Summer Grant Fellows Program

*Description.* The Division of Research and Innovation is offering a grant-writing workshop during Summer 1, 2020 (June 1- July 3). This initiative is focused on proposal development by PI-eligible researchers from across the university, without restrictions on discipline or funder, for developing an institutional research proposal (i.e., submitted through the university; eligibility includes applications for prestigious fellowships). The sessions will be co-taught by two faculty members (Dr. Chuck Etheridge from Liberal Arts and Dr. Eugene Billiot from Science and Engineering) whose track records include their own successful grant applications, mentoring others in grant-writing, and teaching grant-writing courses here at TAMU-CC.

Over a five-week period, participants will draft and revise a grant proposal, as well as read, workshop, and provide peer critiques of other fellows’ drafts. Given the time demands of this program, applicants who are selected will forego teaching in Summer I and receive a $2,000 stipend which carries the requirement that applicants complete the workshop and provide the agreed-upon deliverables. In addition, R&I will include compensation for a subsequent peer critique of the proposal in the amount of $500, prior to proposal submission (reviewer subject to R&I approval, ideally a researcher who has been funded from or served as a reviewer for the target funder), if submission is within 12 months of the end of the grants course. Currently, we anticipate sponsoring thirteen fellows, but may increase to a maximum of fifteen, depending upon funding and interest. The selection process may involve College and/or Center/Institute evaluation of applicants. In addition to R&I funding, the initiative is co-sponsored by: the College of Business, the College of Education and Human Development, the College of Liberal Arts, the College of Nursing and Health Sciences, and the College of Science and Engineering, as well as the Harte Research Institute, the Conrad Blucher Institute, and the Lone Star Unmanned Aircraft Systems Center. Each College will be able to designate two fellows, and each participating Center/Institute will be able to designate one fellow. Center/Institute fellows should have a project that falls within that unit's mission and goals.

Application link: [https://laserficheforms.tamucc.edu/Forms/SummerGrantFellowsProgram](https://laserficheforms.tamucc.edu/Forms/SummerGrantFellowsProgram)

*Info Sessions.* We will hold two information sessions with the co-instructors and R&I staff to provide a brief overview and hold a Q&A for interested researchers prior to the application deadline. These will be held in LoneStar C, in the University Center, from 12:00pm-1:00pm on both Wednesday, January 29 and repeated again on Tuesday, February 4 at the same time. In addition, prospective applicants can arrange for appointments with R&I staff and/or the faculty instructors of the course to discuss the two-page description of the project required of applicants. (Email researchdevelopment@tamucc.edu to arrange appointments for additional support.)
Submission requirements

- A CV
- Approval of the department chair/unit head and affirmation by chair/head and researcher that the applicant will forego Summer I teaching (copy of an email is permissible).
- A two-page maximum description of your proposed research project. Typically, strong project summaries include an introduction, a description of the key facts known about your topic, a description of the knowledge gap or critical need that your project will address, your central hypothesis or statement of problem/need, your rationale, your objectives, and the significance and expected outcomes of the project.
- Up to 300 words on how the proposed activities are relevant to key university priorities and goals and will increase the national and/or international visibility of TAMU-CC.
- Identification of 1-3 potential funding programs (Note: R&I personnel are available to help investigate agencies and foundations prior to the application deadline.).
- Draft budget and budget justification (1 page maximum).
- Any reports required for prior rounds of R&I funding must have been submitted.

Required Course Deliverables for Summer Grant Fellows

- Attend an orientation session prior to the start date (time/date to be determined once fellows are selected)
- Participate in peer critiques and proposal revisions
- Complete a grant narrative
- Identify funder, program and deadline, and the required materials for submission
- Notify R&I’s pre-award team in OSRA of submission deadline
- Draft appropriate supporting materials (biosketch, work plan, logic model, data management plan, etc.)
- Revise budget and justification

Resources Available to Summer Grant Fellows

- Identification of and consultation with appropriate sponsored research administrator for pre-award activities (getting proposals ready to be submitted)
- Budget guidance and consultation from R&I’s Office of Sponsored Research Administration
- College-specific tips for post-award consideration
- Additional visits or one-on-one appointments from relevant R&I personnel as needed for disciplinary/agency coverage
- Support for creation of Fastlane and grants.gov IDs as applicable
- Financial support for a peer critique in preparation for a submission ($500 budgeted per fellow)
**Review Criteria**

Applications will be evaluated by a panel. The panel may include College or other sponsors as evaluators. Evaluation and ranking of proposals will use the following criteria:

- Overall clarity of the research proposal
- Preparedness for carrying out the proposed work (applicant’s “track record”)
- Degree of responsiveness between an applicant’s research project description and the identified funding opportunities.
- Potential of proposed activities to advance TAMU-CC’s reputation and/or the university’s institutional priorities
- For applicants who have previously been awarded internal funding, consideration of the applicant's record of previous project completion (including filing final reports), adherence to timelines, and budget management
- Likelihood of the project resulting in a successful submission
- Appropriateness to the College/Center/Institute's mission and goals (applicable for applicants affiliated with a College and/or asking for consideration by a Center/Institute)

*Additional note on stipend*

For applicants who are receiving other sources of income in addition to the stipend (administrative supplements, summer salary, etc.), the total effort cannot exceed 100%.

