Agenda

• Six categories of internal grants and eligibility
• Writing a competitive proposal for an internal grant
• Review process and common issues with submitted grant proposals
• Post-Award responsibilities
Internal Grants

Office of Research and Scholarship

The University of Texas at Tyler

Faculty Development Workshops

The Office of Research and Scholarship is offering several faculty development workshops this fall and spring to encourage and support research, scholarship and creative works of UT Tyler faculty, staff and students.

Upcoming Workshops

Click on the workshop title to register for the workshop.

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<th>Title</th>
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<td>Seed Funding for Faculty and Staff</td>
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Internal Grants

Internal Grants Program
Office of Research and Scholarship

Application Deadline and Proposal Submission

Applications for the academic year 2021-2022 are due on or before March 17, 2021. Awards will be announced in June. Internal grants awarded for the 2021-2022 academic year can begin with the fall 2021 semester. Applicants are encouraged to submit their proposal-cover-sheet and proposal on or before March 14 for preliminary review by ORS staff. ORS staff will notify applicants of missing components in time for corrections to be made by the applicant before the due date. E-mail the completed and signed proposal-cover-sheet, budget, and proposal as a single PDF file to research@uttyler.edu. Please name the file using "Last name_First name_2022_Internal_Grant_Application."

Download the Request for Proposals, Proposal Cover Sheet, Budget Worksheet, Award Modification Form and Final Grant Report.

Overview

The Internal Grants Program at The University of Texas at Tyler (UT Tyler) provides seed funding for faculty and staff in six categories to advance the university’s research and scholarship goals outlined in the strategic plan. The program is administered by the Office of Research and Scholarship (ORS) through a competitive review process, under the advisement of the University’s Research Council, and final approval of the Provost 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.
Internal Grant Categories

• Presidential Interdisciplinary Grants
• New Faculty Grants
• Bridge Grants
• Undergraduate Research Grants
• East Texas Research Grants
• Presidential Staff Research Grants
General Eligibility

Program competition is open to:

• Full-time faculty in all disciplines
• Full-time staff (Presidential Staff Grant only)

Additional requirements:

• Only one PI is allowed on grant proposals
• Co-PIs are required or allowed in some grant categories
• An applicant may submit only one proposal as the lead PI and another as a Co-PI
• PI and Co-PIs must not have received an internal award, except in the Undergraduate Research Grants category, in the last three years
Objective:
• Foster an environment of collaborative research and scholarship across disciplines at UT Tyler
• Proposals that directly address one or more of the four pillars in UT Tyler’s Strategic Plan will be given preference

Requirements:
• Proposal must include faculty from at least three different departments
• Project must have one PI and up to four Co-PIs

Budget:
• $15,000 per award (subject to availability of funds)
New Faculty Grants

Objective:
- Enable new assistant professors (tenure-track or clinical, but not tenured) with research expectations to initiate their research, scholarly activity, and creative endeavors at UT Tyler
- Must be used for a specific project described in the proposal
- Not intended to be general start-up funds

Requirements:
- Applicant must be an individual who is tenure-track, not tenured
- Previous recipients of New Faculty Grants are ineligible to apply

Budget:
- $7,500 per award (subject to availability of funds)
Bridge Grants

Objective:
• Support research projects that require seed funding to collect proof of concept data needed to submit or resubmit a proposal for external funding
• Or to sustain research and scholarship of mid-career faculty in under-funded disciplines

Requirements:
• Proposals can include one PI, or one PI and one or more Co-PIs
• Project description should include a description on how the awarded funds will help the PI (and Co-PIs, if applicable) compete for external funding

Budget:
• $7,500 per award (subject to availability of funds)
Undergraduate Research Grants

Objective:
• Foster and encourage active participation in research by undergraduate students
• Proposals must include hands-on research/scholarship for two full semesters by one or more undergraduate students

Requirements:
• Proposals can include one PI, or one PI and one or more Co-PIs
• Budget must only include expenses for the student researchers (wages, fringe benefits, travel, and supplies)

Budget:
• $5,000 per award (subject to availability of funds)
East Texas Research Grants

Objective:
• Encourage research and scholarship that addresses pressing issues or challenges relevant to East Texas
• Encourage partnerships with community organizations and government entities

Requirements:
• Proposals can include one PI, or one PI and one or more Co-PIs

Budget:
• $7,500 per award (subject to availability of funds)
Presidential Staff Research Grants

Objective:
- Support staff involvement in research and scholarship
- Proposed projects leading to better outcomes for student engagement, student success, or community engagement will be given preference

Requirements:
- PI must be a full-time staff member
- Additional full-time staff and faculty who meet the general eligibility requirements may serve as Co-PIs

Budget:
- $5,000 per award (subject to availability of funds)
What if?

