**TEXAS A&M INTERNATIONAL UNIVERSITY**

Revised 11/2023

**UNIVERSITY RESEARCH GRANT APPLICATION**

**URG 2024-2025**

**INSTRUCTIONS**

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| SYNOPSIS: This program aims to support research projects that have strong theoretical reasons, empirical support, and practical reasons to justify the development and/or evaluation of the proposed project. Preference is given to individuals collecting preliminary data for an external grant submission, as the ultimate goal of this program is for the applicant(s) to secure external funding for his or her research. This competition is restricted to tenure-track, tenured or fixed-term faculty. |
| **DUE DATE:** Applications are due **January 15, 2024 by 5:00 PM** |
| **APPLICATION SUBMISION**: Proposals must be submitted by email to grants@tamiu.edu with files attached in Microsoft Word or PDF format. Do not include the application guidelines and include any additional attachments (if applicable).**ABSOLUTELY NO PART OF THE APPLICATION WILL BE ACCEPTED AFTER 5:00 P.M. ON THE DEADLINE DATE. THIS INCLUDES ANY APPROVAL EMAILS FROM APPLICANTS’S CHAIR AND/OR DEAN (IF APPLICABLE). NO EXCEPTIONS!** |
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| **NEW THIS YEAR**: 1. Applicants may be Principal Investigator (PI) on only one active internal grant at a time – if they are a PI on an awarded Presidential Research Development Award, applicant is ineligible to submit an internal University Research Development Award, University Research Grant or University Creative Projects Grant. However, applicants may be Co-PIs on multiple awarded internal grants.
2. If project involves use of the theater, must get signature from Chair of Department of Fine and Performing Arts
3. Equipment questionnaire form has been added to the application. Equipment form is for use with single piece of equipment that costs $5,000 or more. NOT REQUIRED to be completed if getting multiple pieces of equipment that have a combined total of $5,000 or more. If questions on this form, contact grants @tamiu.edu to make appointment to discuss issue.
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| SUBMISSION CHECKLIST: |
| **[ ]**  | Title Page Form  |
| **[ ]**  | Approval Email or Letter from Department Chair and/or Dean – ONLY REQUIRED if requesting Summer Salary (Chair only) or graduate research assistant (chair AND dean) – MUST BE RECEIVED BY APPLICATION DEADLINE |
| **[ ]**  | Budget Summary Form  |
| **[ ]**  | Faculty Information Sheet (submit for PI and any TAMIU Co-PI) |
| **[ ]**  | Project Summary (1 page limit) |
| **[ ]**  | Proposal (5 page limit, double spaced) |
| **[ ]**  | References, figures, tables or appendices (does not count towards the 5 page limit) |
| **[ ]**  | Budget Justification Narrative (does not count towards the 5 page limit) |
| **[ ]**  | Biographical Sketch (4 page limit) |
| **[ ]**  | Current and Pending Support Form (submit for PI and all Co-PIs) |
| **[ ]**  | Differences from Previous Funded Internal Grant (1 page limit) |
| **[ ]**  | Progress Report Form |
| **[ ]**  | Abstracts and reviewer comments from submitted external grants in the past 2 years |
| **[ ]**  | Equipment Questionnaire (if applicable, does not count towards 5 page limit) – FULLY SIGNED FORM MUST BE RECEIVED BY APPLICATION DEADLINE |
| **If you any questions or need assistance completing this application,****please call our office (956) 326-3028, or e-mail** **grants@tamiu.edu** |

**GENERAL CONTENT AND FORMAT GUIDELINES**

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| The applicant must comply with all applicable requirements detailed below. |
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| **1. APPLICATION SUBMISION**: Proposals must be submitted by email to grants@tamiu.edu with files attached in Microsoft Word or PDF format. Do not include the application guidelines and include any additional attachments (if applicable).**ABSOLUTELY NO PART OF THE APPLICATION WILL BE ACCEPTED AFTER 5:00 P.M. ON THE DEADLINE DATE. THIS INCLUDES ANY APPROVAL EMAILS FROM APPLICANTS’S CHAIR AND/OR DEAN (IF APPLICABLE). NO EXCEPTIONS!**  |
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| 1. Upon receipt, each application will be reviewed for completeness and for responsiveness to the University Research Grant request for applications.

