



Internal Grants Program

FY 2024-2025

Office of Research, Scholarship, and Sponsored Programs

Welcome to the 2024-2025 workshop on UT Tyler's Internal Grants Program. This workshop is being recorded. A pdf of the presentation in the form of note pages will be sent to all participants and posted on our website.

The Internal Grants Program was established in 2015 on the main campus and is administered by the Office of Research, Scholarship, and Sponsored Programs.

In FY 2022-2023, the program was opened to include faculty and staff from the Health Science Center campus.



The Internal Grants Program provides seed funding for interdisciplinary projects conducted by faculty that advances the university's research and scholarship goals outlined in the strategic plan.

Awardees of internal grants are expected to seek external funding opportunities based on the results of their internal grant(s).

Collaborative Research and Scholarship



The primary objective of the Internal Grant Program is to foster an environment of collaborative research and scholarship across disciplines at the UT Tyler Main and HSC campuses. Collaborative projects featuring faculty/staff from both the Main and HSC campuses are encouraged.

However, proposals are also accepted for collaborative projects that include faculty or staff from at least two different departments on either the Main or HSC campuses.

Projects can include one PI and up to four Co-Is.

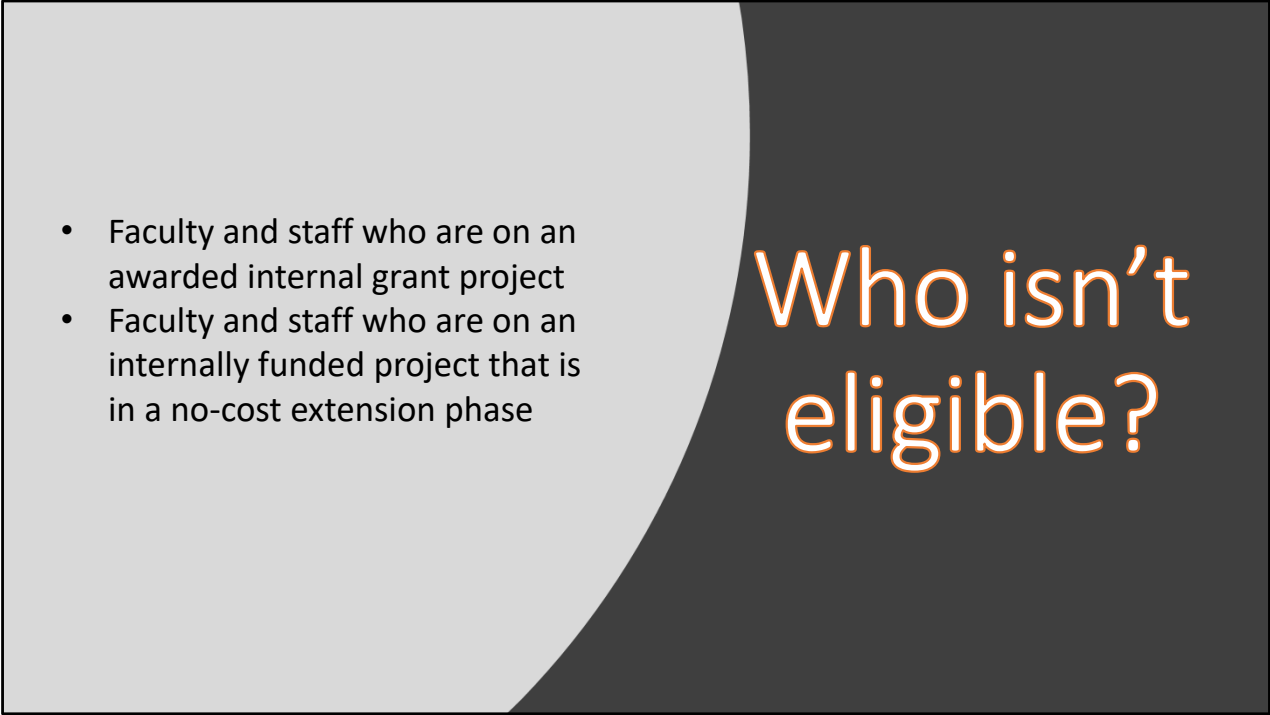
- Full-time faculty in all disciplines and full-time staff at the main and HSC campuses
- Only faculty members can serve as a lead principal investigator
- Up to four co-investigators (Co-Is) are allowed
- Co-Is can be fulltime faculty or full-time staff

Who is eligible?