You are a full-time tenure-track assistant professor who started working at UT Tyler two years ago, which internal grants are you eligible to apply for as a PI or Co-PI?

Answer

You can apply for any of the six internal grants as a Co-PI and you can apply for any of the six internal grants as a PI, except the Presidential Staff Research Grant, if you have not received an internal grant as either a PI or Co-PI except the Undergraduate Research Grant in the last three years.
What if?

You are a full-time clinical faculty member with research expectations who started working at UT Tyler two years ago, which internal grants are you eligible to apply for as a PI or Co-PI?

Answer

You can apply for any of the six internal grants as a Co-PI and you can apply for any of the six internal grants as a PI, except the Presidential Staff Research Grant, if you have not received an internal grant as either a PI or Co-PI except the Undergraduate Research Grant in the last three years.
What if?

You are a full-time staff member who started working at UT Tyler two years ago, which internal grants are you eligible to apply for as a PI or Co-PI?

Answer

You can only apply for the Presidential Staff Research Grant, and only if you have not received an internal grant as either a PI or Co-PI in the last three years.
Questions about the grant categories?
Writing a Good Proposal
Writing a Good Proposal

• Start early
• Read the RFP, read the RFP, read the RFP, read the RFP, read the RFP
• Choose the right grant category for your proposed work, and only one category
• Include all required proposal elements
• Use the budget template
• Include the required proposal cover sheet with all required signatures
• Submit the proposal on time!
• Due date is March 17, 2021!
Writing a Good Proposal

Required Proposal Elements

1. Project Summary (one page)
2. Project Description (maximum five pages)
3. References
4. Budget (use template)
5. Budget Justification (one page)
6. Biosketch (maximum two pages per PI/Co-PI)
7. Attachments (if applicable)

Grant writing tip: you can use the proposal elements as headings in your proposal.
Project Summary

Provide a concise summary of:

- Significance of the project for your field
- Main goal/objectives
- Main activities of the project (approach/methodology)
- Rationale for the project – feasibility of the proposed activities
- Expected outcomes
- Broader impacts of the project for your career, your students, your department, UT Tyler
Project Description

Typical sections of a project description:

- Overview (including significance)
- Goals and objectives
- Approach
- Expected outcomes
- Dissemination plan for the data or the results of the project
- Broader impacts of the project for your career, your students, your department, UT Tyler

Grant writing tip: you can use the bullets on this slide as headings.
Project Description

Goals and objectives:

• State the overall goal of the project
• Provide one or more objectives that you will meet to achieve your overall goal
• Apply the SMART principle to your objectives
  • Specific
  • Measurable
  • Action
  • Realistic
  • Time
Project Description

Approach:

- Research design or project plan
- Rationale – how do you know your design/plan will work?
- Methodology
- Data analyses (if applicable)
- Timeline for implementing the project
# Project Description – Approach

Examples of monthly timelines using Excel or Word

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Note: Dates shown in these examples apply to AY 19-20.
### Project Description - Approach

Example of quarterly timeline using Excel or Word

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Project Description

Expected Outcomes
• Provide an expected outcome for each project activity described in the approach section or listed in the timeline

Broader Impacts
• Include impacts to your field, your career, your students, your department, and UT Tyler that are possible with award of an internal grant

Review Criteria
• Address specific items in the review criteria
Project Description

Grant Writing Tips

• Avoid jargon
• Spell out acronyms and abbreviations the first time used, preferably in each section of the project proposal
• Use short, simple sentences
• Use subject – verb – object sentence structure
• Use headings and sub-headings

• Remember – white space is your friend!
References

Include all references that were cited in the proposal project description – no page limit

Grant writing tips:

• Use author(s) name and date format in citations instead of numbers

• Use the citation/reference format of the journal in which you would like to publish your work
Budget

• Allowable costs
  • Supplies and materials
  • Specialized, well-justified equipment
  • Wages for undergraduate and graduate assistants (be sure to include fringe benefits for the wages)
  • Specific services
  • Domestic travel (up to a maximum of $1,500)

• Unallowable costs
  • Faculty salaries
  • Computers, tablets, and other computational hardware, except in well-justified exigencies
Budget Justification and Biosketch

• **Budget Justification**
  - Include a description of purpose and rationale of each line item in the budget
  - Provide as much detail as possible

• **Biosketch:** include information about the following
  - Education
  - Professional preparation
  - Peer-reviewed items of research or scholarship from last three years
  - Previous and current grants awarded
  - Current research, scholarship or creative activities
  - Current funding, internal and external
Attachments

• Use only to provide the acceptable documents described in the fourth bullet
• Do not use to exceed page limits of other sections of the proposal
• Do not include general letters of support
• Acceptable attachments
  • Dean’s letter of support for clinical faculty applying for an internal grant that confirms that research is an expectation of their position
  • Copies of written instruments that will be used in the project or descriptions of published instruments that will be used in the project
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.

