

## Competition Details

Woody L. Hunt College of Business - Fall 2025 Research Incentive Program

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### Critical Dates

<b>Internal Submission Deadline:</b>	Saturday, November 15, 2025 at 5:00 PM
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### Details

<b>Administrator(s):</b>	Margarita Medina (Owner)
<b>Category:</b>	Seed Grants
<b>Participating Organization(s):</b>	College of Business
<b>Cycle:</b>	2025
<b>Number of Applications Allowed per Applicant:</b>	1
<b>Total Funding:</b>	\$6,000
<b>Funding Source(s):</b>	\$6,000 - Internal
<b>Short Abstract:</b>	The Woody L. Hunt College of Business supports faculty in developing and submitting competitive grant proposals for innovative research. A limited number of seed grants will be available to support this work. Faculty are encouraged to apply for seed funding not to exceed \$6,000 to support a project, of which the faculty will submit a grant proposal for extramural funding at a minimum of \$25,000 by the end of the Spring 2026 semester.
<b>Contact 1:</b>	Dr. Erik Devos, hdevos@utep.edu
<b>Full Proposal Deadline (required):</b>	Saturday, November 15, 2025

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### Description

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## Eligibility Criteria:

- Tenured and tenure-track faculty members who hold a full-time appointment at the Woody L. Hunt College of Business.
- Proposals must exhibit high potential for leveraging extramural funding.
- Awarded applicants must commit and submit at least one external proposal based on the seed-funded project.
- Awarded applicants must complete a final draft of their proposal to be sent for external review by May 31, 2026, or earlier. This will provide faculty members with feedback to improve the competitiveness of their proposal.
- If funded, all applicants must present proof of extramural submission in the final report.
- All applicants must clearly and convincingly demonstrate a new research direction in an area that is likely to generate extramural funding.
- Research that is already supported by other sources is not eligible for seed funding.
- Proposals already submitted to an extramural agency, or those already reviewed and found noncompetitive by an extramural agency, will not be considered for funding.
- Multiple faculty members may work on the same grant proposal. However, each must submit a short write-up of the proposal, and individual funding may be affected.

# Woody L. Hunt College of Business Seed Funding for Grant Submission Program

**Purpose:**

To ensure that the Woody L. Hunt College of Business continues to advance its research profile, research activities related to increased grant submissions and awards will be supported through a seed funding program.

**Award Amount:** \$6,000

**Application Deadline:** November 15, 2025

**Funding Office:** Woody L. Hunt College of Business and Research & Innovation

**Contact Info:** hdevos@utep.edu and researchdev@utep.edu

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**Budget Guidelines:**

A budget narrative is required. Funding may be used for salary, travel, professional memberships, and/or equipment. All applicants must provide details on how the funding will be utilized.

Budget Category	Dates
Salary	\$
Travel	\$
Materials & Supplies	\$

Equipment		\$
Other		\$

**Application Procedure:**

To qualify for the Incentive Program for Seed Grants, faculty members must provide a short proposal, at most two pages. Proposals must be submitted through the InfoReady platform <https://utep.infoready4.com/> by 5:00 PM, November 15, 2025.

You must include the following information:

- Email address
- Phone number
- Title
- Proposal title

The proposal should include the following information:

- The proposed grant title and the name of the sponsor agency/organization providing grant funding, along with a link to the solicitation.
- The dollar amount of the grant proposal.
- A short description of the alignment of faculty qualifications for the proposed grant.
- List of team members, if any, on the grant proposal, both internal and external to the College.
- Synopsis of the grant proposal (one to two paragraphs).
- Timeline and deliverables associated with the grant proposal and submission.

**Selection Process:**

A committee of previous successful grant awardees and/or Research & Innovation (R&I) staff will determine which grant proposal submissions will be recommended for seed funding.

**Award Terms/Conditions:**

Seed funding will be distributed in Fall 2025 depending on the proposed budget and is subject to the following:

- The faculty member must register with UTEP’s Expertise Connector.
- The faculty member must attend three mandatory meetings/trainings facilitated by R&I, in Fall 2025:
  - Essential Skills for Seeking Grant Opportunities
  - Navigating the PIVOT Platform for Research Success
  - Exploring Proposal Development & Sponsored Projects Services
- Once the seed funding is awarded, the faculty member must submit a Notice of Intent (NOI), selecting Proposal Development services; including budget. A member of the Proposal Development team will be assigned to work with the faculty member to develop a competitive proposal and submit it for external review.
  - External Review – R & I has contracted an external review firm that engages subject matter experts specially tailored to your field of study. These experts meticulously examine your proposal and provide valuable feedback and insights aimed at enhancing its competitiveness. To safeguard the integrity of your work and our collaborative efforts, a Non-Disclosure Agreement (NDA) governs the relationship between UTEP and the external review firm.

- A final proposal draft is ready to submit for external review by May 31 or earlier. This will ensure that the faculty member has time to respond to the reviewers' comments and submit their proposal by the end of Summer 2026 or earlier.
- Faculty members will be excluded from all future summer research support if the proposals are not submitted.
- Seed funds must be fully spent by August 31, 2026. No rollovers into the next academic year are possible.

Faculty interested in participating in this program are strongly encouraged to attend an orientation session. The exact time and additional details about the orientation session will be provided shortly.