GUIDELINES FOR
UNIVERSITY RESEARCH INSTITUTE PROPOSALS
2010-2011

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 Texas State Legislature appropriates funds each biennium for the support of research on each campus of the University System. This appropriation is independent of and in addition to funds provided by national, state and private agencies in support of University research. However, this is intended to assist in the generation of outside funding through the support it offers to pilot projects, institutional resources and individual researchers. The president of each institution then allocates that money to individuals and offices on campus which engage in or support faculty research.

POLICIES

Recommendations for URI awards are made to the Vice Provost 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.

DEADLINES

URI proposal applications may be submitted on one of two deadline dates:

- **Deadline 1** - May 28, 2010
- **Deadline 2** – November 1, 2010

For either deadline, the proposals must be submitted in “PDF” or Microsoft Office “Word” format, via email to research@utep.edu by 5:00 p.m. of the deadline date. Please use “URI” in the subject heading.

AWARDING PERIOD

For Deadline 1, the funding period will cover a single fiscal year and the proposed budget must reflect one budgetary period. The overall budget period will be from September 1, 2010 to August 31, 2011.

For Deadline 2, the funding period will cover two fiscal years and the proposed budget must be written to reflect two budgetary periods. The overall budget period will be from January 15, 2011 to December 31, 2011; this period must be divided into a two component budget: January 15, 2011 to August 31, 2011 and September 1, 2011 to December 31, 2011. But please keep in mind that although there are two budgetary periods, the total period is still one year. In addition, two budget forms must be submitted.
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 are an expected requirement. 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 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 insure 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 can not 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 can not 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 fund 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

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

**Funds for foreign travel are not available through URI because of state policy.** However, if the research proposed requires field work in an international country for purposes of collecting research data, the Faculty Senate Research Committee can recommend funding for the project. The University will attempt to identify alternate sources of funds to finance the international travel. URI funds cannot be used to finance travel to conferences outside the US. Travel to Mexico or Canada is considered the equivalent of domestic travel when using state funds.
University Research Institute Grant
Application Instructions

Proposals must be submitted in “PDF” or Microsoft Office “Word” format, via email to research@utep.edu by 5:00 p.m. of the deadline date. Please use “URI” in the subject heading. 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) c.v. 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. Also note, that if applying for Deadline 2, two separate budgets must be submitted, one for spring/summer and a second for the fall (since the two budget periods cover two different fiscal years).

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.

NOTE: Successful applicants are required to submit a one-page written report to the office of the Vice President for Research and Sponsored Projects 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 Grant

Name:
Department:
Rank:
Date of Initial UTEP Appointment:
Highest Degree and Date Awarded:
List of Previous URI Grants (include date, amount, and if awarded):

Project Title:
Abstract:

Total URI Funds Requested:

Applicant:: Date:
## PROPOSED BUDGET & JUSTIFICATION

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

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total $___________

### B. Supplies (list):

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total $___________

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

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

    ______________________________________ $_______________
    ______________________________________
    ______________________________________
    ______________________________________
    ______________________________________
    ______________________________________

    Total $__________________

GRANT TOTAL FOR PROJECT: $_______________

New Page for “Budget Justification” here
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 due three months after end of budget period. (URI Project Form link inserted here)

(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.

_________________________________
Name

_________________________________
Date