FAILURE TO FOLLOW THE GUIDELINES MAY RESULT IN YOUR PROPOSAL NOT BEING REVIEWED BY THE UNIVERSITY RESEARCH COUNCIL. |
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| 1. Confirmation of the complete submission of your application will be sent via email from the Office of Research and Sponsored Projects and if you do not receive an email within 24 hours of submitting your application, please contact grants@tamiu.edu to confirm that your application has been received.
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| 1. The proposal narrative must be double-spaced, Times New Roman or Arial font (size 12), and should not exceed 5 single sided pages in length. All other documents may be single spaced. The 5 page limit excludes: the Title Page Form, Budget Summary Form, Faculty Information Sheet, Biographical Sketch, Project Summary, References, any Appendices with figures, charts or tables (including timeline), Budget Justification Narrative, Current and Pending Support Form, Differences from Previously Funded Internal Grants, Progress Report Form Abstracts and Reviews from submitted external grants, and Equipment Questionnaire
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| 1. Applicants must outline the outcomes of the project and the means by which the outcomes of the proposal may be evaluated.
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| 1. Projects involving Co-PIs, should submit only one University Research Grant application.
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| 1. Proposals that complement other proposals are welcome. Examples would be proposals from individuals who are part of research groups conducting investigations on related topics. Those proposals should clearly state how they complement other submitted proposals, and justify their budgets accordingly.
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| 1. Applicants can not apply for both a University Research Grant and University Creative Projects Grant. Applicants may submit only one University Research Grant per competition. Applicants may be Principal Investigator (PI) on only one active internal grant at a time – if they are a PI on an awarded Presidential Research Development Award, applicant is ineligible to submit an internal University Research Development Award, University Research Grant or University Creative Projects Grant. However, applicants may be Co-PIs on multiple awarded internal grants.
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| 1. If an outside collaborator is involved with the grant proposal, what the outside collaborator will do should be included in the budget justification narrative sections and a Biographical Sketch and Current and Pending Support Form must be included for the collaborator. An outside collaborator is defined as “a scholar/researcher with an active research programs, meaning they have received at least 1 significant grant within the past 5 years and have at least one peer-reviewed publication within the past 2 years. Collaborator needs to have clearly useful expertise that will enhance the project.” Contact the Office of Research and Sponsored Projects at grants@tamiu.edu or 956-326-3028, if you have any questions on the eligibility of an outside collaborator.
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**GENERAL REQUIREMENTS**

