

## FACULTY SEED RESEARCH GRANTS (FSRG)

*Sponsored by the Office of the Provost in collaboration with the Office of Research  
September 1, 2024 – August 31, 2025*

### PURPOSE

The Faculty Seed Research Grant (FSRG) provides seed funding for faculty beginning new research, scholarly projects and creative works intended for publication, presentation/performance, or external funding. All faculty with full-time appointments in an academic college and research/scholarship expectations are eligible to serve as Investigators (PIs and Co-PIs).

### SCHEDULE OF GRANT REQUESTS AND ACTIVITIES

- Deadline for Submission of Proposals: **May 31, 2024, 5:00 PM CST**
- Funding decisions will be announced by **July 31, 2024**.
- All funds must be spent or encumbered by **August 31, 2025**.

### FACULTY ELIGIBILITY

- Full time UTRGV faculty in an academic college with research/scholarship expectations, based on their institutional faculty workload, are eligible to serve as Investigators (PIs and Co-PIs).
- Faculty members may be included in **ONLY** one proposal, either as PI or Co-PI.
- Proposals 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, 2022-2023 or 2023-2024** are eligible.

### FUNDING AWARDS

Applicants may request awards up to \$5,000 for single-disciplinary proposals or up to \$10,000 for multi-disciplinary proposals. PIs submitting multi-disciplinary proposals will be required to describe 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.

#### **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 and are conditional based upon the documentation submitted by the grant applicant.
3. Travel that is essential and directly related to the project, 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 budget lines must not 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 in the previous 3 academic years.

## 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, and recommendations provided to the Provost for a final determination.
- *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 – 5 page maximum excluding reference list)**

*Must include ALL the following sub-headings:*

- **Project Narrative:** Summarize what your project aims to do/achieve.
  - **(If applicable) Multi-Disciplinary Nature of the Project:**
    - 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.
    - Describe how this project relates to the potential future research plans and how this project may be expanded to include a sustained research project or agenda.
  - **Impact Goal:** Describe plans for publication, grant submission, and dissemination of work.
  - **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 PIs and Co-PIs (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**

Funding determinations will be made by the Provost. 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 0 to 10:

(0 = Not Acceptable; 3 = Acceptable; 5= Good; 8= Excellent; 10 = Outstanding)

#### **Evaluation Criteria:**

1. Objectives should be clearly and succinctly stated in language accessible to the non-specialist.
  - Are the objectives appropriate?
  - Is there the right number of objectives?
2. Significance of the project should be clearly stated and compelling.
  - In the reviewers' minds, have the investigators provided a convincing argument for the significance of this project?
  - Will the project contribute to the investigators' scholarly field?
  - To what extent, is the significance (and innovation) such that, upon completion, the investigators' chances of securing external funding are increased by this project?
3. Methods for the study must be clearly stated and appropriate for the study.
  - Are the methods clearly stated? Are they adequate to complete the project?
  - Is the application persuasive in why it chose a certain methodology for the project?
  - Do the methods tie back clearly to the objectives of the project? Internal consistency is important.
4. The application makes clear how the results of the project will be disseminated.
  - Journals? Book manuscript? Exhibit? Conferences? Permanent collection contribution?
  - What is the anticipated impact?
5. The role of multi-disciplinary scholarship/creativity and collaboration between faculty is clearly explained and justified (if applicable).
6. The proposal clearly indicates where and how the work/results will be disseminated/publicized and or the external funding that will be sought
7. The budget is reasonable in relation to the expected research, scholarly project, or creative work and its outcomes.
8. 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 Faculty Affairs no later than 60 days after the end of the fiscal year. The Office of Faculty Affairs 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.