TEXAS A&M UNIVERSITY
SAN ANTONIO

Project Title

Name (First/Last)
Co-Investigator(s) (if any)
Title with Discipline (i.e., Assistant Professor of Underwater Basket Weaving)
Department
Mailing address (if not A&M San Antonio)
E-mail
Campus phone extension
Other phone

By signing below, I confirm as Department Chair that I have read and hereby endorse this research.

_____ | _____
Department Chair Signature   Date

_____
Printed Name

_____ | _____
Department Chair Signature (Interdisciplinary proposals)   Date

_____
Printed Name

For Office Use Only:

Date received   _____

Proposal Number   _____

Texas A&M University-San Antonio Research Council Grants Application

DETAILED PLAN OF PROJECT
Maximum of 4 pages for this section
Please adhere to your discipline's style guide (APA 7th Ed. Style, MLA, or Chicago Style)

1) Project goals and objectives
2) Relevant background and supportive literature
3) Significance and Justification for the project
    a) How will the project result in an important and original contribution to the field?
    b) How will completion of the proposed work facilitate your future career goals?
    c) How will the proposed work lead to future funding?
4) Methods
    a) Procedures
    b) Brief methodology
    c) Detailed project timeline
    d) IRB approval or draft proposal if necessary (not included in page limit)
5) Citations (representative)

Abbreviated Curriculum Vitae
Maximum 3 pages for this section (if more than one PI, please keep the CV to 2 pages per person)

Include the following information:
1. Education. Indicate institution, degrees, and dates.
2. Employment history as it relates to the proposed project
3. List of grants or fellowships.
    o Indicate grantor, inclusive dates, and amount of each award.
    o List here those grants not mentioned in the "Internal and External Support" section.
4. List publications **most closely related to the proposed project** and other significant publications inclusive of all titles and all authors.

CURRENT AND PENDING INTERNAL AND EXTERNAL SUPPORT
You must address both 1 and 2. There is no page limit.

1) Internal Support.
   a) List all other current and pending internal funds, including start-up funds.
   b) Provide a source of support, project title, dates of project period, award amount, and extentof overlap with the proposed project.
   c) Provide information about any other funding sources available to support the proposed project.
2) External Support
   a) List all current and pending external applications and awards.
   b) For each award, provide source of support, project title, dates of project period, award amount, and extent of overlap with the proposed project.

BUDGET REQUEST AND JUSTIFICATION
Maximum 2 pages for this section

General Information

1) Each expense should be carefully justified through a budget narrative. Allowable expenses are listed in the "Budget Categories" section below.
2) If applicant and any co-applicants currently have funding for a similar project through outside agencies, a detailed explanation must be given when requesting funds for similar items from the Research Council.
3) If other sources of funding are necessary for completing the proposed research (e.g., department or divisional funds), please indicate the amount/share of those other sources in the overall cost of the research.
4) Research Council funds cannot be used for financial aid, tuition fee waivers, and student health insurance.
5) Research Council funds will not pay faculty salary for the academic year or bridge salary for non-regular faculty.
6) Each item in the requested budget should be carefully explained and fully justified. The Research Council Committee will review the budget and may recommend a reduction if the need for each requested item, or its cost, is not clearly established.

<div align="center">**Budget Categories**</div>

Personnel   Funds for other personnel must be justified as an integral and essential component of the proposed project. Generally, such support will be limited to those activities in which the faculty member either does not have the appropriate expertise or for other reasons could not reasonably be expected to perform the task. If requesting funds to hire a person outside of the University, please contact Business Services. The Research Council considers funding requests for projects that involve undergraduate and graduate student participation as research assistants. All employee hires, including students, should calculate fringe benefits. Please contact Patricia Zibluk for more information.

Equipment   The Research Council Committee will fund proposals for equipment to support specific research activities. The applicant should establish that such equipment is not reasonably available for the proposed project elsewhere and is critical to completion of the project. Please note, all equipment purchased, in part or totally, with Research Council funds, is the property of Texas A&M University-San Antonio.

Computing   The Research Council Committee will consider funding requests for computer software. Requests for computers *require special justification and must be project specific.*

Travel   The Research Council Committee will consider requests for foreign and domestic travel to the primary destination for the conduct of research, scholarly, and creative activities. Awards are typically limited to lowest round-trip airfare. Requests for lodging and meal expense reimbursement at a modest level will be considered. Applicants should consult university policy in developing budget requests for travel expenses. Funding for participation in professional meetings, invited performances, or exhibitions is **not** covered by the Research Council and cannot be requested. Please include a line item travel budget and justification.

Misc.   Consumable supplies, permission fees, copying costs, and participant fees are among the other types of support approved by the Research Council. Applicants are strongly encouraged to provide evidence that materials will be obtained at the lowest possible prices. The Research Council Committee will not support campus or local conferences, meetings or symposia. Book indexing costs are not supported. If incentives are included in your budget, please justify the need for incentives and for the level of incentive funding requested.

<div align="center">**LETTERS OF SUPPORT**</div>

Please provide brief letters of support (e.g., letters of support from collaborators, school districts, state agencies, archives, or outside institutions). These should be included as the final pages of a complete application.