Internal Grants

Facilitating Faculty and Staff Research and Collaboration

The University of Texas at Tyler
Agenda

• Six categories of internal grants and eligibility
• Writing a good proposal for an internal grant
• Review process and common issues with submitted grant proposals
• Post-Award responsibilities
Office of Research and Scholarship

The University of Texas at Tyler

The mission of the Office of Research and Scholarship (ORS) is to support and advance UT Tyler’s mission by providing research administration services including pre-award, post-award, and compliance. ORS staff also assist faculty and staff in the protection of intellectual property and facilitation of technology transfer.

Request for proposals for Faculty Development Leave for AY 20-21 is posted.
Request for proposals for Internal Grants for AY 20-21 is posted.
Looking for funding? Check out our new Funding Opportunity Log.
Internal Grants Program

Office of Research and Scholarship

Due date for submitting internal grant proposals for AY 20-21 is March 16, 2020

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 adjudgement 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. A request for proposals is posted in November and proposals are due in March.

General Eligibility

The program is open only to full-time tenured and tenure-track faculty in all disciplines, clinical faculty (with Dean’s support letter confirming they research is an expectation for their position), and full-time staff (Presidential Staff Grant only). Only one principal investigator (PI) is allowed on proposals. Co-Principal Investigators (Co-PIs) are required or allowed for some grant categories. An applicant may submit only one proposal as the lead PI and another as Co-PI. The PI and Co-PIs must not have received an internal award, except in the Undergraduate Research Grants category, in the last three years.

Grant Categories
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 tenured and tenure-track faculty in all disciplines
• Clinical faculty with dean’s support letter confirming that research is an expectation for their position
• 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 in a given year
• PI and Co-PIs must not have received an internal award, except in the Undergraduate Research Grants category, in the last three years
Presidential Interdisciplinary Grants

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:
• $20,000 per award (subject to availability of funds)
New Faculty Grants

Objective:
• Enable new tenure-track faculty 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
• Applicant must not have been at UT Tyler for more than four years
• Previous recipients of New Faculty Grants are ineligible to apply

Budget:
• $10,000 per award (subject to availability of funds)
Bridge Grants

Objective:
• Support research project 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:
• $10,000 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:
• $10,000 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, as long as 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 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 any of the grants as a PI, except the Presidential Staff Research Grant, as long as:

• You have not received an internal grant as either a PI or Co-PI except the Undergraduate Research Grant in the last three years.

• Your dean has signed a letter of support indicating that research is an expectation for your position.
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

• 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 16, 2020!**
Writing a Good Proposal

- Start early
- Read the RFP, read the RFP, read the RFP
- 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 titles 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

Grant writing tip: you can use the project summary as an outline for your project description component.
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

Grant writing tip: you can use these bullets as sub-headings under Approach section.
### Project Description - Approach

Examples of monthly timelines using Excel:

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

Examples of monthly timelines using Word:

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Project Description – Approach

Examples of quarterly timeline using Excel:

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Tip: you can use the timeline to develop an implementation plan for use after receiving a grant award.
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

Grant writing tip: highlight items such as expected outcomes or review criteria that are addressed in your project description using text formatting such as bold or italics.
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!
Subject - Verb - Object

Sentence starting with subject-verb-object:
Jack and Jill will collect the pot of gold from the top of the hill using a new running technique first described by Jones et al. (2019).

Typical sentences in a grant proposal:

*Using a novel method of running, first described by Jones et al. (2019), Jack and Jill will collect the pot of gold from the top of the hill.*

or

*Although the hill is steep and rugged, Jack and Jill will employ a unique running technique, first described by Jones et al. (2019), to collect the pot of gold at the top of the hill.*
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
Review Criteria (continued)

• 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 16, 2020: Proposal due date
- April 17, 2020: ORS preliminary review of internal grant proposals
- May 4, 2020: Review Panel meeting
- June 12, 2020: 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

(Tentative)

• August 28, 2020: Awardee training (required)
• September 1, 2020: Projects begin
• June 30, 2021: Purchases must be encumbered
• July 31, 2021: All spending ends
• August 31, 2021: Projects end
• October 31, 2021: Final reports due
Spending

1. You can only purchase items YOU put in your budget.
2. Occasional audits will be done. Only purchase what you budgeted for. If charges are found not approved, PI may have to reimburse university.
3. Reminder YOU must follow UT Tyler process for expenditures.
4. ALL spending (or encumbered) must be done by **June 30th 2021**.
When will I find out my Internal Award Cost Center?

• Cost Centers are given out after Internal Award Training late August 2020.

• Please check your emails in the Summer, as ORS will be processing information to get Cost Center set up such as new Department.

• If you do not have a department number now and you receive an award, you will receive an email from DocuSign to sign and training information from Financial Reporting. This training must be complete BEFORE you can receive your Cost Center for your Internal Award.

• REMINDER: NO spending or student work on internal award can be done BEFORE September 1st.
How do I know the amount of funds in my Cost Center?

• First of every month, every PI will receive a monthly report of how much is in their cost center.

• If they want reports during the month, Admins know how to or they can email request to anunez@uttyler.edu.

• Important to maintain your own spreadsheet of expenses for your records.

• Each PI is in charge of signing the monthly reconciliation report and sending copy to anunez@uttyler.edu for records. It is best to send via DocuSign.
  • Grant Admins will be trained on how to use DocuSign late September. You are welcome to also attend the training.
Personnel to Work Internal Award

- Must be hired as Undergrad Research Assistant or Graduate Research Assistant.
- Give at least 2 weeks for paperwork to process.
- They CANNOT start work until final approved from Human Resources.
- Please do not have them a start date of September 1\textsuperscript{st} because not everything will be approved by then.
End of Internal Award Report

• As a part of you receiving internal grant funds, every PI 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)
  • https://www.utttyler.edu/research/faculty-support/request-for-proposals.php
  • 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 about post-award requirements?

Thank you!
Office of Research and Scholarship