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| The applicant must comply with all applicable requirements detailed below. |
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| 1. Acknowledgement that the study was supported by a Texas A&M International University Research Grant should, when possible, be included in all publications (books, bulletins, professional journals, news releases, etc.) resulting from this project. A copy of all published material resulting from this research effort should be forwarded to the Office of Research and Sponsored Projects where it will become a part of the faculty member’s project record, and may be used for the evaluation of future University Research Grant requests.
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| 1. All recipient of University Research Grants in excess of $1,000 must submit a minimum of one external research grant proposal to a federal agency or foundation within the award period (i.e., September 2024-August 2025). These submission request(s) must exceed the original University Research Grant award amount and are strongly encouraged to include funding for future students. The URG recipient must be the PI on the external research grant, NOT a Co-PI, so grant is to further YOUR research. Contact the Associate VP for Research and Sponsored Projects to discuss the matter if you are a Co-PI on a grant, but not lead co-PI, if you feel your contribution is sufficient to satisfy the grant application requirement of the URG. He will decide this on a case-by-case basis. If external grant proposal is not submitted subsequent University Creative Project Grant, University Research Grant, or University Research Developmental Award applications will not be reviewed for the following 2 years.
2. Research assistants can’t be paid via stipend. They go through normal university hiring procedures and may be hired through the summer. Recipient will be responsible for identifying a suitable student, will serve as the student’s direct supervisor for their on-campus work, be responsible for the completion of all time cards, performance evaluations and other HR requirements. If the recipient wants a 19 hr/week student in place of funds, the student is funded for only the academic year.
3. If requesting summary salary and applicant is not a U.S. citizen or permanent resident, need to get clearance from Human Resources before summer salary can be paid. This will be done by ORSP staff after funding decisions are made by University Research Council, and will be done before grant start date. Clearance does not need to be done during the application process. If any questions on this topic, contact grants@tamiu.edu
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| 1. Due to new federal regulations, TAMIU requires that principal investigators, co-principal investigators and any students involved in your research and directly funded via an intramural or extramural grant must complete Responsible Conduct of Research (RCR) training AND the necessary Institutional Review Board (IRB), Institutional Animal Care and Uses Committee (IACUC), and/or Institutional Biosafety Committee (IBC) training during the first semester of the project. RCR training is required once per academic level (undergraduate, graduate, doctoral, principal investigator) or every 4 years. Directions for accessing the online training system, Collaborative Institutional Training Initiative (CITI), can be found at: <http://www.tamiu.edu/orsp/RCR.shtml>
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| 1. If you receive NIH funding, their RCR training regulations state that on-line training is NOT sufficient by itself and that students must complete at least 8 hours of face-to-face Responsible Conduct of Research training. You can have your students do a combination of 2 hours of on-line training and 6 hours of face-to-face training. See Responsible Conduct of Research page for training resources: <http://www.tamiu.edu/orsp/RCRResources.shtml>. Grant personnel would still need to complete the necessary IRB, IACUC, and/or IBC training during the first semester of the project.
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| 1. Principal Investigators are required to document RCR training (CITI RCR completion reports) and also must submit evidence to the Office of Research and Sponsored Projects (KL326) of any face-to-face RCR training using the *RCR Documentation Form* (available at: <http://www.tamiu.edu/orsp/RCR.shtml>). The CITI RCR completion reports do not need to be submitted, as they are automatically sent to the Office of Research and Sponsored Projects.
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| 1. To receive reimbursement of expended funds, recipients must submit all receipts. To the extent possible, the receipts should correspond to the proposed expenditures listed in the budget section. To receive reimbursements, applicants should follow standard procedures of their departments or divisions. All recipients will receive an account number that will allow their department assistants to process their request in a timely manner. All funds must be expended by August 1st of the fiscal year in which the grant is awarded. If faculty members plan to use their funds after August 1st of that fiscal year, then funds MUST be encumbered, via a FAMIS requisition, by August 1st. No funds are carried over after August 31st into the next budget cycle.
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| 1. Material items purchased through University Research Grants are the property of Texas A&M International University and not the grant recipient. If the recipient leaves the University, either through resignation or retirement, s/he must return all purchased items.
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| 1. Reimbursements for foreign travel will require additional paperwork, as mandated by the State of Texas. To receive all required signatures, additional paperwork may take from two to three months from the date of submission of the request for reimbursement. Knowledge of the additional time required should enable recipients to allow themselves as much “lead time” as possible in their submission of the requests for reimbursement.
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| 1. Foreign travel will require Texas State approval at least thirty days before departure time. Failure to comply with the required Texas State directives may disqualify the use of Texas State funds for the intended foreign travel.
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| 1. Travel to Washington D.C. also requires additional paperwork, as prescribed by TAMUS guidelines. Failure to comply with these State and System regulations may result in forfeiture of grant funds.
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| 1. All grant recipients must submit the Final Report Form of expenditures and accomplishments to the Office of Research and Sponsored Projects by October 1st of the following academic year. If Final Report Form is not submitted subsequent University Creative Project Grant, University Research Grant, or University Research Developmental Award applications will not be reviewed for the following 2 years. The Final Report Form is available on the Office of Research and Sponsored Projects website: <http://www.tamiu.edu/orsp/UniversityResearchCouncil.shtml>
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| 1. If recipient finds they must make changes to their grant proposal after receiving their awards, they must contact Associate VP for Research and Sponsored Projects in writing (email is acceptable) for approval. Applicant will be notified in writing of this approval, so that the Business Office and the Office of the Provost have appropriate documentation for auditing purposes.
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| 1. If a faculty member receives external funding from a prior URG or URDA application, which contains monies for travel, supplies and/or equipment, the faculty member must either rescind their URG, or submit a new proposal which re-directs their URG monies towards a research endeavor not funded by the external grant.
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| 1. All proposed post-award changes to a URG award must be done in writing, and are subject to approval by the Associate VP for Research and Sponsored Projects.
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| 1. Purchase of computer equipment needs to be approved by OIT and must occur during a computer refresh cycle.
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| 1. Faculty members who have received three URG awards in the past 5 years or have received 1 URDA award in the past 2 years will have lower priority and will need to provide compelling evidence for a “new research direction” to be considered for funding.
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| 1. Proposals MUST qualify as “research”, contact Associate VP for Research and Sponsored Projects on this matter if uncertain your proposal falls in this category.
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**REVIEW PROCESS**

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| Applications that are complete and responsive to this request will be evaluated for scientific and technical merit. Reviews will be conducted in accordance with the review criteria stated below by the University Research Council (URC). **Preference will be given to individuals collecting preliminary data for an external grant submission.**Each application will be assigned at least two primary reviewers from the University Research Council who will complete an evaluation of the application, identifying strengths and weaknesses related to each of the review criteria. All reviewers will independently assign a score for each criterion, as well as an overall score, for each application they review. Based on the overall scores assigned by reviewers, an average overall score for each application will be calculated and a preliminary rank order of applications will be prepared before the full University Research Council convenes to complete the review of applications. A URC panel member may nominate for consideration by the full panel any proposal that he or she believes merits full panel review but would not have been included in the full panel meeting based on its preliminary rank order.  |

