

Internal Grants Program

Request for Proposals (RFP) FY 2024-2025

Overview

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 (ORSSP) at UT Tyler through a competitive review process, under the advisement of the university's Research Council, and final approval of the 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.

General Eligibility

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. Co-principal investigators (Co-PIs) can be full-time faculty or full-time staff. Only one lead principal investigator (PI) is allowed on proposals. 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 grant award in the immediate previous year to this RFP or be in a no cost extension of an internally funded project.

Program Purpose

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. Proposals are accepted for projects that include faculty or staff from at least two different departments, with one PI and up to four Co-PIs.

Budget

Applicants may request up to \$25,000 in their budget. Funding is subject to availability of funds.

Application Procedures

Applicants must complete and submit a signed [proposal-coversheet](#), [budget worksheet](#) and proposal.

The proposal must conform to the following requirements:

- Margins in all directions must be at least one inch
- 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; a font size less than 11 points may be used in tables and figures, however they must be readable
- No more than six lines of text within a vertical space of one inch

The Internal Grants proposal must include the following elements.

1. **Project Summary** (30 lines). Provide a concise executive summary of the rationale for the research, its significance and innovation, the overall objective, hypothesis, and specific aims, the methodology that will be employed, and the expected impact of the research.
2. **Project Description** (maximum four pages, including figures and tables but excluding references). The project description should comprise the following sections: 1) Introduction including the gap in knowledge to be addressed, 2) Significance and Innovation including the expected impact of the research, 3) Overall Objective, Hypothesis, and Specific Aims and 4) Approach, including a timeline, anticipated problems and alternative approaches, and expected outcomes. The proposal should be written so that it can be understood by reviewers who are not familiar with your discipline or research area yet must contain enough details to describe the proposed work.
3. **References** Include all the references that were cited in the proposal project description. The format is flexible, but full citations should be provided.
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, equipment, wages for undergraduate and graduate research assistants, and specific services. Software may be approved if directly related to the research activities described in the proposal. Domestic travel support may be requested. See the [Allowable/Unallowable Costs Guidance](#) for details.
 - b. **Unallowable costs** include faculty salaries during the academic year or the summer, computers, tablets, and other computational hardware, except in well-justified exceptions. See the [Allowable/Unallowable Costs Guidance](#) for details.
 - c. Any matching or additional funds that are available to supplement the requested funds and active grants must be mentioned in the application.
5. **Budget Justification** (one-half page). Please provide a justification for all budget categories.
6. **Biosketch** (maximum three pages per PI/Co-PI). The biographical sketch should include the following sections: professional preparation; appointments; peer-reviewed items of research, scholarship, or creative activities; 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. [Biosketch Template](#)
7. **Attachments** (if applicable). The following documents may include:
 - 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-coversheet](#).

Application Deadline and Proposal Submission

Applications for FY 2024-2025 are due on or before **February 22, 2024**. Awards will be announced in April. Internal grants awarded for FY 2024-2025 can begin as early as September 1, 2024 with approval from the Interim Senior Vice President of Research.

Applicants are encouraged to submit their proposal-coversheet and proposal before February 22, 2024 for preliminary review by ORSSP staff. ORSSP 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-coversheet, budget, biosketches, and proposal as a **single PDF file** to research@uttyler.edu. Please name the file using the following format: "Lastname_Firstname_2024-25_Internal_Grant_Application"

Application Review Process

ORSSP staff will review submitted applications for compliance with the eligibility requirements and application instructions. Eligible applications will be forwarded to the Review Panel that is made up of faculty members and reviewed using the review criteria listed below. Applications will be scored as described below in the Review Criteria section. Special consideration will be given to new faculty and/or senior faculty embarking on new research distinct from their previously funded research.

Review Criteria for Proposals

1. *Significance and Innovation (30 points)*: How will the project enable and enhance further research or creative work in the PIs' areas of interest? Will the project enable applications for extramural funding in future? Will the approach advance or contribute to new knowledge in the area of interest? Does the proposal describe how the applicants plan to disseminate the results of the research or creative work through peer-reviewed publications, presentations at professional conferences, exhibitions, or other appropriate venues? Does the project offer novel and innovative methods or their application? Does the applicant indicate the organization or sponsor from which they would seek external funding once this project is completed?
2. *Overall objective, central hypothesis, and specific aims (10 points)*. Are the overall objective, central hypothesis, and specific aims clearly stated?
3. *Approach (30 points)*: Does the approach address a central research hypothesis and does the approach clearly indicate how the specific aims will be accomplished? Is the methodology to accomplish the aims sufficient?
4. *Project feasibility (10 points)*: Do the PI and team have the resources and abilities to carry out the project and is it feasible to complete the project in one year?

5. *Applicant's record and preparation (10 points)*: Do the biosketches contain information that indicates that the collaborators have the educational background and experience needed to carry out the project?
6. *Budget (10 points)*: Is the proposed budget appropriate for the project and the costs well justified?

Review Panel 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 ORSSP 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 significant weaknesses and drawbacks.

The Review Panel will forward its recommendations to the Interim Senior Vice President of Research and to the President and they will make the final selections.

Awardee Responsibilities

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 ORSSP prior to release of funds. Awardees of internal grants are required to attend a PI training prior to starting their projects. Awardees may start their projects on September 1, 2024. Regardless of the start date, PIs and Co-PIs must expend the funds by July 31, 2025 to ensure proper closeout of the awards by the end of the fiscal year. Awarded funds not expended by July 31, 2025 will be transferred out of the project budget and revert to the institution.

Any requests to amend the scope of the project or the project budget, including changes within budget categories and cost centers, must be submitted by email to the ORSSP (research@uttyler.edu). All recipients of internal grants must submit a mid-term progress report to the ORSSP by the end of February 2025. All recipients of internal grants must submit a two-page report to the ORSSP within two months of the termination of the one-year grant performance period. Report templates will be provided to awardees through DocuSign.

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 again encouraged to advance their research by seeking external funding, using the internal grant proposal to provide preliminary data for such applications. Awardees are expected to serve on the proposals review panel led by the Research Council in the year succeeding their award year if requested by the Research Council.