

## FACULTY SEED RESEARCH GRANTS (FSRG)

*Sponsored by the Office of the Provost in collaboration with the Office of Research*  
**September 1, 2023 – August 31, 2024**

### PURPOSE

The purpose of the Faculty Seed Research Grant (FSRG) is to provide seed funding for faculty beginning **new** research, scholarly projects and creative works intended for publication, presentation/performance, and/or getting preliminary data to strengthen new proposals for external funding. All full time UTRGV faculty with research/scholarship expectations are eligible to serve as Investigators (PIs and Co-PIs).

### SCHEDULE OF GRANT REQUESTS AND ACTIVITIES

- Deadline for Submission of Proposals: **July 14, 2023, 5:00 PM CST**
- Funding decisions will be announced by **August 31, 2023**.
- All funds must be spent or encumbered by **August 31, 2024**.

### ELIGIBILITY

- All full time UTRGV faculty with research/scholarship expectations, based on their institutional faculty workload, are eligible to serve as Investigators (PIs and Co-PIs).
- Faculty members can be only on one proposal, either as PI or Co-PI.
- Proposals that are requested in support of existing projects are not eligible.
- Faculty members who have **not** received a Faculty Seed Research Grant as PI or Co-PI in Academic Years 2021-2022 or 2022-2023 are eligible.

### FUNDING AWARDS

Applicants may request awards up to \$5,000 for single-discipline proposals or up to \$10,000 for multi-disciplinary proposals. PIs submitting multi-disciplinary proposals will be required to explain the multi-disciplinary nature of the proposal in the application process. Costs must follow [Office of Sponsored Projects \(OSP\) guidelines](#) regarding salaries, fees, and wages. For guidance, please contact Dr. Thomas Spencer at [thomas.spencer@utrgv.edu](mailto:thomas.spencer@utrgv.edu).

#### **Allowable Costs:**

1. Wages for student or clerical assistants and focus group participants complying with the minimum wage standard.
2. Reasonable consultant fees as determined by the review committee. conditional on the documentation submitted by the grant applicant.
3. Travel that is essential and directly related to the project, travel must be documented as essential, and comply with [State of Texas Guidelines](#).
4. Operations (office supplies, software, computer costs, etc.)
5. Capital equipment. Justification must be provided, and equipment use must be directly related to proposed research.
6. Faculty Summer Stipend. Not to exceed 50% of the total request. Must include fringe benefits expenses: 16% for faculty.

#### **Requests for the following will not be funded:**

1. Work associated with the completion of a faculty member's master's thesis or

- doctoral dissertation, curriculum development, or teaching exercise.
2. Travel to meetings, conferences, training workshops or to present research results.
  3. All costs not related to the immediate project under review.
  4. Course release buyouts.
  5. Projects that received seed grant funding during the 2021-2022 or 2022-2023 academic year.

## PROPOSAL PREPARATION AND SUBMISSION

- The proposal must be submitted via the [Seed Research Grant Qualtrics](#) portal by the deadline listed above. Proposals will be reviewed by UTRGV's Faculty Research Council. *Please tailor your proposal's language to an educated lay audience, NOT experts in your field.* Applications that do not follow these guidelines and the specific guidelines below will be excluded from eligibility.

To be eligible for consideration, proposal submissions must include ALL the elements below:

- i. **PI/Co-PI names, titles/ranks, college(s)/school(s), and the project's title**
- ii. **Project Abstract:** A short abstract (150 words or less) that clearly identifies the project's major features.
- iii. **Project Description file (UPLOAD) *must include ALL the following SUBHEADINGS:***
  - Word Count (2000 max): Provide a word count for your project description file.
  - Project Narrative: Summarize what your project aims to do/achieve.
  - Multi-Disciplinary Nature of the Project (if applicable):
    - Multi-disciplinary proposals should articulate why the project calls for a multi-disciplinary approach and how collaboration will be accomplished.
  - Methodology: Describe your conceptual or disciplinary framework and methods.
  - Outcomes/Impacts: What are the anticipated outcomes/impacts of the work?
    - How will they be achieved?
    - How will they be measured or otherwise demonstrated?
  - Project Significance: Summarize the significance of your proposed research, scholarship, or creative work.
    - Describe its broader intellectual, scholarly, or creative merit and impact.
    - How will this project contribute to your professional goals and the broader mission of your discipline, department, college, and/or UTRGV?
  - Audience/Dissemination: Describe plans for disseminating or publicizing your work/results.
  - Project Timeline: Provide an estimated timeline for your project.
- iv. **Budget and Justification form (UPLOAD)**
- v. **2-page CV(s) (or NIH biosketch) for all participating faculty (UPLOAD as a single PDF)**
  - Each 2-page CV (or NIH biosketch) should demonstrate the faculty member's ability to meet the goals and outcomes proposed.

## **GRANT AWARDING AND REPORTING**

Reviews of the proposals will be facilitated by the Faculty Research Council as outlined in HOP ADM 06-304. During reviews, proposals will be evaluated for their clarity and understandability in explaining the significance of scope of proposed research work, methodology, and budget. The proposals will be reviewed on the below criteria on a scale from 1 to 5:

(1 = Not Acceptable; 2 = Acceptable; 3 = Good; 4 = Excellent; 5 = Outstanding)

### **Evaluation Criteria:**

1. The research, scholarly project, and/or creative work and objectives are clearly and succinctly explained in simple and direct language for non-specialists.
2. The role of multi-disciplinary scholarship/creativity and collaboration between faculty is clearly explained and justified (if applicable).
3. The proposal clearly identifies the scholarly/creative significance of the project and how it contributes to one or more fields.
4. The proposal clearly indicates how the work/results will be disseminated/publicized.
5. The budget is reasonable in relation to the expected research, scholarly project, or creative work and its outcomes.
6. The PI and Co-PIs have demonstrated the ability to meet the goals and outcomes proposed.

## **AWARD CONDITIONS**

An award consists of (1) the award letter, which includes any special provisions applicable to the award; (2) the funding to be provided based on the submitted budget by which the review committee has based its support (or otherwise communicates any specific approvals or disapprovals of proposed expenditures); and (3) the following conditions:

### **A. Project Reports**

A project report form must be submitted to the Office of the Provost no later than 60 days after the end of the fiscal year. The Office of the Provost will subsequently share the project report with the Office of Research. Projects are delinquent if the PIs fail to comply with the reporting process and will not be eligible for funding so long as the delinquency prevails. Projects are considered delinquent if the PIs fails to submit either report that includes updates on the deliverables outlined in the proposal.

### **B. Acknowledgment**

Acknowledgment of the UTRGV FSRG will be indicated in all publications, paper presentations, etc., resulting from the project. The following acknowledgment is suggested: "This project was supported by a University of Texas Rio Grande Valley Faculty Seed Research Grant, (enter starting and ending dates)."

### **C. Patents, Copyright, and Royalty Agreement**

The same policies regarding patents, copyrights, and royalty agreements indicated in the most current UTRGV Handbook of Operating Procedures shall apply to any products resulting from the funded projects.

### **D. Equipment**

Equipment and non-expendable supplies purchased with grant funds are the property of UTRGV and will be listed on the property inventory of the PI's respective department or division.