The program competition is open to full-time faculty in all disciplines and full-time staff at the main and HSC campuses.

Only faculty members can serve as a lead principal investigator.

Up to four co-investigators (Co-Is) are allowed on a project they can be full-time faculty or full-time staff.

- 
- Faculty and staff who are on an awarded internal grant project
 - Faculty and staff who are on an internally funded project that is in a no-cost extension phase

Who isn't eligible?

Faculty and staff who are currently on an awarded internal grant project are not eligible in FY 2024-2025.

Faculty and staff who are in a no cost extension phase of an internally funded project.

Faculty and staff who have time committed to an externally funded project should contact ORSSP staff before participating in a proposal.



- Only **one** lead PI is allowed
- An applicant may submit only **one** proposal as lead PI
- An applicant may only participate in **one** more proposal as a co-I

How many?

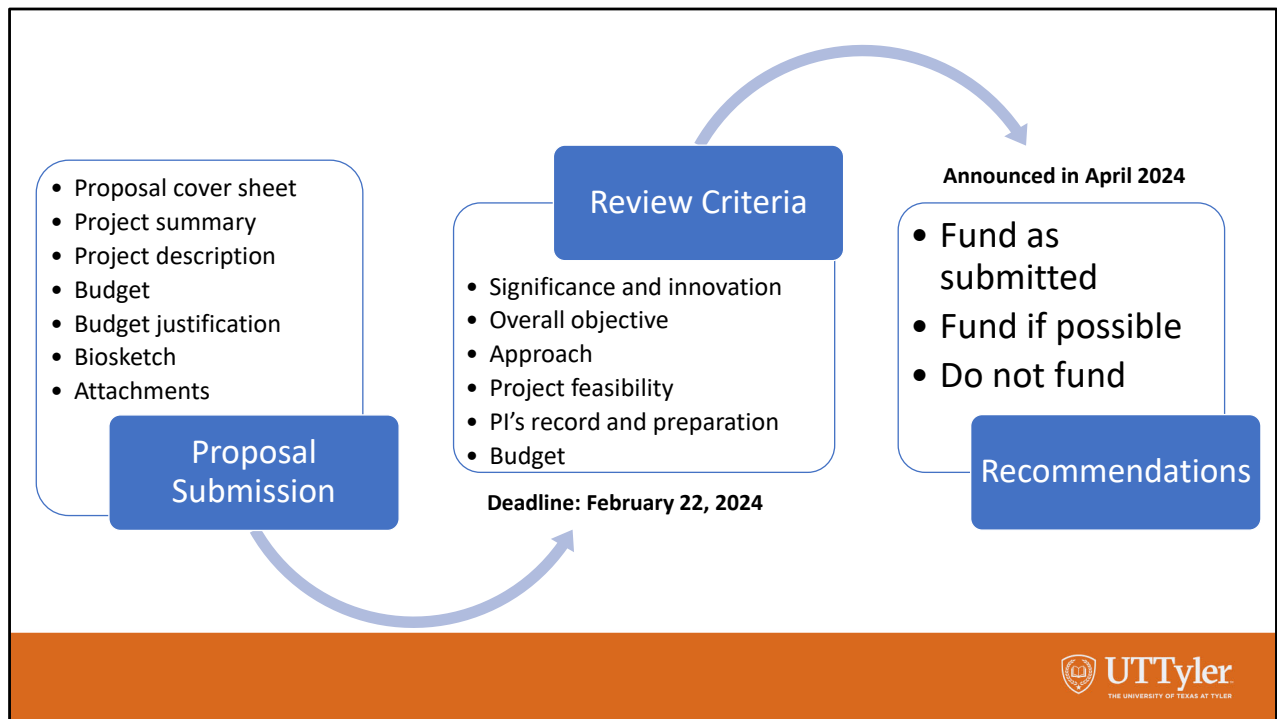
Only one lead principal investigator (PI) is allowed on proposals.

