

# ORSP

## University Research Council **Orientation Manual** 2016-2017



## **Mission**

The University Research Council (URC) is responsible for: recommending policies and procedures to encourage research activities and to improve the research environment of the University; developing and recommending university research policies based upon state and federal laws and regulations; recommending adjudication to variances to policies and procedures; and developing guidelines for and recommending awards of university faculty research and creative grants.

## **Membership**

The URC is comprised of ten elected or appointed full members of the graduate faculty. Six of the members of the Council, one from each of the academic colleges of the University, are elected from the full members of the graduate faculty. One member is elected to represent the library. The Council members from a given college shall be elected by the faculty - both undergraduate and graduate members - of that college. Three members of the Council are appointed from the full members of the graduate faculty by the chair of the Council, subject to the principle of proportionate representation from each academic college on the basis of full and associate members of the graduate faculty in the respective colleges and subject further to the approval of the Provost/Vice President for Academic Affairs.

### Term

Both elected and appointed members of the Council serve three year terms. Upon expiration of a term, the Council member is ineligible for re-election or reappointment to the Council until a lapse of three years. A vacancy on the Council is filled either by election or appointment, whichever is applicable to the position vacated.

### Chair

A senior research faculty member serves as the URC chair as appointed by the Provost/VPAA.

### Time commitment

URC convenes approximately six times a year to advise ORSP on research-related topics and to evaluate and award faculty research and creative grants.

SFA Policies pertaining to Research & Sponsored Projects:

### **Academic Policies**

- 8.1 [Effort Reporting and Certification for Sponsored Activities](#)
- 8.5 [Facilities and Administrative \(Indirect\) Cost Recovery, Distribution and Use](#)
- 8.2 [Financial Conflicts of Interest in Sponsored Activities](#)
- 8.12 [Fixed Amount Awards](#)
- 8.3 [Grants and Contracts Administration](#)
- 8.4 [Human Research Subjects Protection](#) rev 1/26/16
- 8.6 [Institutional Animal Care and Use Committee \(IACUC\)](#)
- 8.7 [Misconduct in Federally Funded Research](#)
- 7.19 [Misconduct in Scholarly or Creative Activities](#) (non-federal/non-research)
- 8.8 [Payments to Human Research Subjects](#)
- 8.11 [Research Enhancement Program](#)
- 8.10 [Texas Comprehensive Research Fund](#) rev 1/26/16

### **Financial Affairs Policies**

- 1.3 [Contracting Authority](#)
- 3.12 [Establishing a New Departmental Account: Fund - Organization - Program \(FOP\)](#)
- 17.6 [Food Purchases](#)
- 2.7 [Fraud](#)
- 3.17 [Gifts, Loans, Endowments, and Bequests](#)
- 3.18 [Gifts, Prizes and Awards](#)
- 3.16 [Gift Reporting](#)
- 17.8 [Interagency and Interlocal Contracts](#) rev 7/26/16
- 17.22 [Purchasing Ethics and Confidentiality](#)
- 17.12 [Professional and Consultant Services](#)
- 3.26 [Receipts and Deposits](#)

