2019 UT Pop-Up Institutes
Call for Proposals

Submission Deadline: March 19, 2018
Online Submission Portal: UT Pop-Up Institutes
Pop-up Institutes FAQ

The Office of the Vice President for Research seeks proposals for “Pop-Up Institutes” to operate on the UT Austin campus during the early summer of 2019. Pop-Up Institutes provide a research format intermediate in both scale and cost between short conferences and permanent organized research structures. The Institutes are interdisciplinary teams that work together for about one month toward a common research-related goal, in a common physical space. They produce a research product based on in-depth preparation for a larger future initiative, collaborative work to carry out a defined investigation, or an effort to bring a single or group of partially completed projects to a successful conclusion.

Deadline:
Proposals are due no later than 5 PM CDT on Monday, March 19, 2018. Proposals must be uploaded electronically by the Institute Leader or a proxy to UT’s online submission portal.

Eligibility Criteria:

- UT Austin faculty (tenured/tenure-track or non-tenure track) and permanent, senior-level staff researchers are eligible to serve as Pop-Up Institute leaders. An individual may be named as an Institute leader on only one proposal, but may contribute resources to multiple proposals.
- We encourage proposals in any area of scholarly endeavor.
- Pop-Up Institute focus areas and activities must be research-related.
- Institutes must be interdisciplinary.
- One or more tangible deliverables (e.g. a draft proposal, a technical report, a software tool, a journal article draft, a completed compendium) must result from an Institute – this is not a month-long conference.
- A core of Institute participants must work together throughout the Institute’s run in a shared physical space on campus. The VPR office will help the selected groups obtain space for this purpose. Institutes cannot be “virtual” or decentralized with members participating remotely from their usual offices, labs, etc.
- The Institute must serve some strategic purpose for one or more of the units that contribute participants.
- Participation by non-UT researchers is welcome if their membership in the Institute supports its plans. No more than 25% of the participants, however, can be from outside UT Austin.

Submission Instructions:
Upload the following items to UT’s online submission portal.

1. Proposal Cover Page
   List the institute title, a single Institute Leader and all faculty/Senior Researchers who have made a participation commitment, together with their department/unit affiliations.
2. Non-technical Abstract
This abstract must be <300 words and should communicate the significance and impact of the Institute in terms that a non-expert can understand. The abstract text does not count toward the 4-page limit for the scholarly justification statement (see Item #3, below).

3. Scholarly Justification (Main Proposal Text)
May be up to 4 pages long, single-spaced in at least 12 point font with at least 1 inch margins. The justification should address the following:

- Description of the Pop-Up Institute’s focus areas and research-related activities. In other words, what takes place during your one-month Pop-Up Institute?
- Rationale for including the disciplines involved.
- Description of the tangible deliverables (e.g. a draft proposal, a technical report, a software tool, a journal article draft, a completed compendium) that will result from the Institute.
- A work plan and schedule that outlines work to be done during the 2018-2019 academic year to prepare for the Summer 2019 Institute. To get some idea of the types of organizing activities that Pop-Up Institutes undertake during the academic year, visit existing Pop-Up Institutes’ websites at https://research.utexas.edu/vpr-initiatives/pop-up/.

4. References (optional)
Up to one additional page may be provided for references.

5. Letters of Financial Commitment:
Include the following in the proposal:
- Letters of financial commitment (include account numbers if available).
- Commitment of administrative support staff (treated as in-kind contribution. In-kind contribution does not qualify for VPR matching funds).

6. Letters of Time Commitment:
Letters of time commitment from principal participants including explicit commitments to be present for some stated amount of time must be included with the proposal. Note that the extent and firmness of these commitments will be a factor in rating proposals, as will an openness to accepting members beyond the proposing group.

The letters of commitment and references do not count toward the 4-page limit for the scholarly justification statement.

7. Budget Spreadsheet (must use Pop-Up Institute Excel template):
Use the provided Excel template to provide a categorized budget.

8. Budget Justification:
Submit a budget justification (not to exceed 2 pages, single-spaced in 12-point font) explaining the basis for the proposed costs. Letters of financial commitment (item #5, above) should confirm any expenses to be paid by the participating units/departments/colleges.
Budget Guidelines:

Allowable Costs. The total cost for a Pop-Up Institute must be split 50/50 between the participating units and the VPR Office. The maximum allowable budget is $100,000, i.e., $50,000 contributed by the VPR and $50,000 contributed by the participating units per Pop-Up Institute. All Institute costs, including space/facility rental, travel and lodging, supplies, meals, equipment rentals, etc. are allowed. No salary costs are permitted except for institute-specific graduate student stipends, and graduate stipends are permitted only in the VPR budget (participating units may not count graduate stipends toward their contributions).

Required Contingency. An amount equivalent to 10% of the total Institute cost must be reserved for contingency, to cover unanticipated costs. The contingency is to be expended only with permission by the VPR office and is deducted from the VPR share of the budget. Example: For a total institute budget of $100,000, you would provide a VPR budget of $50,000 that consists of $40,000 of categorized expenses and $10,000 (10% of $100K) labeled “contingency.”

Other In-Kind Contributions. In-kind contributions include materials, equipment or services that are given without charge to the program or organization. These items should not be included in the budget of cash revenues and cash expenditures submitted with proposals. However, in-kind contributions should be noted in the budget justification.

Roles and Responsibilities:
The Institute Leader will be responsible for the research leadership and the development of the research product of the Institute. The VPR’s office will lead the logistical and administrative aspects of the institute. The Leader will develop the Institute format together with the VPR’s office following best practices learned from past Pop-Up Institutes and other interdisciplinary research programs.

Contributed Staff Time:
In addition to providing cash support, VPR office staff will provide a share of the administrative support staff effort such as scheduling meetings, arranging catering, and advertising/promoting Pop-Up events through the VPR website and distribution lists.

Process and Timeline:

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>March 19, 2018</td>
<td>Pop-Up Institute Proposal deadline. Proposals will be peer-reviewed and ranked by a group of senior researchers.</td>
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<td>Early April 2018</td>
<td>The VPR office will invite the top-ranked proposals’ Institute Leaders to meet in person to elaborate on or answer any questions about their plans.</td>
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<td>Mid-April 2018</td>
<td>Final selection of 2019 Pop-Up Institutes will be announced</td>
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<td>October 2018</td>
<td>2019 Pop-Up Institute dates, room reservations and outside participant invitations need to be finalized.</td>
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Questions?
Contact the VP for Research Office: vp-research-sr@austin.utexas.edu.
Commonly asked questions and answers are posted on the Pop-Up Institutes FAQ page.