An applicant may submit only one proposal as the lead PI.

An applicant may only participate in one more as a Co-I.



Proposers may request budgets up to \$25,000. The number of awards that will be made will be dependent upon available funding.



The Request for Proposals found on the Internal Grants webpage (<https://www.uttyler.edu/research/faculty-support/request-for-proposals/>) provides information on the elements that are required in the proposal submission, the criteria that will be used by the review committee to evaluate the proposals, and the three recommendations that the reviewers can issue for proposals.

The deadline to submit proposals is February 22, 2024, and awards will be announced in April 2024.

The Internal Grants proposal must include several elements.

- [Proposal Coversheet](#)
- Project summary consisting of 30 lines that provides a concise executive summary of the project.
- Project description of a maximum of four pages excluding references. The RFP provides specific sections to include in the project description.
- References should include full citations.
- [Budget Worksheet](#)
- Budget justification describes the need of requested budget items in about ½ page.
- Biosketch should be a maximum of three pages per PI and Co-Is. A [biosketch template](#) is provided on the [Internal Grants webpage](#).

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- Project description of a maximum of four pages excluding references. The rfp provides specific sections to include in the project description.
- References should include full citations.
- Budget
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- Biosketch should be a maximum of three pages per PI and Co-Is. A template is provided on the internal grants webpage.

8. If the project will involve any of the following items, please check all that apply.

- Human subjects
- Vertebrate animals
- Radiation
- Biohazards
- rDNA
- Infectious organisms

The Proposal Coversheet will ask you if your proposal involves any of the following: human subjects, vertebrate animals, radiation, biohazards, rDNA, or infectious organisms. If it does, please indicate in your project description where the activities will occur and who will be involved. Please note that no research can start until all required approvals are obtained.

Signatures and Approvals (use additional pages for more signatures if needed). *Signature by the Department Chair(s) indicates that this proposal has been reviewed and is consistent with the mission of the department and that any requests for release time, financial commitments, and/or space requirements have been approved.*

Principal Investigator: _____	Date: _____
Department Chair: _____	Date: _____
College Dean: _____	Date: _____

Co - Investigator: _____	Date: _____
Department Chair: _____	Date: _____
College Dean: _____	Date: _____

Co - Investigator: _____	Date: _____
Department Chair: _____	Date: _____
College Dean: _____	Date: _____

Several signatures are required on the Proposal Coversheet including the PI, PI's Department Chair, and PI's College or School Dean. In addition, all Co-Investigators and their Department Chairs and College or School Deans must sign the form (<https://www.uttyler.edu/research/files/internal-grants/internal-grants-proposal-cover-sheet-fy2025-2.docx>).

Budget Worksheet

PROPOSAL BUDGET		
		TOTAL
Personnel	#	
Graduate Students		\$0
Undergraduate Students		\$0
TOTAL SALARIES		\$0
Part-Time Fringe Benefits (11%)		\$0
Domestic Travel		0
Equipment		0
Materials and Supplies		0
Other		0
H. TOTAL COSTS		0

A budget worksheet is available for download on the internal grants webpage (<https://www.uttyler.edu/research/faculty-support/request-for-proposals/>) and it should be used for preparing the project budget. As you prepare your budget please remember that the funds will not be available until September 1, 2024 and must be spent by July 31, 2025.

Allowable Costs

- Salaries for graduate and undergraduate research assistants
- Equipment
- Domestic travel (except to conferences)
- Supplies and Materials
- Specific Services

Allowable costs that can be included in the budget are supplies and materials, equipment, wages for undergraduate and graduate research assistants, and specific services.

Domestic travel support may be requested except for conference travel.