### **General Regulations Policies**

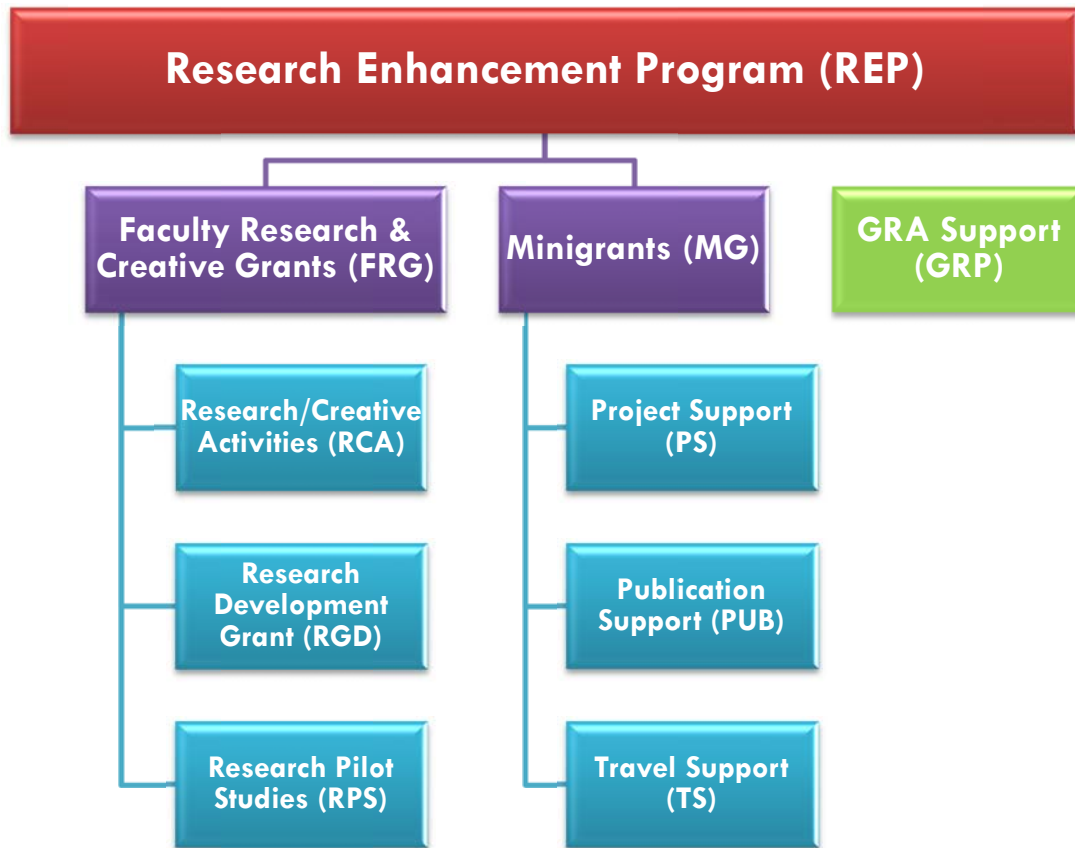
- 9.4 [Intellectual Property](#) rev 7/26/16
- 2.9 [Records Management](#)

### **Human Resources Policies**

- 12.1 [Compensation from Grants, Contracts and Other Sponsored Agreements](#)
- 2.6 [Ethics](#)
- 11.16 [Nepotism](#)
- 11.19 [Outside Employment](#)
- 12.16 [Salary Supplements, Stipends and Additional Compensation](#)

The Research Enhancement Program (REP) is intended to encourage and enhance research and creative opportunities for faculty members, serve as support for innovative research, and provide seed monies to attract external funding. Guidelines for the award of REP funds are developed by the University Research Council. The REP consists of two components: Faculty Research Grants and Minigrants.

**Structure**



## Faculty Research and Creative Grants (FRG)

FRGs are larger grants that provide support for research and creative activities and are intended to advance a faculty member's scholarly activities. FRGs are administered in accordance with the fiscal year (Sep 1 – Aug 31) and eligible faculty are encouraged to apply within the established deadlines.

Applications are reviewed and funds are awarded by the URC. The three categories of FRG funding are:

1. Research/Creative Activities (RCA); award limit of \$10,000 + salary
2. Research Grant Development (RGD); award limit of \$5,000
3. Research Pilot Studies (RPS); award limit of \$3,000

## Minigrants (MG)

MGs are designed to provide faculty with the opportunity to carry out small projects or preliminary research activities that will increase their competitiveness in acquiring a FRG and/or external funding. MGs are administered in accordance with the fiscal year (Sep 1 – Aug 31) and eligible faculty are encouraged to apply year-round. Applications are reviewed and funds are awarded by ORSP. The three categories of minigrant funding are:

1. Project Support (PS); award limit of \$1,500
2. Publication Support (PUB); award limit of \$750
3. Travel Support (TS); award limit of \$1500 per year

## Eligibility

Individuals with a full-time (tenure-track) academic appointment as professor, associate professor, assistant professor, instructor, and librarian I-IV are eligible to apply.

## Funding Priorities

Special consideration will be given to applications in the following categories. Priority consideration will not, however, overshadow the need for sound and innovative research or creative endeavor.

- Support for junior faculty and more senior faculty beginning a new line of research or inquiry;
- Applications which are directly related to the acquisition of external funding for research;
- Activities which will enhance the research or creative capabilities of the faculty member, the department, or the university.

