



TEXAS

The University of Texas at Austin
Vice President for Research, Scholarship
and Creative Endeavors

2023-2024 OVPR Special Research Grants for Tenured and Tenure-track Faculty Request for Proposals

Awards up to \$2,000

To apply, submit via the [InfoReady](#).

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 OVPR Special Research Grants (SRGs) are provided by and are administered by the Office of the Vice President for Research (OVPR). There will be two funding cycles announced: one in fall 2023 and one in early 2024. 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. **Update: starting in 2024 with the second funding cycle, SRGs cannot exceed \$2,000.**

Application

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

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 an OVPR Research and Creative Grant (RCG) and an SRG in the same academic year (i.e., September 1, 2023, through August 31, 2024). Applicants cannot receive SRGs for the same project in multiple award cycles.
- The Applicant/Principal Investigator (PI) must be committed to, leading, and actively engaged in, the proposed project.
- SRG funds are not intended to supplement existing large funding mechanisms the applicant may hold.

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.
- Retroactive funding of completed work. Applications must be for future projects.

Budget

- Budgets must be itemized, and all items listed must total no more than \$2,000. We fund projects based on approved itemized expenditures to which the PI will be held. Any changes to the approved budget will require OVPR 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.
- General-purpose computer equipment or software (e.g., laptops, Microsoft Word, etc.)
- 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 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 OVPR **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 OVPR.

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 OVPR. Please submit requests to modify with specific dollar amounts and justification via [e-mail to OVPR](#).
- 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 OVPR 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 (for the PI only). 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.

Final Report

A completed final report is due to the OVPR by Monday, November 25, 2024. A follow-up report is due one year later, by November 24, 2025. Both should be submitted through InfoReady and automated reminders with submission information will be sent from InfoReady. *Missing final reports will make the awardee ineligible for future OVPR Special Research Grants and OVPR Research and Creative Grants.*

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