Unallowable Costs

- Salaries for faculty and staff
- Computers, tablets, and other computational hardware, except in well-justified cases
- International travel
- Travel to conferences

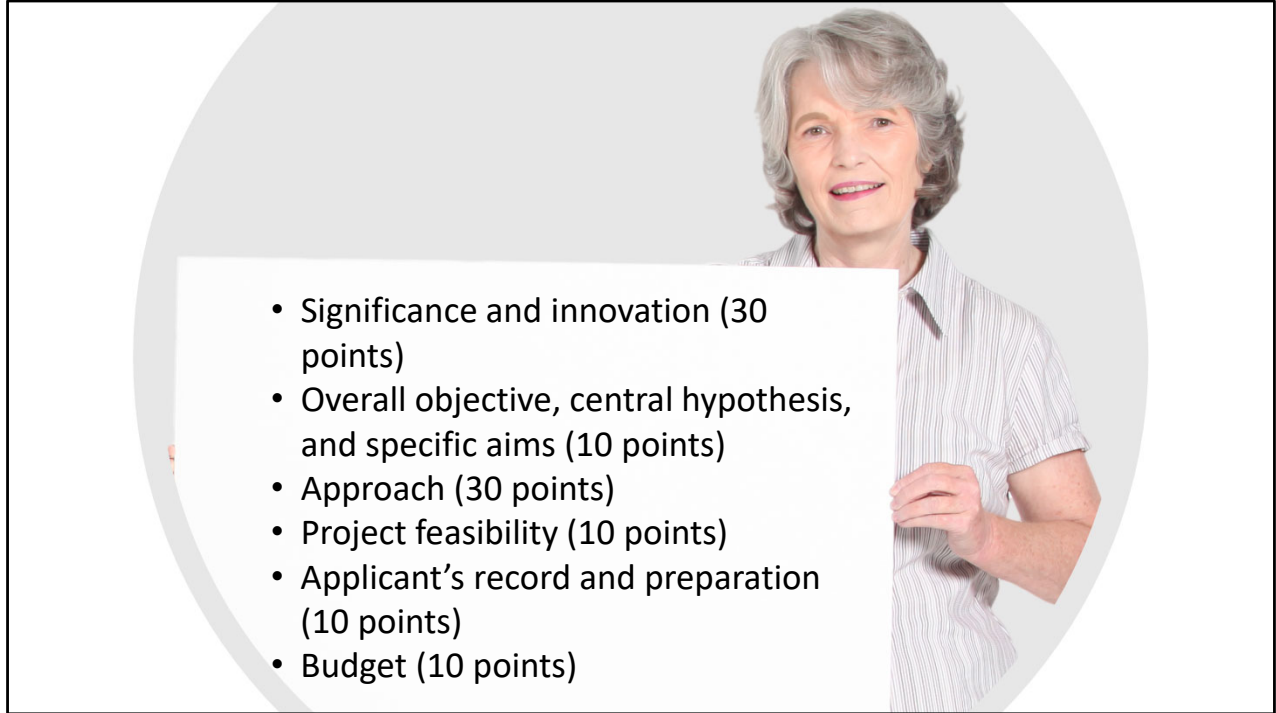
See the [Allowable/Unallowable Costs Guidance](#)

Faculty and staff salaries are not allowed in budgets. Travel to conferences is not allowed. Computers, tablets, and other computational hardware are not allowed except in well-justified cases.

See the [Allowable/Unallowable Costs Guidance](#) document available for download from the Internal Grants webpage (<https://www.uttyler.edu/research/faculty-support/request-for-proposals/>) for details.

Project Description

- **Significance and innovation**
- **Overall objective, central hypothesis (if applicable), and specific aims**
- **Approach** – indicate where and by whom specific activities will be conducted
- **Conclusion** – we recommend that you describe how an internal award would support you in seeking external funding, specifically naming the external sponsors and/or funding opportunities from which you intend to seek funding in the future



