



Texas A&M University-San Antonio Research Council Grants (Spring 2024)  
Max Award Up to \$10,000

***Note: There is only one call for proposals this academic year!***

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Research Council Grants are awarded to support research, scholarship, and creative achievement conducted by tenured and tenure-track faculty members, with a terminal degree, at the level of Assistant Professor and above. Research Council Grants provide funds for project expenses totaling up to \$10,000. Funds are commonly awarded to support the initiation of new projects and to serve as "seed" monies for Principal Investigators (PIs) to enhance the competitiveness of a subsequent submission of a proposal for external funding. In disciplines for which securing funds from other sources are particularly difficult, funds are provided to cover costs associated with continuing research projects.

**Eligibility**

1. Tenured and tenure-track faculty, with the discipline's highest earned terminal degree (e.g., MFA), at the level of Assistant Professor and above.
2. Emeritus faculty can apply if they are currently employees of the University and will continue to be an employee for a minimum of one year following the completion of a funded award.
3. Faculty members are limited to two Research Council grants in any three-year period.
4. Faculty members are also limited to no more than one active Research Council grant at the same time.
5. Funds will only be available while the investigator is a current employee and all material purchased through the RC funds are university property.
6. Awardees will be required to present their research at a public forum set up by the Office of Research and Graduate Studies.

**SPRING 2024**  
**Only 1 Call for Proposals this AY!!!!**

**Application Deadline**

February 12, 2024

**Award Notification Date**

March 31, 2024

## **Budget Information**

Budgets must follow the attached Budget Form with detailed explanation.

### **Allowable Costs**

Part-time personnel salary and fringe benefits (all personnel costs must be detailed and justified):

Graduate assistant(s) or part time research assistants (graduate or undergraduate)

Graduate student(s)

Undergraduate student(s)

Technician(s)

Fringe benefit rates

[Non-salaried post doc]

Project supplies and materials

Computers (must demonstrate how it is essential to the project, not otherwise available, and retained at TAMU-SA)

Equipment (all equipment must be permanently housed at TAMU-SA)

Travel essential to conduct the project or accomplish proposed objectives

Participant Support costs and/or Human Subjects payments

Other project costs, including but not limited to:

Animal care and maintenance

Payment for services conducted by a non-TAMU-SA employee (i.e. consultant, evaluator, etc.)

### **Unallowable Costs**

Any spending that occurs outside of the project period

Faculty/staff/investigator/post-doc salary and fringe benefits

Memberships/Dues

Costs in connection with faculty degree requirements

Travel to present research at professional meetings or conferences

Tuition

Publication costs, including indexing and editing services

Presentation costs, including poster printing

Meals (exceptions: allowable travel per diem, participant support stipends)

## **RESEARCH COUNCIL COMMITTEE MEMBERS**

Members of Research Council Committee are appointed by the Provost's office to review Research Council grant applications. A list of current members is available at

<http://www.tamusa.edu/graduatestudiesandresearch/sponsored-programs/research-council-grants.html>.

The University Provost awards funding based on recommendations from the Research Council Committee. Contact with current Council members regarding your application during its preparation or before or after review is *inappropriate* because of the potential for and the appearance of a conflict of interest. If you have any questions, please email [rcsubmissions23-25@tamusa.edu](mailto:rcsubmissions23-25@tamusa.edu).

## APPLICATION

### Preparation and Submission

Applicants should keep in mind that members of the Research Council Committee represent a variety of disciplines from across the campus. Therefore, applicants are strongly advised to prepare their proposals without excessive jargon and in a style that is clear to reviewers who are not experts in the specified area. Please save electronic submissions as a single pdf. Note that all Research Council applications, in a single PDF, must be emailed to:

[rcsubmissions23-25@tamusa.edu](mailto:rcsubmissions23-25@tamusa.edu)

Please see the **last page** of these guidelines for a proposal description for revise and resubmit applicants.

### Format

- All applications must use a 12-point font and be single-spaced with 1-inch margins.
- Do not exceed the allowable limits for each section (see application for more details)
- Adherence to the application guidelines ensures equity and fairness among all grant applicants. Therefore, applications submitted without sections in the correct order, and that do not meet the format and/or section page-limit requirements will be returned and not reviewed. Under such circumstances, applicants will be invited to submit their proposal for the next deadline.
- There may be co-investigators for a single proposal submission. In the proposal, please delineate how/to whom the funds will be allocated, if not in a central account. Multiple submissions of the same grant proposal (by two separate investigators) will not be reviewed.
- Multiple submissions in the same funding cycle **will not** be considered.

### Sections

The sections below comprise a Research Council application (a detailed description of each section is included the application).

- Cover page
- Detailed Project Plan
- Biographical Sketch/Abbreviated Curriculum Vitae relevant to the project (no more than 3 pages)
- Current and Pending Internal and External Support
- Budget Request and Justification
- Letters of Support as Needed
- Department Chair Signature/Approval on Application

## RESEARCH COMPLIANCE

All research must be conducted in compliance with Federal, System and University Regulations.