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Questions about writing the proposal?
Review Criteria and Process
Review Criteria

• Significance of the proposal (30 points)
  • How will the proposed activity enable and enhance further work in PI’s area of interest
  • How will the project advance or contribute to new knowledge in field
  • How will applicant disseminate results of the project

• Proposed approach (25 points)
  • Are the project goals and objectives clear and well thought out
  • Is the approach explained well
  • Did the applicant include the broader impacts of the proposed work
  • Are plans for future work related to the proposal provided
• Project feasibility (20 points)
  • Is there a description of existing physical resources and personnel available to carry out the project
  • Is relevant literature cited to support the feasibility of the project
  • Is a timeline for conducting the proposed activities included in the proposal

• Applicant’s record and preparation (10 points)
  • Do the included biosketches contain information that indicates that the PI and Co-PIs (when applicable) have the educational background and experience needed to carry out the project

• Budget and cost effectiveness (15 points)
  • Is the budget commensurate with the proposed project and well justified in the budget justification
Review Process

Important Dates (Tentative)

• **March 17, 2021:** Proposal due date
  • April 2021: ORS preliminary review of internal grant proposals
  • May 2021: Review Panel meeting
  • June 2021: Award letters issued

• **Review Process**
  • ORS preliminary review
  • Assigned Panel Reviewers prepare written evaluations
  • Review Panel meeting and award recommendations
  • Awards approval by the Provost and President
Review Process

ORS Preliminary Review
- Eligibility of PI and Co-PIs
- Compliance with RFP – required components
- Conformity with formatting instructions
- Proposals meeting requirements are forwarded to Review Panel
- Proposals not meeting requirements are returned to applicants

Review Panel Review
- Each proposal is assigned to two review panel members
- Assigned panel reviewers prepare a written evaluation of proposal
- Review Panel meeting is held, and each proposal is discussed individually
- Recommendations are made by vote of the entire panel
Review Process

Review Panel Recommendations

- *Fund as submitted* (with full or revised budget)
- *Fund if possible* - not ranked as highly as the proposals in the previous category, but may be funded if budget allows
- *Do not fund* - proposal has severe weaknesses and/or drawbacks

- Provost and President Review and Approval
  - Proposals along with the Review Panel’s recommendations for funding are forwarded to the Provost for review
  - Awardee letters with conditions for accepting the awards are prepared for signature by the Provost and President
  - Signed letters are sent to applicants who are awarded grants and to those who are not awarded grants
Common critiques of internal grants

• Proposed methodology is not clear
  • Be specific about research questions and approach
  • If using a survey or written instrument, include it in attachments

• Too much jargon
  • Review panel members are not allowed to review proposals from their own department
  • Write for people who are unfamiliar with your academic area

• Scope is too big for budget or project time period

• Dissemination plan is missing or not ambitious enough
  • Aim for a journal article or external grant submission

• Missing or contradictory proposal elements
Questions about the review process?
Internal Grants Post Award
Important Dates

- August 2021: Required Awardee training
- September 1, 2021: Projects begin/funding available
- June 30, 2022: Purchases must be encumbered
- August 31, 2022: All spending ends
- August 31, 2022: Projects end
- October 31, 2022: Final reports due
Spending

1. You can only purchase items you put in your budget.
2. You must follow UT Tyler process for expenditures.
3. ALL spending must be done or encumbered by August 30th, 2022.
Personnel to Work Internal Award

- Students must be hired as Undergrad Research Assistant or Graduate Research Assistant.
- Allow at least 2 weeks for paperwork to process.
- Personnel CANNOT start work until final approval is received from Human Resources.
- Please do not indicate a start date of September 1st because not everything will be approved by then.
End of Internal Award Report

• Every PI who is awarded an internal grant must complete the Final Grant Report using the format found on the ORS Internal Grants web-page within 2 months of the termination of the grant period (by October 31st)

• Failure to turn in a final report will result in the PI and/or Co-PIs being ineligible to apply for future internal grants
Questions?

Thank you!