**REVIEW CRITERIA FOR SCIENTIFIC MERIT**

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| Reviewers will be expected to assess the following aspects of an application in order to judge the likelihood that the proposed research will have a substantial impact on the pursuit of their goal.  |
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| 1. Significance

Does the applicant present a compelling rationale for the proposed project? Are there strong theoretical reasons, empirical support, and practical reasons to justify the development and/or evaluation of the proposed project? Does the applicant make a compelling case for the potential contribution of the project to the solution of a problem? Does the applicant clearly describe the components of the project and the relations among the components?  |
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| 1. Research Plan

Does the applicant present (a) clear hypotheses or research questions; (b) clear descriptions of and strong rationales for the sample, the measures (including information on the reliability and validity of measures), data collection procedures, and research design; (c) a detailed and well-justified data analysis plan; and (d) outline of the outcomes of the project and the means by which the outcomes of the proposal may be evaluated? Does the research plan meet the requirements described in the Format and Content Guidelines and Requirements sections? Is the research plan appropriate for answering the research questions or testing the proposed hypotheses?  |
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| 1. Personnel

Does the description of the personnel make it apparent that the principal investigator and other key personnel (if applicable) possess the training and experience to successfully complete the project? If an outside collaborator is involved with this project, their exact contributions/duties should be detailed. Will researcher(s) commit sufficient time to competently implement the proposed research? [Researcher(s) must sign a written contract to this effect.] |
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| 1. Budget and Resources

Does the applicant have the facilities, equipment, supplies and other resources required to support the proposed activities? Is the budget requested reasonable and appropriate?  |
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| 1. External Funding

Does the applicant identify external funding agencies or programs which are appropriate extensions of the University Research Grant proposal? Does the applicant have a reasonable chance of receiving external funding for his/her research? |
| 1. Outside Collaborator

An external collaborator strengthens proposals, contributing their expertise by reviewing and commenting on the proposal and further collaborations will enhance the chances of external funding. This is an advantage to the university and the URG applicant, and if faced with a choice between two equivalent URG applications, preference will be given to applications that involve an external collaborator. This does NOT mean that a lower quality proposal will be funded over a better quality proposal on the basis of whether or not an external collaborator is involved. In the budget justification narrative section of the proposal, the duties of this outside collaborator should be detailed and any travel funds going to that collaborator need to be justified. Must include the Biographical Sketch and Current and Pending Support Form for the outside collaborator. |
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| 1. Funding Priorities

Among proposals of equal merit, preference is for supporting first time and second time applicants, and/or tenure-track/fixed term faculty. |

**TITLE PAGE FORM**

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| Name of Applicant: |       |
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| Department: |       |  College: |       |
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| Faculty Term: | [ ]  | Tenure-Track | [ ]  Tenured |  [ ]  Fixed-Term |
|  |
| Title of the Project: |       |
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| Potential Sources of External Funding: |       |
| *(agency and program name)* |       |
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| Total URG Amount Requested: | $      |  |
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| 19 hr/week graduate research assistant requested | [ ]  Yes  |
|  |  | [ ]  No |
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| Summer Salary Requested | [ ]  Yes  |
|  | [ ]  No |
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| By checking the box below, applicant is signing this proposal and certifying that statements made in this application are true and complete to the best of his/her knowledge:  |
| [ ]  | Applicant Name: |       | Date: |       |
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| [ ]  **Summer Salary** - **Chair Approval Email or Letter** - ONLY required if summer salary is requested. Applicant must include with their submission an email or letter from chair stating that if application is funded summer salary will be granted. Email from chair MUST BE RECEIVED BEFORE THE DEADLINE – NO EXCEPTIONS!!!!  |
| [ ]  **Theater Usage** - **Chair of Fine and Performing Arts Approval Email or Letter** - ONLY required if need to use theater. Applicant must include with their submission an email or letter from chair stating that if application is funded, theater use will be granted (dependent on scheduling). Email from chair MUST BE RECEIVED BEFORE THE DEADLINE – NO EXCEPTIONS!!!!  |
| [ ]  **19 hr/week Graduate Research Assistant** - **Chair AND Dean** **Approval Email or Letter** - ONLY required if 19 hr/week graduate research assistant is requested. Applicant must include with their submission an email or letter from chair stating that if application is funded 19 hr/week graduate research assistant will be granted. Emails from chair and dean MUST BE RECEIVED BEFORE THE DEADLINE – NO EXCEPTIONS!!!!  |
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| Department Chair’s Name: |       |  |  |
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| College Dean’s Name: |       |  |  |
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| Does this project involve an outside collaborator (see page 2 for definition)? | [ ]  Yes | [ ]  No |
|  |  |  |
| Is applicant submitting both University Research Development Award and URG proposals? | [ ]  Yes | [ ]  No |
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| Does this project involve human subjects? | [ ]  Yes | [ ]  No |
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| Does this project involve live animal subjects?  | [ ]  Yes | [ ]  No |
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| Does this project involve work that requires Biosafety review?  | [ ]  Yes | [ ]  No |
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| If yes checked for human or animal subjects, or biosafety, I have requested review by the appropriate compliance committee to insure that adequate precautions are included in the project. | [ ]  Yes | [ ]  No |
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| *NOTE: Grant awards are contingent on approval by the Institutional Review Board and/or Institutional Animal Care and Use Committee, and/or Institutional Biosafety Committee. No grant funds will be released until the protocol has been approved by the appropriate compliance committee(s), and RCR training is completed.* |

