Internal Grants
Request for Proposals (RFP) 2022

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.

General Eligibility

The program competition is open to full-time faculty in all disciplines and full-time staff. Only faculty members can serve as a lead principal investigator, except the Presidential Staff Grant category. Only one lead principal investigator is allowed on proposals. Co-Principal Investigators (Co-PIs) are required or allowed for some grant categories and they can be full-time faculty or full-time staff. An applicant may submit only one proposal as the lead PI and another as Co-PI. The PI and Co-PIs on a submitted proposal must not have received an internal award in the last three years, except in the Undergraduate Research Grants category.

Grant Categories

Proposals are accepted in only one of the following six categories:

1. **Presidential Interdisciplinary Grants.** The primary objective of the Presidential Interdisciplinary Grant is to foster an environment of collaborative research and scholarship across disciplines at UT Tyler. Although this program is open to all disciplines, proposals that directly address one or more of the four pillars in UT Tyler’s Strategic Plan will be given preference. Proposals are accepted for projects that include faculty from at least three different departments, with one PI and up to four Co-PIs.
   
   **Budget:** Maximum of $15,000 per award, subject to availability of funds.

2. **New Faculty Grants.** The objective of the New Faculty Grants is to enable new faculty with research expectations to initiate their research, scholarly activity, and creative endeavors at UT Tyler, leading to the establishment of sustainable research and scholarship. These funds must be used for a specific project described in the proposal and are not intended to be general start-up funds. Proposals are accepted from an individual PI who is a tenure-track (not tenured) assistant professor or a clinical assistant professor who is expected to conduct research for their position. PIs may receive only one New Faculty Grant award; previous recipients of New Faculty Grant awards are ineligible to apply.
   
   **Budget:** Maximum of $7,500 per award, subject to availability of funds.
3. **Bridge Grants.** Bridge Grants are designed to 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. Proposals for Bridge Grants should include a description on how the awarded funds will help the PI (and Co-PIs, if applicable) compete for external funding, particularly if the PI (and Co-PIs, if applicable) has submitted an external proposal and received reviews stating that more preliminary data are required to support the proposal. Proposals are accepted from one PI, or one PI and one or more Co-PIs.

**Budget:** Maximum of $7,500 per award, subject to availability of funds.

4. **Undergraduate Research Grants.** The primary objective of the Undergraduate Research Grants is to 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 currently enrolled full-time at UT Tyler. The budget must only include expenses for the student researcher(s) such as wages, fringe benefits, travel, and supplies. Proposals are accepted from one PI, or one PI and one or more Co-PIs.

**Budget:** Maximum of $5,000 per award, subject to availability of funds.

5. **East Texas Research Grants:** The goal of the East Texas Research Grants is to encourage research and scholarship that addresses pressing issues or challenges relevant to East Texas. Proposals must focus on East Texas issues. Collaborative partnerships with community organizations and government entities are encouraged. Proposals are accepted from one PI or one PI and one or more Co-PIs.

**Budget:** Maximum of $7,500 per award, subject to availability of funds.

6. **Presidential Staff Research Grants.** The goal of these grants is to support staff involvement in research and scholarship. Although all areas relevant to university functioning will be considered, preference will be given to projects leading to better outcomes for student engagement, student success, or community engagement. Proposals are accepted from a full-time staff member who will serve as PI. Additional full-time staff and faculty may serve as Co-PIs as needed.

**Budget:** Maximum of $5,000 per award, subject to availability of funds.

**Application Procedures**

Applicants must complete and submit a signed proposal-cover-sheet, budget worksheet and proposal.

The proposal must conform to the following requirements:

- One of the following fonts must be used: Arial, Courier New, Palatino Linotype or Times New Roman at a font size of 11 points or larger
- Single line spacing
- Margins in all directions must be at least one inch

The Internal Grants proposal must include the following elements.

1. **Project Summary** (one page). Provide a concise executive summary of the rationale and significance for the proposed research, a description of the main activities that will be
conducted, the underlying methodology, expected results, and the broader impacts of the research, including its likely impact on undergraduate and graduate education at UT Tyler and the East Texas community at large.

2. **Project Description** (maximum five pages, including figures and tables but excluding references). Typically, a grant proposal contains the following sections: project overview (including significance), goals and objectives, approach, expected outcomes, and broader impacts. The proposal should be written so that it is understandable by reviewers who are not familiar with your discipline or research area yet must contain enough details to describe the proposed work.

   The project description should address items described in the review criteria such as the timeline for implementing the project, the plan for disseminating the results and data, and the impact that the research/creative activity will have on the applicant’s career.

3. **References** Include all the references that were cited in the proposal project description. The format is flexible, but enough information should be provided for each citation so that the reader can retrieve any publications of interest.

