This document includes general guidelines for all proposals submitted to the Division of Research and Innovation internal funding competitions.

Submission Requirements
Submit your complete proposal on time with the required signatures. Proposals that are incomplete or 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 typefaces identified below:
   - 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. Margins, in all directions, must be at least an inch.

3. Words used in captions, figures, tables, and other non-paragraph layouts count as part of the total if there is a word limit for the section you are writing.

Budget Requirements

Salary and Release Time
PIs are allowed no more than one course release on the University Research Enhancement Grant. For TCRF Program Grants, $2,500 of salary is allowed during either long semester or the summer. Check with your college business manager and your chair and dean to verify that they allow these expenses.

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.

   - No student travel on TCRF.
   - Student travel is ok on research enhancement, both undergrads and grads.
   - Graduate tuition is allowed on TCRF. Tuition is not allowed on any other programs.
   - Participant incentive allowed only on research enhancement

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

Reporting Requirements

Final Report
Awardees will be required to file a final report for the project with the research office. The research office will send the form after the funding period has ended. A copy can also be found on our website.

www.research.tamucc.edu
Local Presentation of the Project
R&I may request that you present your work on campus or in the community as part of our funding programs.

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.