**BUDGET SUMMARY FORM**

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| Title of the Project: |       |
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| The Project *Start Date can be no earlier than September 1, 2024 and the Project End Date can be no later than August 31, 2025.* |
| Project Start Date: |       |  | Project End Date: |       |
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| **BUDGET BREAKDOWN OF ESTIMATED COSTS** |
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|  | **AMOUNT REQUESTED** |
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| 1. **Research Assistant**
 | $      |
|  | [ ]  Full Time Research Assistant\* |
|  | [ ]  Part Time Research Assistant |
|  |  |
|  | Type of duties to be performed |
|  | [ ]  Secretarial |
|  | [ ]  Laboratory |
|  | [ ]  Research |
|  | [ ]  Other |
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| *\*If 19 hr/week research assistant requested, you may not request funds for anything else. Approval email/letter from Chair and Dean required.\** |
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| 1. **Summer Salary** *(****MAXIMUM AMOUNT $5,000*** *– approval email or letter from chair required)*
 | $      |
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| 1. **Supplies** *(Itemize in Budget Justification Narrative)*
 | $      |
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| 1. **Specialized Equipment** *(Itemize in Budget Justification Narrative)*

**NOTE: If requesting a single piece of equipment costing $5,000 or more, then with application submission, must include a fully signed Equipment Questionnaire (see last page of this application)** | $      |
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| 1. **Research Travel** *(Itemize in Budget Justification Narrative)*
 | $      |
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| 1. **Other** *(Itemize in Budget Justification Narrative)*
 | $      |
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| 1. **Outside Collaborator**
 | $      |
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| **TOTAL AMOUNT REQUESTED:** | **$** |
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**FACULTY INFORMATION SHEET**

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| Complete information below and submit a separate form for the PI and all TAMIU CoPI(s). *This form is not required for outside collaborators.*  |
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| Name: |       |
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| Role in Project: | Faculty Term: |
| [ ]  Principal Investigator | [ ]  Tenure-Track |
| [ ]  Co-Investigator | [ ]  Tenured |
|  | [ ]  Fixed-Term |
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| Have you been awarded a URG or URDA in the past? |
| [ ]  Yes |
| [ ]  No |
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| If yes, in what fiscal year(s) were you awarded? |       |
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| Number of years as TAMIU faculty: |       |
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| What is the significance of your proposed research?**100 words maximum** |
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| What is the benefit to your Department and/or Profession? **100 words maximum** |
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| What will be the contribution of this research/scholarly works/creative works? i.e., How will the results of your work be shared with peers regionally, nationally, or internationally? (e.g., publication, presentation at professional conference, or other venues, etc.) **100 words maximum** |
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| **Please list the grant writing programs and seminars (on and off-campus) that you have attended in the past two years.** Attendance at these kinds of workshops is evidence of your efforts to secure external funding and will be used in the review process when making the decision for which applicants will receive funding.  |
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| In order to gain funding for your research, what are the resources that you will need in addition to the requests from this grant?  |
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**PROJECT SUMMARY**

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| Project Summary has a maximum of 1 page and should describe the project in language understood by reviewers outside your discipline. Include a statement of the research objective(s) and/or hypotheses and discuss the significance of the project to the advancement of knowledge in the field. |

**PROPOSAL NARRATIVE**

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| Proposal Narrative has a maximum of 5 pages and must provide a detailed description of your project request and contain a work plan including discussion of research methodology and an expected timeline must be included. Timeline examples and templates are available on URC website but templates do not have to be used. Also, include expected research products (e.g., scholarly meeting presentations, articles, exhibitions, etc.) including detailed plans to present results to the external scholarly community. Must include specific examples of additional external grant funding that will be sought and deadline dates for competitions (if available). Please include a references as a part of your application as an aid to the Committee’s appraisal. References are single spaced, and do not count towards the 5 page limit on the proposal narrative.  *NOTE:* *If timeline is done as a figure, it does not count towards the 5 page limit and any other figures, tables, and/or appendices do not count towards the 5 page proposal limit and must be submitted with the application as a separate file or attachment.* |

