The Division of Research and Innovation Guide for Intramural Research Grants

This document includes general guidelines for proposals submitted to the Division of Research and Innovation internal funding competitions for research projects, equipment, and personnel.

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Submission Requirements
Submit your complete proposal on time with the required signatures. Proposals that do not comply with the guidelines or are not submitted prior to the deadline will be returned without review.

Proposals that exceed the word or page limit will have any extra text redacted before being shared with reviewers. Only include the information in your proposal that has been requested in the instructions.

Font and Layout Restrictions
These requirements apply to all sections of your proposal.
1. Use one of the following fonts:
   - Arial 9
   - Courier New, or Palatino Linotype at a font size of 10 points or larger;
   - Times New Roman at a font size of 11 points or larger; or
   - Computer Modern family of fonts at a font size of 11 points or larger.

   A font size of less than 10 points may be used for mathematical formulas or equations, figures, table or diagram captions and when using a Symbol font to insert Greek letters or special characters. PIs are cautioned, however, that the text must still be readable.
2. No more than 6 lines in a vertical inch.
3. Margins, in all directions, must be at least an inch.
4. Words used in captions, figures, tables, and other non-paragraph layouts count as part of the total word limit, if there is one for that section.

Budget Requirements

Salary and Release Time
Prior to budgeting salary or release time, check with your leadership to ensure that such requests are allowed. The restrictions below are set by Research and Innovation; however, your college may have other rules that govern your time. You must comply with college and university rules when applying for intramural funding.

State and University spending rules, regulations, and deadlines for the respective funding types must be followed. Always consult your business personnel before proceeding. Deviation from proposed budget requires approval from R&I office. Any deficits incurred will be the sole responsibility of the College.

Research and Innovation allows PIs to budget up to one course release ($2,500) during the academic year on the University Research Enhancement Grant as permitted by the PI’s college. For TCRF Program Grants, $2,500 of salary is allowed during either long semester or the summer for one PI.

Matching Funds
Funds awarded internally cannot be used to supplement or match external awards without prior approval from The Office of Sponsored Research Administration. This practice is generally discouraged. If you have permission to use intramural funds as match, please make that clear in your budget justification and provide the name of the contact at OSRA who approved this request.
Basic Funding Rules

- No funding will be released until all compliance (IRB, IACUC, Export Control, etc.) requirements are cleared
- No student travel on TCRF
- Undergraduate and graduate student travel is ok on research enhancement
- Graduate tuition is allowed on TCRF, tuition is not allowed on any other programs
- Participant incentive allowed on research enhancement; gift cards for participant incentive are allowed on TCRF grant.

Equipment Purchases

Any equipment or supplies purchased through R&I programs are the property of the university.

Reporting Requirements

Award Period Reporting

During the award period, there are times when you may need to reach out to personnel at the Division of Research and Innovation for help as you move the project forward. This section addresses some of those instances.

- Compliance issues—if you encounter compliance concerns during the project, immediately contact the office of compliance for support, research.compliance@tamucc.edu. Copy researchdevelopment@tamucc.edu on your message.
- Budget changes—as you complete your research, it is sometimes necessary to modify your budget. Slight deviations are to be expected, but when you would like to add new budget items or if the spend differs by ten percent or more from that which you proposed, please email researchdevelopment@tamucc.edu. Include a revised budget and justification. The office will review, request approvals, and file revisions with your original proposal.
- Scope, method, or approach changes—as you complete your research, it is sometimes necessary to modify your proposed intervention. Slight deviations from the proposal are to be expected, but when you encounter the need to shift your method, sample size, or approach, please contact researchdevelopment@tamucc.edu. Include a short amendment to your proposal. The office will review, request approvals, and file revisions with your original proposal.

Final Report

Final reports for all funded projects are required within one year after the funding period ends. PIs will not be eligible for future funding unless their final reports from previous awards are up to date. Annual reporting is required for three years after the funding period ends. For example, if your award ends on August 31, 2021, you will be required to submit a final report on May 1, 2022 and update that report for the next two years with any additional outcomes.

File final reports with the research office at researchdevelopment@tamucc.edu. A report template is available on our website.

