

2019-2020 VPR Special Research Grants for Tenured and Tenure-track Faculty **Request for Proposals**

Awards up to \$1,000

To apply, visit [InfoReady Review competition page](#) beginning October 1, 2019.

Purpose

To provide modest research support for specific projects of individual tenured and tenure-track faculty members. These grants are intended to cover unanticipated costs or special needs.

Funding

Funds for VPR Special Research Grants (SRGs) are provided by and are administered by the Office of the Vice President for Research (VPR). Funding is limited, so early applications are more likely to be funded than those submitted later. When designated SRG funds are depleted, no additional awards can be made. SRGs cannot exceed \$1,000.

Application

Submit a complete, signed application and one-page curriculum vitae via [InfoReady Review](#).

You should receive an acknowledgement of receipt within three business days of submission.

Review Criteria:

- SRG applications will be reviewed on the basis of merit to the discipline and relevance to the University's research mission.
- A SRG recipient can receive *only one* SRG per academic year and *no more than three in any five-year period*. Collaborative projects can only be funded once in the same academic year.
- An applicant cannot receive both a VPR Research and Creative Grant (RCG) and an SRG in the same academic year (i.e., September 1, 2019, through August 31, 2020). Applicants cannot receive SRGs for the same project in multiple award cycles.
- Applicant PI must be committed to, leading, and actively engaged in, the proposed project.

Ineligible Activities

- Faculty development – activities such as learning a new technique, language, methodology or completing a thesis or dissertation.
- Institutional research – studies related directly to the operation of the University that are not generalizable and have little application beyond UT.
- Public service and consulting.
- Departmental curriculum development, such as the preparation of curriculum materials, curriculum modifications, and student interest surveys. (Curriculum Development that includes empirical studies of the effectiveness of new program formats, or techniques and content that are generalizable and have application beyond UT may be considered research for this grant program.)
- Edited work. Although we allow for collaboration, the research or creative project must be the original work of the named applicant.

Budget

- Budgets must be itemized, and all items listed must total no more than \$1,000. We fund projects based on approved itemized expenditures to which the PI will be held. Any changes to the approved budget will require approval.

Allowable Costs

- Travel to research site beyond Austin area for the PI only.
- Research equipment, supplies, and materials.
- Highly specialized computer software required for the project. Note that the University retains ownership of all equipment and/or software acquired with SRG funds, which will remain the property of the researcher's department.
- Salary for research assistants, translators, transcribers, or technicians.

Unallowable Costs

- Researcher's salary or fringe benefits.
- Fellowships, scholarships, tuition, fees, or student travel.
- Books, journal subscriptions, music tapes, CDs, or DVDs.
- Any expense related to manuscript preparation or book publication including indexing, page charges, reprints, copy editing, photographs for publication, or book subventions.
- Any costs related to dissemination of the completed research.
- Computer time, hardware, software (unless very *highly* specialized), or computer peripherals.
- Travel or registration costs for professional conferences, meetings, classes, or symposia.
- Professional membership fees.
- Entertainment expenses (e.g., refreshments, etc.)
- Office supplies unless specifically required for the proposed projects.
- Any expenses not allowed in an indirect cost account.
- Expenses related to grant losses (e.g., losses as a result of to currency fluctuations)
- Expenditures before the award issue date.

Award

Disbursement of Awarded Funds

SRGs become effective upon award notification. If applicable and an award is made, required IRB (human subjects), IBC (biohazardous material), or IACUC (animal subjects) approval *must* be submitted to the VPR *prior* to disbursement of SRG funds to the recipient. The funded project cannot begin until approval is granted by the appropriate institutional agent and proof of approval has been provided to the VPR.

SRG funding ends on August 31, 2020. Carryovers and extensions are *not* possible.

Administration of Awarded Funds

- Any and all changes to the funded budget included in your proposal must be approved in advance and in writing by the VPR. Please submit requests to modify with specific dollar amounts and justification via [e-mail to VPR](#).
- SRGs are *not* cash awards. Funds are made available through an indirect cost account established by the Office of Accounting in the department's name specifically for containing VPR awards. In expending these funds, all regulations governing expenditures of State funds must be observed.
- Reimbursement for items purchased with personal funds is *not* permitted from SRG funds, except in the case of travel expenses. Travel expenses paid from SRG funds are subject to the same regulations as travel expenses paid from State-funded departmental travel accounts. Requests for Travel Authorization (VE5) require prior approval.
- Employment of research assistants, technicians, and other research support staff must be in accordance with established University regulations. Travel reimbursement is only available to the award recipient.
- Production of fiscal documents (purchase orders, requisitions, travel vouchers, personnel appointment forms, vouchers, etc.) and accounting for the grant is the responsibility of the award recipient and his/her departmental accounting contact.
- Funds remaining in an SRG account will be swept on October 1, 2020. Please have all allowable encumbrances cleared by that date.

Final Report

A completed final report is due to the [Office of the Vice President for Research](#) by Friday, November 29, 2020. *Those missing final reports will be ineligible for future VPR Special Research Grants and VPR Research and Creative Grants.*

For More Information: Contact VPRcompetitions@austin.utexas.edu.