GUIDELINES FOR
UNIVERSITY RESEARCH INSTITUTE 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). The University can fund only a limited number of these proposals with the funds available; thus prospective applicants must be aware of the purpose and policies which govern the award and limitations imposed upon such grants in order that their proposal might correctly describe their proposed research. Awards for individual projects in recent years have typically been in the $1,000-$5,000 range. Approximately $67,000 is available for the URI Program in the current year.

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, but is intended to assist in the generation of such 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 best demonstrate that the resulting project will advance human knowledge and will:

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;

4. Support the academic goals of this institution and the researcher's department;

5. Involve students in faculty research projects.
DEADLINES

The deadline for receipt of all proposals for 2005-2006 in the Office of Sponsored Projects is **October 17** at 4:50 p.m. Funds awarded to faculty must be spent by August 31 of the academic year in which the award is made. Awards will be announced on or before November 1 of each year.

FACULTY STATUS

Since such grants are intended to produce long-term benefits for the University, as well as for the individual researcher, awards will be made only to full-time faculty members filling tenured and tenure-track positions.

PRIORITIES

The Faculty Senate Research Committee gives priority to those high quality proposals submitted by new junior faculty members. Proposals should include a list of all proposals submitted for funding during the last three years, and a statement of future plans to attract outside funding. Generally, the Principal Investigator(s) who receive a URI grant must wait two years after completion of the grant before another proposal will be considered. Only one proposal from a faculty member as Principal Investigator will be considered in any funding cycle, although an individual could serve in supporting roles on several proposals.

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. Major requests will be considered more favorably if they are accompanied by a commitment of some matching funds from any source.

While student involvement is a priority, it is highly recommended that student financial support come from sources other than URI funds.

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. The researcher will submit a brief project report by April 1, of the academic year following the academic year of the award, to the Vice President for Research and Sponsored Projects.

SUITABILITY

The committee recognizes that research must be free of all restrictive political and social constraints if it is to be valid, and thus desires to make no moral or political
judgements 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.

CLARITY

It is the applicant's responsibility to present the committee with a clear and comprehensive proposal. Since the committee is composed of members representing all six colleges, the applicant must address the summary description to an audience which may not be at all knowledgeable of the applicant's field. The proposals should also contain a detailed technical statement. Normally, the representative from the applicant's college will explain and speak to the proposal. For proposals which require departmental approval or involve department support, a supporting letter from the department chair is required.

BUDGETS

The URI [Faculty Senate Research Committee] will fund only expenses clearly described and justified in the research proposal. The URI [Faculty Senate Research Committee] generally will not fund the following unless clearly justified as required for success of the proposed work:

- travel to professional or scholarly meetings
- faculty summer salary
- proposals for equipment only
- consultants
- personal computers

Although the committee welcomes proposals which involve travel to foreign countries, because of the present state policy on this issue, request of funds to cover such expenses may not be fundable through URI sources. If the committee feels that a proposal is meritorious, it will recommend funding if appropriate approval can be obtained or other sources identified. Travel to Mexico or Canada is considered the equivalent of domestic travel when using state funds.

The researcher should be careful to ensure that he/she is not requesting equipment or materials which are already available on campus. The committee is composed of faculty members and has a high level of awareness of facilities available at UTEP. Funding requests will be considered more favorably if they are accompanied by a commitment of matching funds or other support from any source.
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 and amount):

Project Title:

Abstract:

Total URI Funds Requested:

Applicant Signature: Date:
University Research Institute Grants

Application Instructions

10 copies of all materials should be submitted

1. Cover sheet

2. Approximate 3-5 page description of the proposed project. The description should be prepared in non-technical language since faculty members from various disciplines will evaluate the proposal. 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

3. A one page bibliography

4. 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.

5. Detailed budget (forms provided). A separate budget explanation must justify all budget items. The budget should indicate additional sources of funding, e.g., purchase of equipment through university funds or research grants. Funds may be requested to support students involved in the proposed research. Budget items such as computers, printers, office equipment, travel not critical to completion of project, or faculty salary need special justification given the small size of these awards.

6. Letters of support from department chairs and letters of commitment from others involved in the research may be appended. The cover sheet must be at the top of the application materials.

Successful applicants are required to submit a 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.
PROPOSED BUDGET & JUSTIFICATION

A. Permanent Equipment (list):

______________________________________  $_______________
______________________________________   _______________
______________________________________   _______________
______________________________________   _______________
______________________________________   _______________

Total $_______________

B. Supplies (list):

______________________________________  $_______________
______________________________________   _______________
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Total $_______________

C. Contracted Services (rental of equipment, personal services, etc.)

______________________________________  $_______________
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Total $_______________

Attach separate budget justification sheet.
D. Travel Expenses (itemize):

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E. Salaries and Wages (itemize): (See General Restrictions and Guidelines)

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F. Other Items (list):

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Total $__________

Grand Total for Project $__________

Attach separate budget justification sheet.
Will this budget be supplemented by other resources? 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 the allocated funds by August 31 of the academic year of the award;

(b) Submit a written report no later than April 1, of the following academic year the grant was awarded, 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.

_________________________________
Signature

_________________________________
Date