**REFERENCES**

**BUDGET JUSTIFICATION NARRATIVE**

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| Describe the following items in text format, justifying why they are included in the budget.  |
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| NOTES:* Faculty cannot request summer salary and teach during the same summer term. However, faculty can request summer salary and teach one summer session, provided they are not done concurrently. If there is a TAMIU faculty co-PI and any summer salary is requested, be sure to clearly list in the budget justification which faculty member is receiving the summer salary.
* No course release may be requested
* The URG awards for the 2024-2025 academic year may not exceed $10,000 *(subject to the availability of funds)*
* If requesting summary salary and applicant is not a U.S. citizen or permanent resident, need to get clearance from Human Resources before summer salary can be paid. This will be done by ORSP staff after funding decisions are made by University Research Council, and will be done before grant start date. Clearance does not need to be done during the application process. If any questions on this topic, contact grants@tamiu.edu.
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| 1. **Principal Investigator**

Describe duties to be performed. Where Co-Investigators or outside collaborators are involved, a similar explanation is required.  |
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| 1. **Research Assistants**

Describe the duties to be performed and all student work must be done on campus. Please indicate if you need a 19 hr/week or part-time research assistant and the University Research Council will endeavor to accommodate your preference. Recipients are responsible for identifying student and will serve as the student's direct supervisor, and as such, will be responsible for the completion of all time cards, performance evaluations and other HR requirements. The 19 hr/week research assistant is awarded for only the academic year in place of any monetary funds. **Approval emails or letters from both the Chair and Dean must be included with the application if requesting 19 hr/week graduate assistant, as the student will come from the departmental and college graduate student allocation.**If you need a part-time research assistant, in addition to describing the duties they will be performing, detail the amount the student is to be paid.  |
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| 1. **Supplies**

Justify the necessity and indicate any departmental contributions. |
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| 1. **Equipment**

Justify the necessity and indicate any departmental contribution. Detail how equipment purchased for this project will be utilized by department(s) after the grant is terminated. If project will include any equipment (single piece of equipment valued at $5000 or higher) or require space commitment, applicants need to submit an equipment form (see last page of this application).**NOTE: If requesting a single piece of equipment costing $5,000 or more, then with application submission, must include a fully signed Equipment Questionnaire (see last page of this application)** |
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| 1. **Travel**

Indicate the purpose(s) of each trip requested and the benefit(s) applicable to the project. The travel estimate should be as specific and accurate as possible. Where appropriate, travel and lodging should be based on currently approved state rates, which can be found at: <http://www.gsa.gov/portal/category/100120>. * URG should not provide funds for travel until the recipient’s regularly allotted travel funds have been exhausted
* Maximum amount of travel is $1,000 for conferences (subject to availability of funds) or other purposes. For requests for non-conference travel funds in excess of $1,000, applicant must provide strong justification for requested additional travel funds
* Document how travel is **directly** related to proposed research
* It is expected that you will use your college/dept. travel funds first
* If travel funds are being given to an outside collaborator, they must be justified
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| 1. **Summer Salary** *(****MAXIMUM AMOUNT $5,000****)*

Approval email or letter from the chair must be submitted with the application if requesting summer salary. If summer salary is requested and is essential to the project the circumstances will need to be justified as part of the proposal (e.g., to collect data at another university or laboratory, visit a library, etc.). If there is a TAMIU faculty Co-PI, be sure to include which faculty member is receiving the summer salary. Salary will be based on effort and calculated as a percentage of the PI 's monthly salary during the previous academic year (for example 15 days of effort is equal to 0.50 months of salary) up to a total of $5,000 less fringe benefits (subject to availability of funds). Faculty cannot request summer salary and also receive a School of Business Summer Research Grant. Example: Faculty member is on a 9 month contract and wants to take $5000 in summer pay from their URG.  Take home amount is calculated as follows: $5000 – 15% (employer fringe benefits) = $4250 (gross pay); $4250 – 40% (employee taxes, including 25% federal income tax on supplemental pay, and retirement) = $2550. |
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| 1. **Other**

Describe and justify any other items necessary for project.  If books and other printed materials are to be involved, show wherever such selections are duplicates of copies already a part of the University’s library collection. |
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**BIOGRAPHICAL SKETCH**

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| *Provide information below for PI, co-PI and collaborators (1 form for each)* ***Follow the instructions below for each section. Maximum of 4 pages.*** |