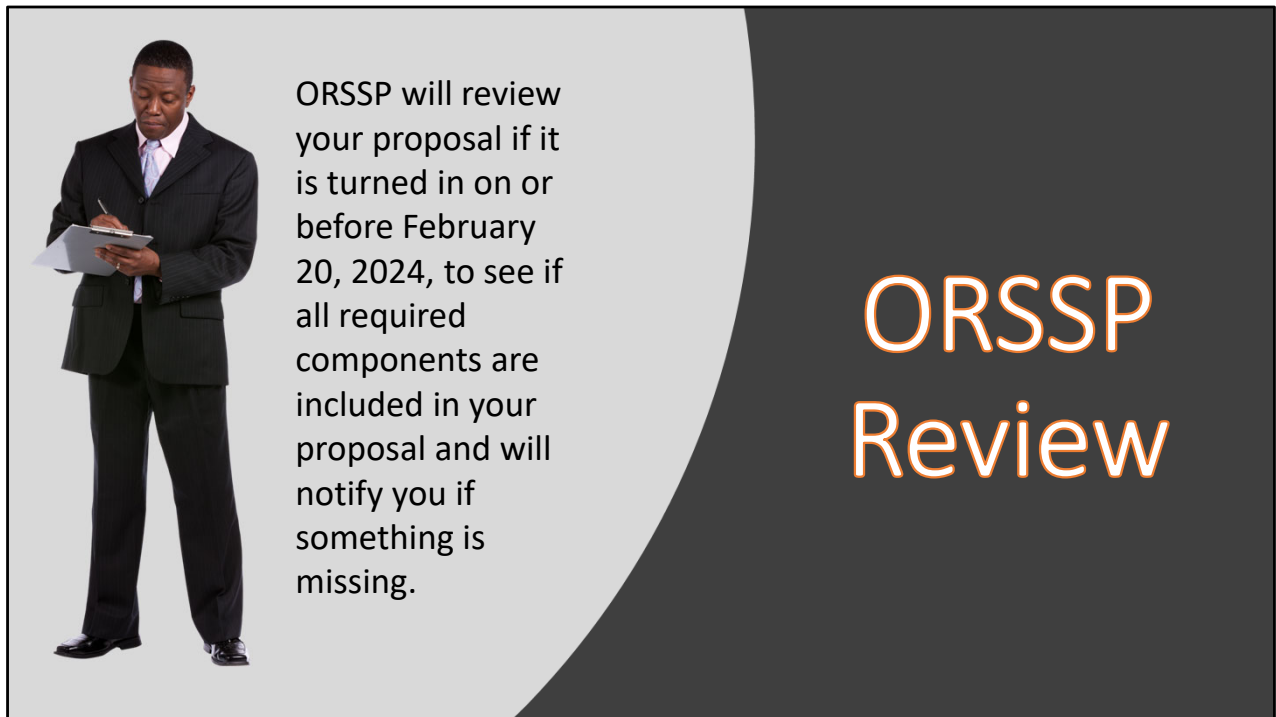
When you write your proposal elements, it is helpful to keep in mind the following criteria that the reviewers will be asked to consider when reviewing your proposal.

- Significance and innovation (30 points)
- Overall objective, central hypothesis, and specific aims (10 points)
- Approach (30 points)
- Project feasibility (10 points)
- Applicant's record and preparation (10 points)
- Budget (10 points)



Single PDF file
“Lastname_Firstname_2024-25_Application”
Email to research@uttyler.edu

Compile your proposal documents into a single PDF file using the following filename format: “Lastname_Firstname_2024-24_Application” without the quotation marks. Submit your proposal by emailing it to research@uttyler.edu by February 22, 2024.

A man in a dark suit and tie stands on the left, holding a clipboard and looking down at it. To his right is a large graphic with a light gray background on the left and a dark gray background on the right. The text 'ORSSP Review' is written in a large, orange, glowing font on the dark gray background. The text on the light gray background reads: 'ORSSP will review your proposal if it is turned in on or before February 20, 2024, to see if all required components are included in your proposal and will notify you if something is missing.'

