

CLA Funding Workshop

September 2025

PROVIDED BY



Workshop Outline

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

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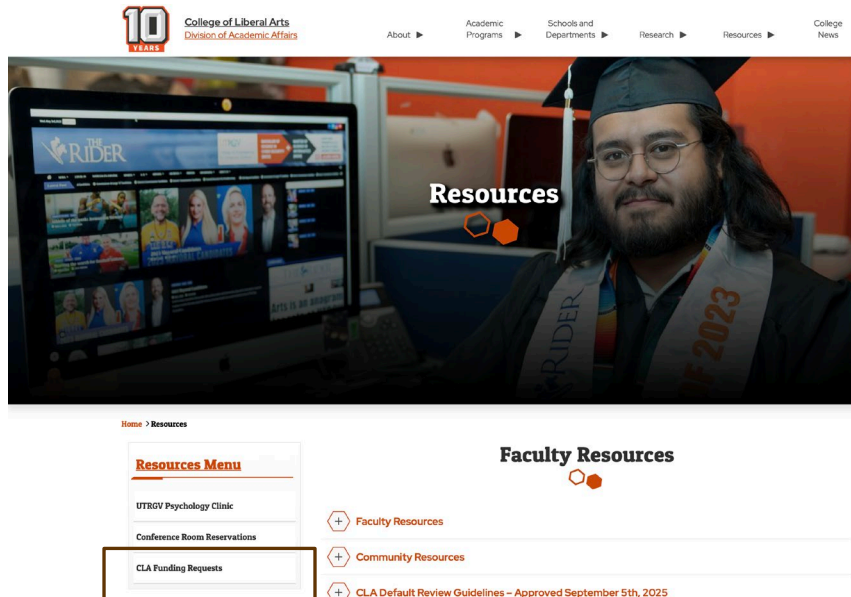


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Overview of CLA Funding Programs



1. Publication Subvention
2. Grant Writing Development
3. Career Development
4. Project and Event Proposals
5. Research-focused Travel

Overview of CLA Funding Programs

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.)

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.)

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)

Overview of CLA Funding Programs (cont.)

1. Research-focused Travel

- a. The College of Liberal Arts (CLA) offers up to two travel awards per fiscal year (2026)
 - i. Only TT/T faculty are eligible for this funding opportunity
 - ii. Total funding for FY26 cannot exceed \$3,000
- b. The goal of this funding program is to provide travel awards to faculty in an effort to increase the research prominence of the institution and contribute to faculty and institutional success.
- c. Additional points to consider:
 - i. Amount awarded cannot exceed \$1,000 for domestic travel or \$2,000 for international travel.
 - ii. Please include an estimated budget (and we kindly ask that you provide evidence in support of your estimates).
 - iii. Submit application at least 30 days in advance of first day of travel.
 - iv. We will not support attendance to conferences without an acceptance to present, seed money for research projects, equipment/material purchases.
 - v. Incomplete applications/requests will not be considered for funding.
 - vi. Please provide evidence of cost matching efforts (evidence of attempts to secure funding and or evidence of other funding support) and letter of support from department chair.

Overview of CLA Funding Programs (cont.)

1. Career Development for Professional Track Faculty

- a. The College of Liberal Arts (CLA) offers up to \$1,000 to support activities for career advancement and professional development for Professional-track faculty.
- b. The goal of this funding program is to increase the career and leadership development of Professional Track Faculty (PTF) in an effort to facilitate and enhance faculty, student, and institutional success.
- c. Additional points to consider:
 - i. Only permanently Funded Full time (1.0 FTE) Professional-track faculty are eligible for this funding category
 - ii. Amount awarded cannot exceed \$1,000.
 - iii. Please include an estimated budget (and we kindly ask that you provide evidence in support of your estimates).
 - iv. This award may cover travel expenses if applicant provides proper documentation and justification for expenses.
 - v. Submit application at least three weeks in advance of activity/event.
 - vi. We will not support activities exclusively related to an individual's research agenda (i.e., research-related travel), seed money for research projects, equipment/material purchases.
 - vii. Incomplete applications/requests will not be considered for funding.
 - viii. Please provide evidence of cost matching efforts (evidence of attempts to secure funding and or evidence of other funding support) and letter of support from department chair. [matching not a requirement]

Funding Request Process



Resou

College of Liberal Arts Funding Requests



CLA funding requests are collected every two weeks for the CLA funding committee to review. The next funding request submission deadlines are:

- October 2nd
- October 16th
- October 30th

Applications submitted after 11:59 pm on these dates will not be reviewed until the next collection cycle.