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| **NAME**      | **POSITION TITLE**      |
| **EDUCATION/TRAINING***Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training, if applicable* |
| **INSTITUTION AND LOCATION** | **DEGREE** | **MM/YYYY** | **FIELD OF STUDY** |
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| **A. Personal Statement***Briefly describe why your experience and qualifications make you particularly well-suited for your role (e.g., PD/PI, mentor, participating faculty) in the project that is the subject of the application. Within this section you may, if you choose, briefly describe factors such as family care responsibilities, illness, disability, and active duty military service that may have affected your scientific advancement or productivity.* |
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| **B. Professional Positions***List in chronological order previous positions, concluding with the present position.* |
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| **C. Honors and Synergistic Activities (optional)***List any honors. Include present membership on any Federal Government public advisory committee.* *A list of up to five examples of synergistic activities that demonstrate the broader impact of the individual’s professional and scholarly activities that focuses on the integration and transfer of knowledge as well as its creation. Examples could include, among others: innovations in teaching and training (e.g., development of curricular materials and pedagogical methods); contributions to the science of learning; development and/or refinement of research tools; computation methodologies, and algorithms for problem-solving; development of databases to support research and education; broadening the participation of groups underrepresented in science, mathematics, engineering and technology; and service to the scientific and engineering community outside of the individual’s immediate organization.* |
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| **D. Selected Peer-Reviewed Publications***Applicants should limit the list of selected peer-reviewed publications or manuscripts in press or in review to no more than 15. Do not include manuscripts in preparation. The individual may choose to include selected publications based on recency, importance to the field, and/or relevance to the proposed research. Put an asterisk in front of any product produced from any previous University Research Grants, University Research Development Awards, or University Creative Projects Grants.* *Put an asterisk in front of any product produced from any previous University Research Grants, University Research Development Awards, or University Creative Projects Grants.*  |
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| **E. Research Support***List both selected ongoing and completed research projects for the past three years (Federal or non-Federally-supported). Begin with the projects that are most relevant to the research proposed in the application. Briefly indicate the overall goals of the projects and responsibilities of the key person identified on the Biographical Sketch. Do not include number of person months or direct costs.* |
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| **F. Collaborators and Other Affiliations (optional)***Collaborators and Co-Editors. A list of all persons in alphabetical order (including their current organizational affiliations) who are currently, or who have been collaborators or co-authors with the individual on a project, book, article, report, abstract or paper during the 48 months preceding the submission of the proposal. Also include those individuals who are currently or have been co-editors of a journal, compendium, or conference proceedings during the 24 months preceding the submission of the proposal. If there are no collaborators or co-editors to report, this should be so indicated.* |
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**CURRENT AND PENDING SUPPORT**

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| Provide information below for PI, co-PI and any external collaborators (1 form for each). Fill out additional page(s) of this form if the individual has more than two currently funded or pending grant applications to detail all grant support currently engaged in or for which financial support is pending. In cases of multiple sources of support for any particular project, identify source and specific dollar amount of support.If applicant has nothing to report for this section, check “Not Applicable” and include the investigator’s name, so reviewers know the page is being intentionally left blank. |
|  [ ]  Not Applicable for Investigator Name: |       |

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| Investigator Name: |       |
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| Project/ Proposal Title: |       |
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| Source of Support: |       |
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| Project Location: |       |
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| Total Award Amount: | **$**      |  | Start Date: |       | End Date: |       |
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| Role in Project: |  |  | Support Type: |  |  |
|  |  [ ]  | Principal Investigator |  | [ ]  | Current |
|  |  [ ]  | Co-Investigator |  | [ ]  | Pending |
|  |  |  |  | [ ]  | Submission in Near Future |
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| Persons-Months Per Year Committed to the Project: |  |  |  |
|  |  [ ]  | Calendar |       |  |
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| Investigator Name: |       |
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| Source of Support: |       |
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| Project Location: |       |
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| Total Award Amount: | **$**      |  | Start Date: |       | End Date: |       |
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| Role in Project: |  |  | Support Type: |  |  |
|  |  [ ]  | Principal Investigator |  | [ ]  | Current |
|  |  [ ]  | Co-Investigator |  | [ ]  | Pending |
|  |  |  |  | [ ]  | Submission in Near Future |
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| Persons-Months Per Year Committed to the Project: |  |  |  |
|  |  [ ]  | Calendar |       |  |
|  |  [ ]  | Academic |       |  |
|  |  [ ]  | Summer |       |  |
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**CURRENT AND PENDING SUPPORT**

