iv. To receive CLA funding, applicants must provide evidence of departmental support of the request.
  - v. Please provide evidence of cost matching efforts (evidence of attempts to secure funding and or evidence of other funding support).

# Overview of CLA Funding Programs (cont.)

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## 1. Grant Writing Development

- a. The College of Liberal Arts (CLA) offers up to \$2,000 to support grant writing development activities.
- b. The goal of this funding program is to facilitate the continued growth of research activities and grant submissions in the college.
- c. Additional points to consider:
  - i. Amount awarded cannot exceed \$2,000.
  - ii. We will not support: participation in conferences, seed money for research projects, and equipment/material purchases.
  - iii. Incomplete applications/requests will not be considered for funding.
  - iv. Please provide evidence of cost matching efforts (evidence of attempts to secure funding and or evidence of other funding support)

# Overview of CLA Funding Programs (cont.)

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## 1. Project and Event Proposals

- a. The College of Liberal Arts (CLA) offers up to \$1,000 to support certain events and special projects.
- b. The goal of this funding program is to support faculty endeavors seeking to contribute to faculty, student, and institutional engagement and success.
- c. Additional points to consider:
  - i. Amount awarded cannot exceed \$1,000.
  - ii. Please include an estimated budget (and we kindly ask that you provide evidence in support of your estimates).
  - iii. We will not support non-leadership participation in conferences, seed money for research projects, equipment/material purchases.
  - iv. Incomplete applications/requests will not be considered for funding.
  - v. Please provide evidence of cost matching efforts (evidence of attempts to secure funding and or evidence of other funding support)

# Funding Request Process

The screenshot shows the UTRGV website header with the logo and navigation links. Below the header, the 'Resources' section is highlighted. The 'College of Liberal Arts' page is displayed, showing the 'Division of Academic Affairs' and a navigation bar. The 'Resources' section is expanded, showing a list of links under 'Faculty Resources'. An arrow points to the 'CLA Proposals for Funding Projects/Events' link.

UTRGV The University of Texas Rio Grande Valley

Directory myUTRGV

Search Search... Q

Resources

College of Liberal Arts  
Division of Academic Affairs

Home About Us Departments College News Resources Liberal Arts Education News Contact Us

Contact Us

College of Liberal Arts  
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Resources

Faculty Resources

- [CLA College Bylaws](#)
- [U Central - Faculty Resources](#)
- [Office of the Provost - Faculty Resources](#)
- [CLA - Default Review Policy](#)
- [CLA - Online Teaching Tips](#)
- [CLA Publication Subvention](#)
- [CLA Grant Writing Development](#)
- [CLA Proposals for Funding Projects/Events](#)

## Step-by-step instructions:

1. Go to the College of Liberal Arts main page (URL/link: <https://www.utrgv.edu/cla/index.htm>).
2. Click on the “Resources” option in the top (horizontal) navigation bar.
3. The “faculty resources” page has links to the applications for the different funding opportunities.
4. If you click on one of the funding application links, you will be directed to the appropriate Qualtrics application (see next slide for details).
5. We will use the publication subvention application as an example (see next slide for details).

Click on the appropriate link to initiate the application/funding request (via Qualtrics)

# Funding Request Process (cont.)

## Step-by-step instructions:

5. Please read the introduction text on the first page of the Qualtrics survey. The image on the left-hand side shows the intro. page for the publication subvention application.
6. Please be prepared to provide the following information by selecting the correct option from a drop-down menu or submitting information via a text box.
7. You will be asked to provide the following:
  - Indicate academic department
  - Identify type of support requested (e.g., publication subvention)
  - Describe the nature of your publication, venue in which it will be published, and peer review process.
  - Upload/attach supporting documents (e.g., acceptance document, evidence of peer review, invoice).

University of Texas Rio Grande Valley

English

ALL REQUESTS SHOULD BE FOR THE 2023-2024 ACADEMIC YEAR

To continue growing our scholarly publication volume, the College of Liberal Arts will support subvention fees to cover publication in high quality, peer review, and reputable journals and academic presses. Subvention awards do not cover time or efforts to develop/write scholarly works. We will not support subvention fees in vanity presses. The College reserves the right to request and obtain additional information regarding reputation and peer review processes.

Publication subventions are prioritized over other requests.

**We will not support:**

- Participation in conferences
- Seed money research projects
- Equipment or material purchases

All requests should:

- Not exceed \$1,000
- Provide evidence of cost matching efforts (evidence of attempts to secure funding and or evidence of other funding support)

Please tell us your name:



*Start here by entering your name  
and then click the next button*



# Funding Request Process (cont.)

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English ▼

ALL REQUESTS SHOULD BE FOR THE 2023-2024 ACADEMIC YEAR

To continue growing our scholarly publication volume, the College of Liberal Arts will support subvention fees to cover publication in high quality, peer review, and reputable journals and academic presses. Subvention awards do not cover time or efforts to develop/write scholarly works. We will not support subvention fees in vanity presses. The College reserves the right to request and obtain additional information regarding reputation and peer review processes.

Publication subventions are prioritized over other requests.

***We will not support:***

- *Participation in conferences*
- *Seed money research projects*
- *Equipment or material purchases*

All requests should:

- Not exceed \$1,000
- Provide evidence of cost matching efforts (evidence of attempts to secure funding and or evidence of other funding support)

Please tell us your name:



*Start here by entering your name  
and then click the next button*

Step-by-step instructions:

7. You will be asked to provide the following (continued from previous slide):
  - Enter amount of funding requested.
  - Upload/attach supporting documents that provide evidence of departmental funding or support, with approved amount (e.g., letter of funding or support).
  - Provide a description of any additional cost matching efforts you have engaged in and their outcomes.
8. REMINDER: Incomplete applications will not be reviewed, so please **answer ALL questions** and **provide supporting documents** as requested.

*\*Note that the Qualtrics applications for grant development and special project requests are formatted in a similar manner, so these instructions (for publication subvention) will help with the other applications as well.*

# Submission/application Review Timeline

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Submission deadline:  
Thursdays 12 p.m. (noon)



Submissions will be reviewed **on a biweekly basis**. Submissions sent after 12 p.m. on Thursdays will be reviewed within a two-week period.

September 1



Submission portal will open for new AY. Funding projects from **October 1-July 15**.

July 15



Submissions are accepted until July 15, including requests for projects/subvention/grant development activities covering the months of **August** and **September**. Applications submitted after July 15 will not be reviewed.

# Funding Request Process (cont.)

## We are always happy to help!

Please contact Dr. Russell Skowronek if you have any questions about these funding opportunities within our college.



## Take Home Message:

The CLA has established a formal process that allows faculty to request funds to support publication subvention and other endeavors. If you need funding, please submit an application and follow the instructions.

An informal email or conversation with a dean is **NOT** sufficient to secure funding from the programs described today.

# Selection Criteria

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The review committee will evaluate applications/proposals based on the following:

- ✓ Is the application complete?
- ✓ Is it feasible to fund the proposal, plan, and/or special request given the time frame?
- ✓ Do the supporting documents and application materials provide enough information to evaluate cost matching efforts and/or departmental support?
- ✓ Do the supporting documents and application materials provide enough information to evaluate the appropriateness and feasibility of the project/event budget?
- ✓ Is the journal/press/outlet reputable in the faculty's field (for publication subvention)?
- ✓ Is this endeavor adding to faculty, student, and community engagement success?
- ✓ Does this endeavor align with college and institutional priorities?

# Thank you!

ARE THERE ANY QUESTIONS?

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