

## GUIDELINES FOR UNIVERSITY RESEARCH INSTITUTE (URI) PROPOSALS

Members of The University of Texas at El Paso Faculty are invited to submit research proposals for funding by the University Research Institute (URI).

### PURPOSE

The University Research Institute is the internal mechanism to seek institutional funds at UTEP that supports faculty research and programs that advance the university's research productivity, scholarly output, and creative endeavors through an internal competitive funding process.

### POLICIES

Recommendations for URI awards are made to the Vice President for Research by the Faculty Senate Research Committee. This Senate committee, whose membership is composed of faculty from each college, solicits applications for funding from faculty members, reviews proposals submitted, and recommends projects for funding to the Vice Provost for Research. The committee recommends funding for those proposals that:

1. Assist in the professional development of new junior faculty members.
2. Assist in the development of research programs that will attract external sources of funds.
3. Make maximum use of resources and facilities available within this institution.

### EXPECTATIONS

Within 2 months of completion of the research project, i.e. prior to 5.00 PM, October 31, a report must be submitted to [research@utep.edu](mailto:research@utep.edu) by the grantee. This report should contain an executive style summary of the key research findings; list of any publications and presentations stemming from the research conducted; list of proposals submitted (or in progress); a statement of personnel development; and any other details that can be used to evaluate the utility of the funds provided. If such an appropriate report is not forthcoming, this absence will jeopardize future funding for the Grantee's home department.

### DEADLINE

URI proposal applications must be submitted on or before 5 pm, October 31. Proposals should be submitted as a single, merged PDF document to [research@utep.edu](mailto:research@utep.edu). **Incomplete proposals will not be reviewed.**

### AWARDING PERIOD

The funding period will cover the single prevailing fiscal year and the proposed budget must reflect that one budgetary period. The overall budget period will be from January 16, to August 31 (Plan to finalize financial transactions according to fiscal year-end processing deadlines).

### FACULTY STATUS

Since the URI grants are intended to produce long-term benefits for the University, as well as for the individual researcher, awards will be made only to individuals in full-time positions for which research productivity is an expected outcome. Such positions include tenured and tenure-track positions as well as Research Assistant Professors, Clinical Professors, etc. Applicants that are not tenured or tenure-track must provide evidence (such as a letter from their Chair or Director) verifying the requirement of research to fulfill the duties of their position.

### PRIORITIES

The Faculty Senate Research Committee gives priority to those high-quality proposals submitted by new junior faculty members and to projects with potential for extramural funding. Proposals should include a statement of future plans to attract outside funding. Only one proposal from a faculty member as Principal Investigator will be considered in any funding cycle. Principal Investigator(s) who receive a URI grant must wait two years after completion of the grant before another URI proposal will be considered; however, documentation of productivity accomplished with the previously awarded URI must be provided.

### USE OF EXISTING RESOURCES

The researcher should be careful to ensure that he/she is not requesting equipment or materials which are already available on campus. No funds will be provided for computer time.

### SALARIES/WAGES

Funds from the URI cannot be used for faculty summer salaries but can be requested for the support of graduate or undergraduate students if the success of the proposed project is dependent on student salary support. The URI is a state-funded program; thus, URI funds cannot be used for fringe benefits (including health insurance) to supplement student salaries.

### PROJECT GOALS

Each proposal must define the proposed research, contain clearly stated goals and demonstrate that the goals can be reached with the funds requested. The expected results of this research (devices, patents, publications, further proposals, etc.) must be clearly stated.

### CLARITY

It is the applicant's responsibility to present the committee with a clear, consistent, and comprehensive proposal. Since the committee is composed of members representing all six colleges, the applicant must address the proposal to a lay audience, which may not be at all knowledgeable of the applicant's field. It is to the applicant's advantage if the proposal is written in layman terms.

### SUITABILITY

The committee makes no moral or political judgments upon proposed projects. It is expected, however, that a researcher will have thoroughly investigated the legal ramifications of the intended research before he/she submits a proposal to the committee. The proposal must not entail any potential violation of either civil or criminal law. Proposals for research with third parties must contain appropriate certification, permission, or commitment documents, and include IRB or IACUC approval

as necessary. The IRB or IACUC approval can be obtained after the project is funded; however, it must be submitted prior to release of funds to the investigator.

### BUDGETS

The URI [Faculty Senate Research Committee] will fund only expenses clearly described and justified in the research proposal. The University can award a limited number of these proposals with the funds available. Thus, URI awards for individual projects must not exceed \$5,000. However, the Faculty Senate Research Committee may make budgetary adjustments if deemed necessary.