**Deadlines and important dates (Note TBD times and/or dates will be scheduled when participants have been accepted):**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 14, 2020</td>
<td>Public announcement of the program</td>
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<tr>
<td>January 29, 2020</td>
<td>(Wednesday) Brownbag info session with instructors and R&amp;I staff, UC LoneStar C</td>
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<tr>
<td>February 4, 2020</td>
<td>(Tuesday) Brownbag info session with instructors and R&amp;I staff (repeat session, also in UC LoneStar C)</td>
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<td>February 21, 2020</td>
<td>Deadline for complete application at 5 pm, submitted to: <a href="https://laserficheforms.tamucc.edu/Forms/SummerGrantFellowsProgram">https://laserficheforms.tamucc.edu/Forms/SummerGrantFellowsProgram</a></td>
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<tr>
<td>April 3, 2020</td>
<td>Notifications of decisions</td>
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<td>April 10, 2020</td>
<td>Deadline for applicants offered a position in the Summer Grant Fellows Program to return signed program agreement.</td>
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<tr>
<td>May 2020</td>
<td>Orientation session for selected participants (date TBD)</td>
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<tr>
<td>June 1, 2020</td>
<td>Program begins, with meetings three times per week on campus, for up to two hours per meeting.</td>
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<tr>
<td>July 3, 2020</td>
<td>Program concludes.</td>
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<tr>
<td>June 30, 2021</td>
<td>Fellows with grants submitted on or prior to this date may draw on $500 to fund a peer critique of the proposal draft.</td>
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Frequently Asked Questions.

What if I am unsure which funders are appropriate for my planned activities? Email researchdevelopment@tamucc.edu to set up an appointment for a funder search.

Is there assistance if I am having trouble with my two-page draft for the application? Yes, R&I personnel and the instructors are all willing to serve as resources. Email researchdevelopment@tamucc.edu to schedule a discussion.

When do participants receive the stipend? Upon successful completion of the summer program.

Will my stipend reflect withholding or have other tax implications? Your stipend will be treated as wages and taxes will be withheld.

What if I have identified a grant I can submit as an individual and do not need to submit through the university? Eligible grant or fellowship submissions must be submitted through the university on behalf of the applicant.

I am looking at foundations for research support. Is this kind of grant application appropriate for the Summer Grant Fellows Program? Please reach out to researchdevelopment@tamucc.edu to discuss. If you have a specific foundation in mind, please include that information in the email.

My work is in the arts and I would like to work on a fellowship application. Is this kind of application appropriate for the Summer Grant Fellows Program? Many arts grants meet the requirements of the program. Please reach out to researchdevelopment@tamucc.edu to discuss.

Am I eligible if I have other sources of summer funds from the university? Applicants cannot exceed 100% effort in salaries. If you have other commitments during Summer I and are unsure about your situation in terms of effort eligibility, you must contact researchdevelopment@tamucc.edu prior to submission.

For some or all of the dates, I can only participate remotely. Should I submit an application? Due to the compressed time period, the workshopping and peer critique components, and the specific deliverables of the program, we are unable to include remote participants at this time.

I am the only person from my disciplinary area planning to participate. How will I get or give useful peer critiques to other fellows in the program? Readers of proposals from outside of the proposer’s discipline often offer the most useful feedback because they are not too close to the material. In addition, the instructors will offer guidance to help you become a better reviewer. For the paid review, we will find a reviewer from off campus if needed to review your proposal.
I have a prior commitment and will miss one week of the program. Should I apply?  
Due to the compressed time period and the role played by peer critiques in the course agenda, 
missing one week of the program would be detrimental to achieving the goals of the course and 
cannot be accommodated. It is not advisable to apply if you have pre-existing commitments 
during the time frame. However, R&I runs many research development events and workshops. 
Visit http://research.tamucc.edu/randievents.html to see the list of events.

My project focuses on autonomous systems. Can it be considered for funding for the 
LSUASC-sponsored fellow and for College funding?  
Yes, although only one fellowship stipend will be funded per individual. Stipends are limited to 
$2,000 per fellow.

How will the fellowships sponsored by Harte Research Institute and Conrad Blucher 
Institute be selected?  
Each of these TAMUCC Institutes has a distinct mission and set of goals. For proposals from 
applicants not already affiliated with the Institute, the topic and application content will be 
evaluated using the review criteria, which includes appropriateness to the sponsoring unit's 
mission and goals. It may be helpful to review the relevant Institute's website to become more 
familiar with its mission and goals.

Conrad Blucher Institute website: https://cbi.tamucc.edu/  
Harte Research Institute website: https://www.harteresearchinstitute.org/