Local Presentation of the Project

R&I may request that you present your work on campus or in the community.
Acknowledgement of Support
Applicants agree to acknowledge 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. "This project was supported by a [grant program name] from the Texas A&M University-Corpus Christi Division of Research and Innovation."
A copy of all published material resulting from this research effort shall be forwarded to the Division of R&I.

Evaluation
Each of our internal competitions is reviewed and scored by a committee using the procedure outlined here. We also provide the scoring rubric for your reference.

Research Enhancement Evaluation
The research enhancement program is governed by university rule 15.01.01.C0.01. Review is completed by a university committee that is chaired by the Vice President for Research and Innovation. In accordance with the university rule, the committee recommends awardees to the VPR who then makes the final determination.

A rubric like the one pictured below is used by reviewers to score proposals submitted to the research enhancement competition. The criteria used in scoring match those advertised in the call for proposals on the R&I website. While scoring is only one part of the review process, it is often used as a starting point to guide discussions in the review meeting.

![Figure 1 Rubric for Research Enhancement Competition](image)
TCRF Program Grant Evaluation

The TCRF Program Grant is reviewed by an ad hoc committee made up of those reviewers recommended by proposers and others selected by the Vice President for Research and Innovation. The committee includes reviewers who represent the disciplines or colleges from which the proposals are submitted.

A rubric like the one pictured below is used by reviewers to score proposals submitted to the TCRF program competition. The criteria used in scoring match those advertised in the call for proposals on the R&I website. While scoring is only one part of the review process, it is often used as a starting point to guide discussions in the review meeting.

![Rubric for TCRF Program Competition](image)

TCRF Post-Doctoral Support Grant Evaluation

The TCRF Post-Doctoral Support Grant is reviewed by an ad hoc committee made up of those reviewers recommended by proposers and others selected by the Vice President for Research and Innovation. The committee includes reviewers who represent the disciplines or colleges from which the proposals are submitted.

A rubric like the one pictured below is used by reviewers to score proposals submitted to the TCRF post-doc support competition. The criteria used in scoring match those advertised in the call for proposals on the R&I website. While scoring is only one part of the review process, it is often used as a starting point to guide discussions in the review meeting.
Research Equipment and Infrastructure Grant Evaluation

The TCRF Program Grant is reviewed by an ad hoc committee made up of those reviewers recommended by proposers and others selected by the Vice President for Research and Innovation. The committee includes reviewers who represent the disciplines or colleges from which the proposals are submitted.

A rubric like the one pictured below is used by reviewers to score proposals submitted to the research equipment and infrastructure competition. The criteria used in scoring match those advertised in the call for proposals on the R&I website. While scoring is only one part of the review process, it is often used as a starting point to guide discussions in the review meeting.
Program Statistics
Blank fields in the table below indicate that no proposals were submitted that met those criteria.
F/A/A/R stands for Full/Associate/Assistant/Research Scientist

Research Enhancement

<table>
<thead>
<tr>
<th>FY of Award</th>
<th>Success Rate</th>
<th>Proposals Awarded/Submitted</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>CLA</td>
</tr>
<tr>
<td>2020</td>
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<td>2019</td>
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<td>Success by College</td>
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TCRF Program Grant

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<td></td>
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<td>2020</td>
<td>50%</td>
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<tr>
<td>2019</td>
<td>42.9%</td>
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<tr>
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<td>2016</td>
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<tr>
<td>Success by College</td>
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<td>48.8%</td>
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TCRF Post-Doctoral Support Grant

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<th>FY Year of Award</th>
<th>Success Rate</th>
<th>Proposals Awarded/Submitted</th>
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</thead>
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<td>CLA</td>
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<tr>
<td>2020</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>2019</td>
<td>50%</td>
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<td>2017</td>
<td>0%</td>
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<tr>
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</tr>
<tr>
<td>Success by College</td>
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<td>27.8%</td>
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Research Equipment and Infrastructure Grant

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<th>FY Year of Award</th>
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<th>Proposals Awarded/Submitted</th>
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<tr>
<td>Success by College</td>
<td>66.67%</td>
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