The URI [Faculty Senate Research Committee] will not fund the following:

- ☐☐travel to professional or scholarly meetings
- ☐☐foreign travel
- ☐☐faculty summer salary
- ☐☐personal computers
- ☐☐entertainment expenses (food, drink, etc.)
- ☐☐participant support/payment (stipends, surveys)

The URI [Faculty Senate Research Committee] will fund the following if clearly justified as required for success of the proposed work:

- ☐☐travel to research sites
- ☐☐proposals for equipment only
- ☐☐consultants
- ☐☐student salaries
- ☐☐research computers
- ☐☐research supplies

Funds for foreign travel are not available through URI because of state policy. Travel funds to foreign sites must be obtained through other mechanisms.

University Research Institute Grant  
Application Instructions

The application should be converted and merged into a single PDF file, following the instructions below, and using the attached forms as appropriate. The application should include:

1. Cover sheet with abstract (refer to the next page). The abstract should be prepared in non-technical language since faculty members from various disciplines will evaluate the proposal. The cover sheet must be at the top of the application materials.

2. Approximate 3 - 5-page description of the proposed project written in layman terms. The description should include the following:

- Discussion of the research topic
- Explanation of the significance of the research in relation to the existing literature
- Description of the specific work to be carried out under the grant, including a plan of work and an explanation of who will conduct the work.
- If students will participate, description of their specific duties and educational benefits
- Discussion of anticipated results and publication plans and/or plans to use acquired results for grant proposal submission.

3. If a previous URI has been awarded, a one-page summary describing the productivity achieved with previous URI funds must be included.

4. A one-page bibliography.

5. A brief (maximum 3 pages) biosketch. This should include relevant publications and experience and should list grant applications and funding for the previous five years.

6. Detailed budget (forms provided). A separate budget explanation must justify all budget items. See previous information as to what is and is not allowed. The budget should indicate additional sources of funding, e.g., purchase of equipment through university funds or research grants, if applicable.

7. Letters of support from department chairs and letters of commitment from collaborators not funded by the URI Grant in the research should be appended. A letter for non-tenure track positions highlighting research expectations to accomplish job duties is absolutely required.

8. Funding history – please fill out the attached table regarding funding history.

\*\*\*Please note that incomplete applications will not be reviewed\*\*\*

NOTE: Successful applicants are required to submit a one-page written report **to the Vice Provost at the office of Research and Sponsored Projects (ORSP)** and provide notification of all publications resulting from the grant. These publications should give due credit to the University Research Institute and to the University of Texas at El Paso. All permanent equipment (including books, microfilms, etc.) purchased through the grant are the property of the University of Texas at El Paso. A list of such equipment should be appended to the final report. The Office of Research and Sponsored Projects is the contact office for the URI program.

UTEP

Application for University Research Institute  
Award

Name:

Department:

Rank:

Date of Initial UTEP Appointment (MM/YYYY):

Highest Degree and Date Awarded:

List of Previous URI Grants Proposal submissions (include date, amount, and if awarded):

Project Title:

Abstract:

Total URI Funds Requested:

Applicant Signature:

Date:

PROPOSED BUDGET & JUSTIFICATION

A. Permanent Equipment (list):  
(Refer to Guidelines for restrictions)

_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
	Total \$ _____

B. Supplies (list):

_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
	Total \$ _____

C. Contracted Services (rental of equipment, personal services, etc.).  
(Refer to Guidelines for restrictions).

_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
	Total \$ _____

D. Travel Expenses (itemize).  
(Refer to Guidelines for restrictions).

_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
	Total \$ _____

E. Salaries and Wages (itemize)  
(Refer to Guidelines for restrictions).

_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
	Total \$ _____

F. Other Items.  
(Refer to Guidelines for restrictions).

_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
	Total \$ _____

GRANT TOTALFOR PROJECT: \$ \_\_\_\_\_

Attach separate budget justification sheet.

## OTHER RESOURCES

Will other resources supplement this budget? Give details (e.g., purchase of equipment through the departmental M&O budget, private research grant, etc.)

If this request is granted, I understand that my acceptance obligates me to:

- (a) Spend all allocated funds by the end of the budget period.
- (b) Submit a written report using the reporting format provided by the Office of Research and Sponsored Projects.
- (c) Give due credit to the University Research Institute and to The University of Texas at El Paso for any publications resulting from this grant.
- (d) Release all permanent equipment (books, microfilm, etc.) as being automatically the property of The University of Texas at El Paso. A list of such equipment is to be appended to the final report.

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Signature

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Date



Note to all applicants: The purpose of the state-funded URI award program is to provide research money for investigators who are 1) required to conduct research as part of their academic positions, and 2) who are in the initial stages of a research program. This includes early tenure-track faculty who are relatively new to UTEP and who have not had prior funding for their proposed work; this also includes more senior faculty who are attempting to begin a completely new line of research for which other forms of funding have not yet been received. To ensure fairness and equanimity in this regard, please complete the following information (add lines as needed) **regarding grants you have received.**

FUNDING HISTORY –Submitted and Awarded and Not Awarded				
Title of Grant	Granting Agency (e.g., UTEP URI, NIH, NSF, private foundation)	Dates of Award	Total Amount Awarded	Does this funded project overlap the URI proposal described in this application? (YES/NO)