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| Provide information below for PI, co-PI and any external collaborators (1 form for each). Fill out additional page(s) of this form if the individual has more than two currently funded or pending grant applications to detail all grant support currently engaged in or for which financial support is pending. In cases of multiple sources of support for any particular project, identify source and specific dollar amount of support.If applicant has nothing to report for this section, check “Not Applicable” and include the investigator’s name, so reviewers know the page is intentionally left blank. |
|  [ ]  Not Applicable for Investigator Name: |       |

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| Investigator Name: |       |
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|  |  [ ]  | Co-Investigator |  | [ ]  | Pending |
|  |  |  |  | [ ]  | Submission in Near Future |
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| Persons-Months Per Year Committed to the Project: |  |  |  |
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| Total Award Amount: | **$**      |  | Start Date: |       | End Date: |       |
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| Role in Project: |  |  | Support Type: |  |  |
|  |  [ ]  | Principal Investigator |  | [ ]  | Current |
|  |  [ ]  | Co-Investigator |  | [ ]  | Pending |
|  |  |  |  | [ ]  | Submission in Near Future |
|  |  |  |  |  |  |
| Persons-Months Per Year Committed to the Project: |  |  |  |
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**DIFFERENCES FROM PREVIOUSLY FUNDED INTERNAL GRANTS**

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| If you have received previous funding via a University Research Grants (URG) or University Research Development Award (URDA), please explain how the proposed project differs from what has been previously funded. If applicant has nothing to report for this section, check “Not Applicable” so reviewers know the page is intentionally left blank. ***Maximum of 1 page*** |

[ ]  Not Applicable

**PROGRESS REPORT, EXTERNAL GRANT ABSTRACTS AND REVIEWER COMMENTS**

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| If applicant has nothing to report for these sections, check “Not Applicable” so reviewers know the page is intentionally left blank. |

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| 1. **PROGRESS REPORT:** If you are currently being funded via a University Research Development Award (URDA), pleasesubmit as a separate attachment with this application, the Progress Report Form detailing your activities and accomplishments. Progress Report Form is available on the Office of Research and Sponsored Projects website: <http://www.tamiu.edu/orsp/UniversityResearchCouncil.shtml>

If you have an extension on a previous UCPG, URG or URDA at the time you are submitting this application for new funding, you must submit the Progress Report Form (details above) |
|  | [ ]  Not Applicable |
|  | [ ]  Submitted as a separate attachment with this application |
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| 1. **EXTERNAL GRANT SUBMISSION ABSTRACT(S):** Please submit the abstracts from the past two year’s external grant submissions as a separate attachment with this application
 |
|  | [ ]  Not Applicable |
|  | [ ]  Submitted as a separate attachment with this application |
|  |
| 1. **EXTERNAL GRANT SUBMISSION REVIEWER COMMENTS:** Please submit the reviewer comments from the funding agencies for the past two year’s external grant submissions as a separate attachment with this application.
 |
|  | [ ]  Not Applicable |
|  | [ ]  Not Available |
|  | [ ]  Submitted as a separate attachment with this application |
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**APPLICATION UNLOCK INSTRUCTIONS**

Password protections are on this application so the checkboxes and drop-down menus will work.

If you need to turn off the protections, open the application and go to “review” tab – on the far right you will see the “restrict editing” button



Click on “restrict editing” and a sidebar window will open up and at the bottom of the sidebar window, click “stop protection”

Then a “unprotect document” window should pop-up – type 3025 and hit “ok”

Then it is just a regular word document and if you want the checkboxes etc to work again, just reverse the process described above by clicking “Yes Start Enforcing Protections”

**Questionnaire for PIs Ordering Equipment on Grant Application Budget**

**PI:**

**Funding Agency:**

**Program:**

**Due date for proposal submission:**

**Yearly cost of Service Contract (if applicable):**

1. What are the space requirements for the equipment included in the proposed budget?
2. Have you identified a space (office, lab, etc.) that will accommodate equipment and all its needs? If so, what is the location of this space?
3. Do you have your chair and dean’s permission to use space listed above?
4. In order to prepare space for installation of equipment, will movement of equipment/ furniture and/or renovation/modification of room be necessary (e.g. construction, data, electrical)? If yes, please provide details.
5. Please provide an estimate of the costs required to prepare room for installation of equipment (includes renovation, construction, electrical outlets, additional accessories for equipment, and other supplies such as software, chemicals, gases, etc).

PI Signature and Printed Name Date

Chair Signature and Printed Name Date

Dean Signature and Printed Name Date

Provost Signature and Printed Name Date

**When PI has filled out this equipment form and is sending to chair, dean, and provost for signature, also need to Cc Juan Castillo,** **jjcastillo@tamiu.edu** **and also Cc Adrian Dominguez,** **adrian.dominguez@tamiu.edu** **to give them a heads up about the equipment/space issue.**