

## **FACULTY SEED RESEARCH GRANTS (FSRG)**

*Sponsored by the Office of the Provost*

**September 1, 2025 – August 31, 2026**

### **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 23, 2025, 5:00 PM CST**
- Funding decisions will be announced in **July 2025**.
- All funds must be spent or encumbered by **August 31, 2026**.

### **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.
- Faculty members who have **not** received a Faculty Seed Research Grant as PI or Co-PI in Academic Years **2022-2023, 2023-2024 or 2024-2025** are eligible.

### **FUNDING AWARDS**

Single PI awards up to \$5,000 or up to \$10,000 for PI/Co-PI proposals. PIs submitting proposals with Co-PIs will be required to describe the collaborative nature of the proposal in the application process.

All proposals must fall within current state and federal funding stipulations.

#### **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 the proposed project.
6. Faculty Summer Stipend budget lines must not exceed 50% of the total request. Budget must include fringe benefits expenses of 16%.

#### **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 to present research results.
- 3. Projects or topics that do not fall within current state and federal funding guidelines.
- 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 (only 1 and up to 2 Co-PI's maximum) names, titles/ranks, college(s)/school(s), and the project's title**
- ii. **PI/Co-PI Role Statement (UPLOAD):** Clearly outline the specific responsibilities and contributions of each within the proposed project.
- iii. **Project Abstract (UPLOAD):** A short abstract (150 words or less) that clearly identifies the project's major features.
- iv. **Impact Statement (UPLOAD):** Describe impact to the field, university mission, alignment with research pathways, and the project's role in the PI's research agenda. **(1 page maximum)**
- v. **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) Collaborative Nature of the Project:
    - Proposals with Co-PIs should articulate why the project calls for a collaborative or multi-disciplinary approach and how it 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.
  - Deliverables: Describe plans for publication submission, grant submission, or other deliverables constituting dissemination of work.
  - Project Timeline: Provide an estimated timeline for your project.
- vi. **Budget and Justification form (UPLOAD)**



**vii. 2-page CV(s) (or NSF or NIH biosketch) for PI and up to 2 Co-PIs (UPLOAD)**

- Each CV (or biosketch) should demonstrate the faculty member's ability to meet the goals and outcomes proposed.

**GRANT AWARDING AND REPORTING**

Final funding determinations will be made by the Provost after consulting recommendations made by faculty evaluators. During reviews, proposals will be evaluated on clarity, significance, quality, impact to the field, alignment with state and federal funding stipulations, and strong probability of producing the stated deliverables.

**Evaluation Criteria:**

1. Significant evidence is provided that the project will impact the field/university mission and aligns with research pathways.
2. 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?
3. Significance of the project should be clearly stated and compelling.
  - Have the investigators provided a convincing argument for the significance of this project?
  - Will the project contribute to the investigators' scholarly field(s)?
  - Upon completion, does the project have the potential to impact the investigators' respective field and greatly strengthen their scholarly/creative agenda?
4. Methods for the study 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.
5. The application makes clear that there will be deliverable outcomes.
  - Journals? Book manuscript? Exhibit? Performance? External Funding application? Permanent collection contribution?
  - Is there sufficient evidence to support that this funding will result in a deliverable?
6. The role of multi-disciplinary scholarship/creativity and collaboration between faculty is clearly explained and justified (if applicable).
7. Is the budget requested justifiable and within the constraints of eligibility?
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) funding in the amount of the approved budget; and (3) the following conditions:

**A) Project Reports**

A project report form must be submitted to the Office of Faculty Affairs no later than one semester after the funding period (i.e., prior to December 31, 2026.)



Projects are delinquent if the PIs fail to comply with the reporting process and will not be eligible for future seed funding.

Projects are considered delinquent if the report submitted fails to include evidence of a submitted or completed deliverable.

**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.