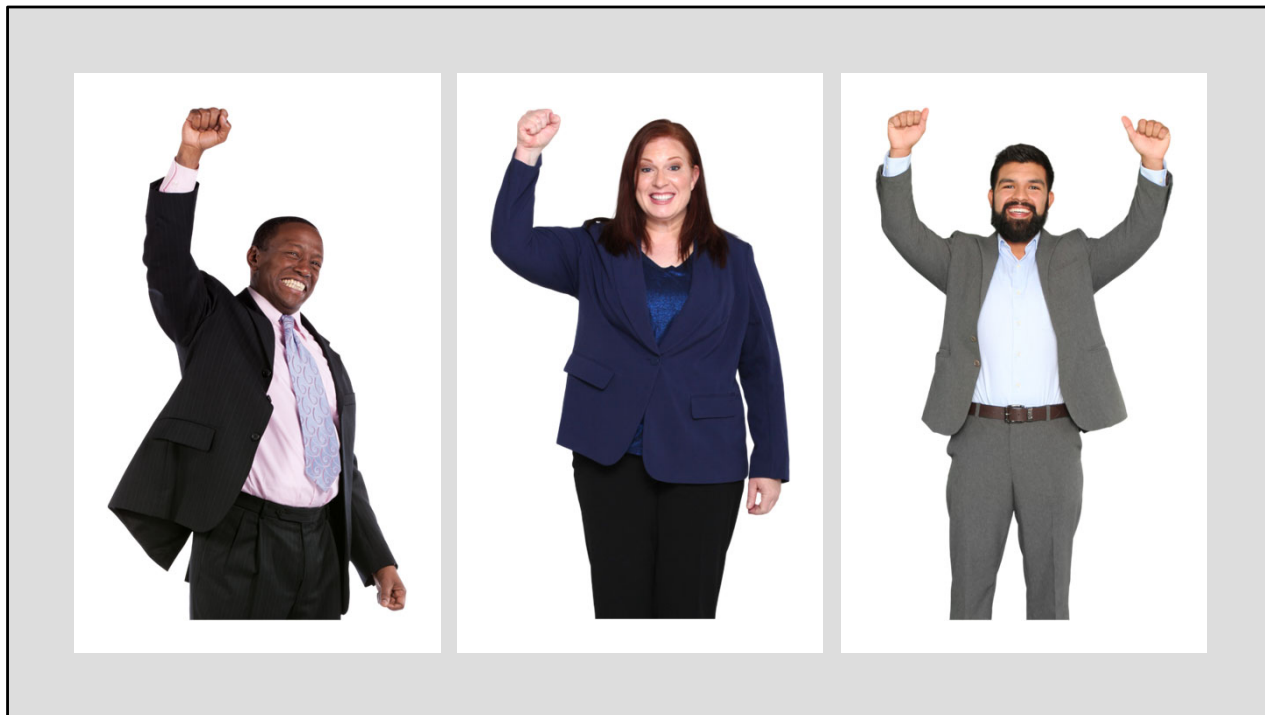
ORSSP will review proposals turned in on or before February 20, 2024, to see if all required components are included. If something is missing, the applicant will be notified. We cannot guarantee that we can offer this service after the 20th.



A committee made up of faculty and staff appointed by the Interim Senior Vice President for Research in collaboration with the Research Council will review the submitted proposals. Each proposal will be reviewed by a minimum two committee members who will review the proposals in accordance with the criteria provided in the rfp. The designated reviewers will present their reviews at a meeting of the full committee along with their recommendations regarding whether the proposal should be funded or not.



The full review committee will submit their recommendations regarding funding of proposals to the Interim Senior Vice President for Research who will then review the proposals and recommendations. Review committee recommendations will be one of three choices: fund, fund if possible, or do not fund.



Proposals that are recommended for funding will be reviewed by the UT Tyler Associate Vice President of Research Compliance and Research Compliance Officer to ensure that the proposed research or scholarship project and the PI and Co-Is have complied with all federal, state, and university regulations and policies. Upon completion of the final review, a notice of award and award agreement will be sent to the selected applicants.



Awardees of internal grants are required to attend a kickoff meeting with post-award staff to receive information about the project budget accounts, E-forms, and required progress and final reports. As a reminder, all personnel involved in the research activities must have completed the required Responsible Conduct of Research training within the last three years.

