

UNIVERSITY RESEARCH ENHANCEMENT GRANT

APPLICATION COVER PAGE

Academic Year: _____

Name of Applicant(s): _____

Department: _____

Title of Project: _____

Total Amount Requested: \$ _____

Applicant(s) Signature: _____

If this project is funded, the proposed release time for Summer from instructional duties will be granted:

Department Chair's Signature: _____

Dean's Signature: _____

College of _____

Does this project involve human subjects? Yes No

If this project involves human subjects, I have requested review by the institutional review board to insure that adequate precautions are included in the project to protect the human subjects from physical, emotional, or social risks.

Yes No

Grant awards are contingent on approval by the Institutional Review Board.

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Academic Year: _____

Title of Project: _____

Project starting date: _____ (no earlier than SEP. 1)

Project ending date: _____ (no later than AUG. 31)

BUDGET DETAIL

BREAKDOWN OF ESTIMATED COSTS

1. **Release Time From Instruction** \$ _____
(See B6)

<u>SEMESTER</u>	<u>HOURS</u>
SSI	_____
SSI	_____

2. **Research Assistants** \$ _____

• Number of research assistants _____

• Type of work to be done: (check all that apply)

Secretarial Research Laboratory

Other _____

• **Rate of Pay:** \$12.69 per hour range
(\$1,500 maximum) (see B2)

3. **Fringe Benefits** (for Instructor and Research Assistants) \$ _____

4. **Supplies** (Itemize) \$ _____

5. **Specialized Equipment** (Itemize) \$ _____

6. **Research Travel** - Research only (Itemize) \$ _____

TOTAL DOLLAR AMOUNT REQUESTED: \$ _____

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FACULTY INFORMATION SHEET

Check One: Principal Investigator Co-Investigator

1. Number of years as Texas A&M University-Corpus Christi faculty: _____

2. Have you received a University Research Enhancement Grant in the past?

No Yes: If yes, what fiscal years were you awarded? _____

3. What have been your outcomes from previous submissions/awards? _____

4. What is the significance of your proposed research? _____

5. What is the benefit to your College? _____

6. 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, or other shows, etc.) _____

7. List your publications and presentations. _____

The applicant must submit the following information using the same format provided below:

GENERAL GUIDELINES: Failure to meet these guidelines will result in your proposal being returned and not reviewed by the University Research Enhancement Committee.

1. Proposal must be submitted by electronic copy on Microsoft Word **and** one (1) hard copy of the proposal. **Both documents must be received by the deadline to be considered submitted in time. No exceptions.**
2. The proposal must be single spaced, font size 12, and should not exceed 10 pages in length (excluding the Title page, Budget page, and Faculty Info Sheet). **NUMBER THE PAGES.**
3. The proposal must be written in a format that does not identify the faculty member. Except for the Application Cover Page and your CV, do not include your name or any other information that may identify you. This includes the Budget page, Professional Summary, Layperson's Summary, and any other supplemental pages.

PART A: (separate page)

Summaries of Project Request:

1. A "**Professional Summary**" (200 word maximum) describing the project in the language of 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.
2. A "**Layperson's Summary**" (100 word maximum) describing the project in language understood by reviewers outside your discipline.
3. A **detailed description** of your project request consisting of a work plan including discussion of research methodology and expected time line. Also, include expected research products (scholarly meeting presentations, articles, exhibitions, etc.) including plans to present results to the external scholarly community as well as plans to seek additional external funding, where appropriate. Please include a bibliography as a part of your application as an aid to the Committee's appraisal.

PART B: (separate page)

Budget Detail:

1. Principal investigator (PI) – Describe duties to be performed. Where co-investigators are involved, similar explanation is required.
2. Research assistants - Describe duties to be performed. The rate of pay for graduate research assistants is currently \$12.69 per hour. Research Enhancement will allow up to a maximum of \$1,500. Exceptions to the maximum should be part of the application with clear justifications.

3. Supplies – Justify the necessity and indicate nature of departmental contributions, if any.
4. Equipment – Justify the necessity and indicate the nature of departmental contribution, if any. Indicate how equipment purchased for this project will be utilized by department(s) after the grant is terminated. 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.
5. 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, and for research only. Travel is not allowed to present on the research work/results of this project or any other projects.
6. Release time – The faculty member's release time is computed in the following manner: For Summer – 1/12 of 9-month contract salary per 3 hour course.

If release time during the Fall or Spring is essential to the project, the circumstances will need to be justified as part of the proposal (to collect data, etc when other release time resources were not available). The faculty member's release time for Fall or Spring - \$3000 per 3 hour course; (This amount for salaries is disbursed from research funds in order for your college to appoint someone to replace you during your release time period.)
7. Fringe Benefits – Must include and calculate benefits for salaries for Instructor and wages for Research Assistants. Instructor benefits will be calculated at 15.6% of salary shown on line 1 of budget page. Research Assistant benefits will be calculated at 7% of wages shown on line 2 of budget page.

PART C: (separate page)

Biographical Data:

1. Curriculum vitae of the principle investigator and any co-investigators, including the titles and description of products produced of any previous University Research Enhancement Research grants awarded.
2. In addition to the curriculum vitae of the Principal Investigator (PI) and Co-Investigators, a Faculty Information Sheet has been created in order to allow for more pertinent data to be gathered of the PI and Co-Investigator without disclosing their identity.

PART D: (separate page)

List other projects on which you are presently engaged or for which financial support is anticipated or pending. Indicate source and amount of grant in each case.

NOTES TO APPLICANTS

Electronic copy Word document should be submitted by the deadline date to laura.rosales@tamucc.edu and one (1) hard copy delivered to the Office of Graduate Studies and Research, NRC 2700, by the deadline date. **Both documents must be received by the deadline to be considered submitted in time. No exceptions.** A confirmation will be emailed back to the faculty member confirming receipt of the proposal by electronic copy and hard copy.

The research project is governed by Texas A&M University-Corpus Christi regulations as described in the Texas A&M University-Corpus Christi University Rule (15.01.01C1). A copy of this procedure is available online at:
http://www.tamucc.edu/provost/university_rules/research/1501C1.html

Acknowledgement should be included in all publications (books, bulletins, professional journals, news releases, etc.) resulting from this project that the study was supported by a Texas A&M University-Corpus Christi Research Grant. A copy of all published material resulting from this research effort should be forwarded to the Office of Graduate Studies and Research where it will become a part of the faculty member's project record.