4. **Budget**. Please use the internal grants budget worksheet and fill out as completely as possible. Incomplete budgets or those that exceed the limits may result in the proposal being declined without review.
   a. **Allowable costs** include supplies and materials, specialized, well-justified equipment, wages for undergraduate and graduate research assistants, and specific services; domestic travel to consult with collaborators or support research is allowed up to a maximum of $1,500.
   b. **Unallowable costs** include faculty salaries during the academic year or the summer, computers, tablets, and other computational hardware, except in well-justified exigencies. Software may be approved if justified and is directly related to the research activities described in the proposal.
   c. Any matching or additional funds that are available to supplement the requested funds and active grants must be mentioned in the application.
   d. Any student employees paid from any of these grant categories must meet the Human Resources Department’s definition of a graduate or undergraduate research assistant (link).

5. **Budget Justification** (one page). The budget justification must include a description of the purpose and rationale for each line item in the budget.

6. **Biosketch** (maximum two pages per PI/Co-PI). The biographical sketch should include the following sections: education; professional preparation; peer-reviewed items of research, scholarship, or creative activities occurring during the last three years; previous and current grants awarded; and a short paragraph describing current research, scholarship or creative activities. Current funding, both internal and external, must be disclosed and will be considered during the proposal review process.

7. **Attachments** (if applicable). The following documents are acceptable as attachments to your proposal:
   a. Dean’s letter of support for clinical faculty applying for an internal grant that confirms that research is an expectation of their position.
b. Copies of written instruments that will be used in the project or descriptions of published instruments that will be used in the project.

If the proposal involves research protocols that require approval from an institution review committee such as animal care, human subjects, hazardous materials, and others, PIs must indicate so by checking the appropriate box(es) under Question 9 on the proposal-cover-sheet.

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.”

Application Review Process

ORS staff will review submitted applications for compliance with the eligibility requirements and application instructions. Eligible applications will be forwarded to and reviewed by the Review Panel using the review criteria listed below. The Review Panel will forward its recommendations to the Provost and to the President, who will make the final selections.

Review Criteria for Proposals

1. **Significance of the proposal (30 points):** The proposal should describe how the proposed activity will enable and enhance further research or creative work in the PI’s area of interest. It should also indicate how the approach will advance or contribute to new knowledge in the area of interest. The proposal should describe how the applicant(s) plans to disseminate the results of the research or creative work through peer-reviewed publications, presentations at professional conferences, exhibitions, or other appropriate venues.

2. **Proposed approach (25 points):** The proposal should present the research objectives or program/project goals, methodology, expected outcomes, broader impacts, and plans for future work related to the proposal.

3. **Project feasibility (20 points):** The proposal must establish the feasibility of the proposed activities by describing existing physical resources and personnel available to carry out the proposed project. The proposal should summarize and reference relevant literature that supports the feasibility of the project. The proposal should include a timeline for conducting the activities needed to implement the project.

4. **Applicant’s record and preparation (10 points):** The biosketch should contain information that indicates he/she has the educational background and experience needed to carry out the project.

5. **Budget and cost effectiveness (15 points):** The proposed budget must be commensurate with the proposed project and well-justified in the budget justification section.
Recommendations

Once the review of proposals is complete, one of the following recommendations will be made by the review panel for each proposal.

- **Fund as submitted** (with full or revised budget): This may result in a proposal being funded as is for the full amount requested. However, the ORS may suggest a revised budget to better reflect the proposed activities and reviewers’ evaluation.

- **Fund if possible**: The proposal is deemed worthy of funding by the review panel but not ranked as highly as the proposals in the previous category. Such proposals may be funded if the budget allows. PIs whose proposals fall in this category are encouraged to resubmit a revised proposal during the next cycle of funding.

- **Do not fund**: The proposal has severe weaknesses and drawbacks.

Awardee Responsibilities and Obligations

Awardees of internal grants are required to attend a PI training and should be ready to implement their projects in September 2021. PIs and Co-PIs must complete their projects and expend the funds by August 31, 2022. Awarded funds not expended by August 31, 2022 will be transferred out of the project budget and back to the funding source.

Any required institution review committee approvals and other permissions such as private or public land and water use, collection permits, and use of off campus facilities, must be submitted to the ORS before awarded funds are released.

Any requests to amend the scope of the project or the project budget, including changes within budget categories and cost centers, must be submitted in writing to the Office of Research and Scholarship using the award-modification-form. All recipients of internal grants must submit a two-page report to the Office of Research and Scholarship using the final-report-template within two months of the termination of the grant performance period.

Awardees should plan to disseminate the results of their funded projects through peer-reviewed publications, presentations at professional conferences, exhibitions, or other appropriate venues. Awardees are encouraged to submit a paper or poster presentation abstract to the East Texas Research Conference when their research is pertinent to the theme and topics of the conference. Awardees are also encouraged to advance their research by seeking external funding, using the internal grant proposal as a proposal foundation and the results of their internally-funded project as proof of concept data.