Faculty Research

Faculty Research Support

Faculty Development Leave

Faculty Services

Internal Grants

Policies & Procedures

Proposal Development

Facts for Proposals

Proposal Review and Submittal

Grant Writing Guides and Resources

Federal Funding Agency Links

Non-Federal Funding Links

Faculty Development Workshops

Time and Effort Certification

800 UT TYLER
Ph: 903.565.5858
research@uttyler.edu

Office of Research, Scholarship, and Sponsored Programs (ORSSP)

The University of Texas at Tyler

Fall 2023 Workshops - Registration Open

The **Office of Research, Scholarship, and Sponsored Programs (ORSSP)** facilitates, enhances and strengthens faculty and student research and scholarship by providing pre-award and post-award services. The ORSSP staff assist faculty and staff in achieving their research goals by helping them navigate the increasingly complex and competitive world of external funding sources. They provide expert guidance and support across the funding life cycle including identifying sources of funding, assisting with proposal development, negotiating contracts, setting up and monitoring budgets and expenditures, and ensuring compliance with federal, state, and university regulations and policies.

Faculty, staff, and students on the main campus who would like to seek external funding should contact the ORSSP by calling 903-565-5858 or emailing research@uttyler.edu. Faculty, staff, and students on the Health Science Center campus should contact the ORSSP by calling 903-877-7392 or emailing grants@uthct.edu. ORSSP staff are located on the main campus and the Health Science Center. Questions relating to **Research Compliance** should be directed to Associate Vice President for Research and Research Compliance Officer Dr. Anna Kurdowska at Anna.Kurdowska@uthct.edu.

<https://www.uttyler.edu/research/>

You can find information about the internal grants program on the Office of Research, Scholarship, and Sponsored Programs webpage, by clicking on the Faculty Research tab on the left side and then choosing “Internal Grants” from the dropdown menu.

Internal Grants Program

Office of Research, Scholarship, and Sponsored Programs

FY 2024-2025 Internal Grants Program Opens December 1, 2023

The Internal Grants Program at The University of Texas at Tyler (UT Tyler) provides seed funding for interdisciplinary research conducted by faculty and staff at the main campus and the Health Science Center (HSC) campus to advance the university's research and scholarship goals outlined in the strategic plan. The program is administered by the Office of Research, Scholarship, and Sponsored Programs through a competitive review process, under the advisement of the university's Research Council, and final approval of the Interim Senior Vice President for Research and the President. The awardees are expected to seek external funding opportunities based on the results of their internal grant(s), as appropriate for their disciplines.

The program competition is open to full-time faculty and full-time staff in all disciplines at the main and HSC campuses. Only faculty members can serve as a lead principal investigator. Co-principal investigators (Co-PIs) can be full-time faculty or full-time staff. Only one lead principal investigator is allowed on proposals.

The forms and guidelines for FY 2024-25 cycle are provided below. Proposals are due February 22, 2024.

Forms and Guidelines for Use by FY 2024-25 Internal Grant Program Applicants

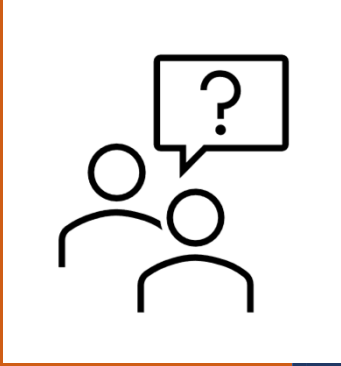
[Request for Proposals](#)

[Proposal Coversheet](#)

[Budget Worksheet](#)

[Internal Grants Allowable/Unallowable Costs Guidelines](#)

On the Internal Grants Program webpage, you can download the request for proposals, proposal coversheet, budget worksheet, and guidelines regarding allowable and unallowable costs. Please note that these documents have been changed since they were first uploaded, and if you downloaded the proposal coversheet or the request for proposals before the day of this workshop (November 30, 2023), you should consider going back to the website and downloading the latest versions of the request for proposals and the proposal coversheet.



Internal Grants Program

FY 2024-2025

<https://www.utt Tyler.edu/research/faculty-support/request-for-proposals/>