Description & Submission

- [CLA - Funding Information](#)
- [CLA Publication Subvention](#)
 - 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.
- [CLA Grant Writing Development](#)
 - To continue growing the research activities in the College of Liberal Arts we have set aside funds to support faculty development in grant writing. Faculty can apply for support travel related to training/workshops, seminars, visit/meet funding agencies; and individual conference sessions related to grant development.
- [CLA Proposals for Funding Projects/Events](#)
 - To better support faculty endeavors seeking to contribute to faculty, student and institutional engagement and success, the College of Liberal Arts has designated funding to support projects or events that align with these objectives. The College reserves the right to request and obtain additional information on your request. Travel to scholarly conferences and other academic venues may be supported. Evidence of a leadership role in the organization or conference (e.g., chairing a panel, or organizing a session, for example) must be provided.
- [CLA Proposal for Research Focused Travel](#)
 - To increase the research prominence of the institution, additional support for travel is now available for tenure and tenure-track faculty with significant research/scholarship workload. The College of Liberal Arts established an online request portal to allow for tenured and tenure-track faculty to apply for these funds. Priority will be given to travel that boosts our faculty's prominence, such as presenting, and/or chairing sessions, or attending in official capacities (e.g., member of board of the organization; the organizing committee).
- [CLA Career Development for Professional Track Faculty](#)
 - The College of Liberal Arts has established an online request portal to allow submissions to increase courses.

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 “CLA Funding Requests” 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).

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)

Home > Resources

Resources Menu

- UTRGV Psychology Clinic
- Conference Room Reservations
- CLA Funding Requests

+ Faculty Resources

+ Community Resources

+ CLA Funding Requests



Funding Request Process (cont.)

English

ALL REQUESTS SHOULD BE FOR THE 2025-2026 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:

Last Name, First Name



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

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.

Funding Request Process (cont.)

English

Please describe the nature of your publication, the venue in which it will be published, the peer review process through which your submission was reviewed and evidence of acceptance. (1,500 characters, maximum).

English

Please use the button below to attach one file with supporting documentation such as an acceptance document, evidence of peer review, invoice for the subvention cost, etc

Drop files or click here to upload

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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
 - 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).

Funding Request Process (cont.)

English

To receive CLA funding applicants must provide evidence of departmental support of the request. Please attach evidence of departmental funding, with approved amount, including letters of support (applications without evidence of funding and letters of support will be considered incomplete):

Drop files or click here to upload

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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.*



Application Review Timeline

- ✓ Submissions will be reviewed **on a biweekly basis** starting on 9/8/2025. Deadlines typically fall on a **Thursday** and are reviewed the week after the submission deadline. Note the upcoming submission deadlines: **9/18/2025, 10/02/2025, and 10/16/2025**. Please visit CLA website for updated information and deadlines: <https://www.utrgv.edu/cla/resources/cla-funding-requests/index.htm>
- ✓ Submissions sent after 12 p.m. on Thursday will be reviewed during the next review period, so expect delays in your review timeline.
- ✓ Submission portal will open for new FY on September 1st. Funding projects from **September 1 - mid-July (depending on procurement deadlines)**.
- ✓ Submissions are accepted until mid-July, including requests for projects/subvention/grant development activities covering the months of **August** and **September**. Applications submitted after mid-July procurement deadline(s) will not be reviewed.

Funding Request Process (cont.)

We are always happy to help!

Please contact Dr. Mario Gil 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

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?