**If your research involves any of the following, please work with the appropriate offices to ensure protocols and necessary approvals are in place when funding notices are issued.**

- Human Subjects
  - Application information and forms may be found at the Texas A&M University-San Antonio IRB website at <http://www.tamusa.edu/graduatestudiesandresearch/irb/index.html>
  - Accounts will not be set up and funds will **not** be released until notice of Institutional Review Board approval is received.
    - You must work with [Stephanie Gonzalez](#) to provide evidence of approval
- Vertebrate Animals
  - Individuals seeking to perform this type of research must contact the [IACUC Committee](#) for approval.
    - You must work with [Stephanie Gonzalez](#) to provide evidence of approval
- Biochemical Research
  - Individuals seeking to perform this type of research must contact the [IBC Committee](#) for approval
    - You must work with [Joni Foster](#) to provide evidence of approval
- Export Control
  - If your research involves collaboration with foreign countries, sharing technology with colleagues in foreign countries, training foreign nationals, shipping equipment to a foreign country, or work with a country subjected to US sanctions please contact Rani Muthukrishnan at [Rani.Muthukrishnan@tamusa.edu](mailto:Rani.Muthukrishnan@tamusa.edu). You may visit the University Export controls website at <http://www.tamusa.edu/graduatestudiesandresearch/exportcontrols.html>.
- Conflict of Interest
  - Employees must self-disclose outside interests or business activities that represent a conflict of interest. Information is available at <http://www.tamusa.edu/businessaffairs/compliance/index.html> or may be obtained by [contacting the University Compliance Office at \(210\)784-2028](#).

## CRITERIA USED IN THE REVIEW

In the review process, the Council seeks to identify and support the worthiest applications, regardless of discipline or faculty rank. All applications are reviewed in accord with the following criteria:

### **Goals/Objectives:**

A successful proposal will clearly state the overall goal of the project (e.g., hypothesis and/or objectives) and it is well-conceived

### **Relevant Project Background**

A successful proposal will, in clear language free of jargon, describe the background for the project. This will be tied to select and supportive literature.

### **Significance and Justification of the Project**

A successful project results in an important, original contribution and adds to the field's body of knowledge and outlines how the proposed work will facilitate your future career goals.

### **Methods & Procedures:**

A successful proposal will clearly define the research design and delineate procedures appropriate to achieve the stated goals.

### **Feasibility:**

A successful proposal clearly stating a timeline that allows for the project to be completed in accordance with the guidelines must be provided. The necessary support resources are included in the proposal and any collaborative factions will be represented with letters of support.

### **Budget**

A successful proposal will clearly state available resources, both internal and external, and what special circumstances may exist (e.g., new scholar, new project, interruption of external funding). Further, existing opportunities for "leveraging" the funds to enhance (e.g., extend, expand) the proposed project and attract future external funding will be included. For project in disciplines where external support is available, the Council gives special consideration to projects that have great promise for applications to external agencies.

### **External Funding:**

A successful proposal will clearly state any external funding that will support the project, has already been sought, and any plans to seek additional funding.

### **Budget Evaluation:**

A successful proposal will have a *concise*, clearly explained budget outline and an additional narrative that explains the need for the budgeted items in the context of the project.

## ADMINISTRATION OF AWARDS

The Office of the Provost will contact all principal investigators on/near the award date. The grant account will be initiated by the administrative assistant for the department in which the PI is assigned. Please allow at least two weeks after the notification of award for the account to be established.

- Projects approved for funding are to be completed within the time frame described in the original application. Research Council awards **are not** transferable between investigators or accounts. Any unused funds will revert to the Research Council unless an extension is granted. Research Council funds **cannot** be used for reimbursement for items purchased **before** the grant account start date.
- All anticipated substantive project changes need to be described, in writing, to The Provost's office at least 5 business days prior to the intended date of the project implementation. After consultation with the Research Council, the Provost will either approve the changes or request a proposal resubmission.
- **\*Note\*** Minor budget changes do not have to be approved by the Research Council. A discussion with your department chair will be sufficient in these cases. If you have questions on what constitutes a substantive change, please confer with your department chair who will then contact the [RC Chair](#) for further discussion.
- If the project extends beyond the duration of the project period, **a formal request for an extension** must be submitted to [resubmissions23-25@tamusa.edu](mailto:resubmissions23-25@tamusa.edu) at least 30 days prior to the termination date of the project. Only a single, one-year extension will be considered. The request should include a clear rationale of why the project was not completed within the original time-frame and a detailed plan for completion of the project.

## FINAL REPORT

Within 45 days of the completion of the project, each applicant is required to submit a Final Report to the Office of the Provost. The Final Report format can be found on the [Research Council](#) website. Awardees who do not submit a final report as expected will be prohibited from reapplying for Research Council Grants for three years and may be expected to pay back funds.

## **RESUBMISSION OF RESEARCH COUNCIL GRANT APPLICATIONS**

If an application is not recommended for funding, applicants have the option of resubmitting a revised proposal under another Research Council deadline. However, there is a limit of one resubmission for a given project within a two-year period and the proposal must follow the guidelines.

- The revised proposal must also include a statement (2-page limit) with the resubmission that specifically addresses the comments of the reviewers and how the revised proposal reflects consideration of those comments.
- The applicant should include an edited Project Proposal.
- While the request for a resubmission is promising, it should be emphasized that this does not guarantee eventual approval or award.
- After an application and a revised resubmission of that application have been denied funding, any subsequent application cannot be a revision of the previously submitted proposal. For example, it is not sufficient to merely change portions of the aims or methods and re-submit the proposal.
- If a proposal has been submitted two times for Research Council review and not funded, it cannot be revised and re-submitted. The Research Council recognizes that for many PIs, multiple projects in a sustained, programmatic line of research may bear some similarities to one another. However, a new proposal must differ substantially from previously unfunded proposals. If the new proposal does overlap with a previously unfunded proposal, the PI is asked to include in the new application a discussion of the nature and extent of overlap to support the new application's substantial difference.