

University of Houston
Office of the Provost
Internal Research Grant Award

PURPOSE

The Internal Research Grant Awards are intended to further the educational mission of the university by contributing to faculty members' ongoing professional development, to the advancement of knowledge in their professional fields and to the visibility and credibility of the university.

Internal Research Grant Awards will have limited funding, and so will be very competitive. The main objective of the program is to support pilot projects that will lead to developing and submitting proposals to external agencies for significant grant funding. Special emphasis is placed on federal sources such as NSF, EPA, NIH, DOE, NEH, NIMH and the DOD. Faculty are expected to submit an expanded grant proposal to an appropriate external funding agency within six months of completing a pilot project. Future UHV Internal Research Grant Awards will be dependent on meeting this requirement for submitting proposals to outside agencies.

ELIGIBILITY

All tenure and tenure track full-time faculty members are eligible to apply. Groups of faculty members may submit one application.

Any faculty member who has received an Internal Research Grant Award for the previous cycle of the grant program is ineligible to apply, either as lead or as co-investigator.

CRITERIA FOR AWARDS

The Internal Research Grant Award proposal must supply convincing evidence that the following criteria have been met or, in the case of (3) below, will be met:

1. The proposed activities must represent high-quality research of significant benefit to the University, the larger scholarship/research community and to society.
2. The proposal should demonstrate substantial monetary need to conduct research that would not otherwise be accomplished or immediately funded by external funding agencies.

3. There should be a clear demonstration of significant and demonstrable changes in research direction of the faculty member(s). Further, the proposed activities and results should have the potential for future external support through submission of a formal proposal to one or more external funding agencies.
4. Since proposals may be reviewed by colleagues who are not specialists in your field, it is VERY IMPORTANT that the significance of the research is conveyed to a non-specialist academic audience.

TYPE OF SUPPORT

The Internal Research Grant Awards may be used for virtually any purpose as long as it supports the proposed research program and enhances the ability of the Principal Investigators to obtain external funding. Funding requests are awarded up to \$6,000.

Faculty members may submit one proposal per year. Any faculty member who has received an award in the previous cycle of the grant program is ineligible to apply, either as lead or as co-investigator.

Budgets will be reviewed critically. The more realistic the budget, the better will be the chances of the proposal's competitive success. All budget items should have written justifications. Fringe benefits should be included to support payments made to graduate students or researchers. Please contact the Grants & Contracts Director for fringe benefit calculations.

Support for instructional development activities will not be given.

APPLICATION DEADLINE

One original signed copy must be received in the Office of Research and Sponsored Program, suite 272, University West Building, by 5:00 p.m. no later than February 1st. (If this date falls on a weekend, all applications are due on the following Monday.) Late proposals will not be considered.

EFFECTIVE DATE AWARDS

Awards will be effective September 1st for twelve months.

Award decisions for Internal Research Grant Awards will be made by the Vice President for Academic Affairs based on the recommendations of the UHV Faculty Development Leave Committee. Applicants will be notified by April 10th.

HUMAN SUBJECTS REVIEW/ANIMAL USAGE

All projects involving human subjects must be reviewed and approved by the Committee for the Protection of Human Subjects (CPHS) before an award can be established. Awardees must obtain CPHS review and approval of their project within 30 days of notification of an award or the award will be withdrawn.

ASSISTANCE

Any questions about this program should be referred to the Office of Research and Sponsored Programs: 361-570-4374.

REPORTING AND ACKNOWLEDGMENT

Each grantee must submit a report not more than 30 days after termination of the grant describing the outcome of the project.

Awardees are expected to submit an expanded grant proposal to an appropriate external agency within six months of completing a pilot project. It is also the responsibility of each award recipient to furnish information to the Office of Research and Sponsored Programs concerning external applications which are submitted or awards received as a result of Internal Research Grant Award funding. Such information should include date of submission, title of the project, inclusive dates, agency, total amount requested, and the status of each application. Failure to comply with this reporting requirement will disqualify an individual for future consideration in all internal funding programs.

Notice must be given of publications, presentations, exhibitions, or performances resulting from the award. The grantee must acknowledge the Internal Research Grant Award support in all publications resulting from the award and provide one copy of the publication to the Office of Research and Sponsored Programs.

INTELLECTUAL PROPERTY

In accordance with University of Houston system policy, faculty members and the University share in net income generated
From: <http://www.uh.edu/sam/1GenAdmin/1E1.pdf>

Internal Research Grant Award

Proposals should include the following items

1. Introduction -- emphasize the importance of the project and summarize previous research in the field. In general, the introduction sets forth the major focus of the proposal. Specify how the proposal will meet the purpose and criteria of the program as described on page 1 of the program guidelines. Demonstrate the need for monetary support from the grant award.
2. Objectives -- specific accomplishments and outcomes of the project keeping in mind the criteria for awards
3. Procedures -- the detail of how the research will be carried out.
4. Time Frame - Detail the project schedule. Funds will be available for expenditure for twelve months, beginning September 1st.
5. Equipment and Facilities -- description of the equipment and facilities available for the project; justification of equipment and facilities requested in your budget.
6. Budget - Refer to the program guidelines, Type of Support on pgs. 1 & 2. See budget format attached to guidelines.
7. List potential funding sources and the date when proposals continuing the research proposed here will be submitted. Summarize the external funding environment for this area of research such as amount of funding available and number of award proposals.
8. For the previous three years, include a list of current and pending support, both internal and external. Include the title, sponsor, amount, and period of project for the Principle Investigator and if any, co-Principle Investigators(s).
9. Bibliography
10. Letter of Support from Chairperson or Dean
11. Curriculum Vitae - Include for all professional personnel who will work on the project.

Do not exceed two pages for each individual. Note the curriculum vitae should indicate the total number of publications and detail the 5 most significant for this research.

The proposal narrative, items 1-7 above, are limited to five pages with at least 12 pt. type size and single space lines. Please review the program guidelines before submitting a proposal. Only proposals that meet all of the Criteria for Awards as stated in the guidelines will be considered and/or reviewed for funding.

**NOTE: INTERNAL RESEARCH GRANT AWARD PROPOSALS MUST
BE SUBMITTED TO THE OFFICE OF RESEARCH AND SPONSORED
PROGRAMS,**

**ROOM 272, UHV WEST BUILDING BY 5:00 P.M., FEBRUARY 1st. (If this date falls on a weekend, all applications are due on the following Monday.)
LATE PROPOSALS WILL NOT BE CONSIDERED.**

COVER PAGE

University of Houston - Victoria

Internal Research Grant Awards

Application Form

Note: We will scan and store all applications electronically. It is not necessary to submit multiple copies. Please use paper clips, do not staple; and PLEASE TYPE. Thank you.

Name: _____ Employee ID #: _____

Department: _____ School: _____

E-Mail: _____ Telephone: _____

Date of faculty Appointment at UHV: _____ Total Funds Requested: _____

Title of Project:

Check appropriate box(es) if this proposal includes the items listed below:

Animals Human Subjects

If any of the above are checked, please indicate if the appropriate approval(s) have been:

Applied for: _____ Approved on: _____ Not yet applied for: _____

SIGNATURE

DATE

University of Houston - Victoria
Internal Research Grant Award
Budget Format

SALARIES AND WAGES

Research Assistants _____

Student Wages _____

Non-Student Wages
(Identify Function) _____

FRINGE BENEFITS _____

MAINTENANCE AND OPERATIONS
(e.g., chemicals, supplies, copies, postage) _____

TRAVEL _____

TOTAL PROJECT COSTS 0.00

BUDGET JUSTIFICATION(S)
(add attachment if necessary)