## Unallowable Costs

Activities/items that are never eligible for REP support, regardless of worthiness, include:

- Personal computers, printers, and portable communication devices (upgrades or software will be considered if directly related to research activities; laptops or computers required for field or advanced computational work may be considered with adequate justification);
- Materials for routine use in academic courses;
- Professional or support staff salaries;
- Professional development activities, including speaker fees;
- Program development, curriculum development, or related evaluation activities;
- Non-faculty requests (students or staff), or requests from lecturers, adjunct or visiting faculty;
- University limitations on the use of the funds (e.g., non-per diem food, door prizes, gifts);
- Support for faculty dissertations or student theses and dissertations;
- Salary for research assistantships. Faculty that will require a full-time GRA in order to conduct the research activity should contact ORSP to discuss alternative funding options.

## What do we look for when funding FRGs/MGs?

The first question to ask when reviewing applications for funding is: Does the project described in the application meet the definition of research or a creative activity?

**Research activities** should include systematic investigation, testing and evaluation designed to develop or contribute to generalizable knowledge. Projects must include the following research elements: data collection, evaluation, dissemination, and publication.

✓ **Example:** Dr. Jack takes a group of students to study ground water resources within the Texas Hill Country. The group collects spring water samples, conducts chemical and isotopic testing, and evaluates potability. Dr. Jack plans to present findings at a regional meeting and publish results in a peer-reviewed journal.

*This activity is considered research. Dr. Jack's study includes all the research elements (data collection, evaluation, dissemination and publication) and the findings are of benefit to the scientific community as well as the general public.*

\* **Example:** Dr. Jill requires students in one of his courses to complete an exercise designed to increase their learning. After the activity, Dr. Jill has them complete a survey assessing what they learned. He intends to use this data to further develop the exercise for use in his future courses.

*This activity is not research. This activity is considered programmatic in nature and not eligible for FRG/MG funding. While Dr. Jill's assessment is systematic and designed for a particular purpose, the outcome of the project is only for use in her own class to improve her students' experiences and learning.*

**Creative activities** include the preparation and creation of original work, not the duplication of existing work.

✓ **Example:** Dr. Barney seeks funding to compose a series of new musical works to celebrate the cultural history, experiences, wildlife and geology of Alaska National Parks.

\* **Example:** Dr. Fred seeks funding to reproduce an existing limited edition book in an effort to reach a wider audience. This project is not eligible for FRG/MG funding because it does not create original work and instead focuses on the replication of existing work.

*"Research and Development (R&D) means all research activities, both basic and applied, and all development activities that are supported at universities, colleges, and other non-profit institutions. "Research" is defined as a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. "Development" is the systematic use of knowledge and understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes. The term research also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function [2 CFR Part 215, Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations (U.S. Office of Management and Budget, Circular A-110)]."*

### Definitions

#### Research

The systematic study directed toward fuller scientific knowledge or understanding of the subject studied. (Definition from the Texas Higher Education Coordinating Board, Research Development Fund Standards and Accounting Methods)

#### Creative Activity

The preparation and execution of original works designed to advance artistic accomplishment, principally in art, music, theater, dance, and similar areas.



Faculty Research and Creative grants (FRG) provide substantive support for research and creative activities and are awarded through annual and semester competitions.

FRGs are authorized by the university’s Research Enhancement Program and administered in accordance with the fiscal year (Sep 1 – Aug 31). Eligible faculty are encouraged to apply for the three categories of FRG funding: Research/Creative Activities (RCA), Research Grant Development (RGD), and Research Pilot Studies (RPS). Deadlines for each category can be located on the ORSP website. Applications are reviewed and funds are awarded by the University Research Council.

**Research/Creative Activities (RCA)**

RCA grants are intended for larger faculty research and creative projects that require more support and time. RCA awards are not for the development or evaluation of curricular materials or instructional support. The annual RCA competition is held during the fall semester, and funded proposals are carried out in the in the spring and summer semesters (January – August). Approximately 5-7 RCA proposals may be awarded per year. Applications are divided into two categories – (1) Research and (2) Creative Activities – and evaluated based on separate criteria. In addition to a 6-week summer salary, funding of up to \$10,000 is allowable to support travel to collect data, minor equipment, supplies and materials, hourly student assistant wages, and specific services (i.e. contract services, sample analysis, translator, etc.). RCA funds do not support GRA appointments and should not supplant other funding sources (i.e., department, state, federal).

**Award limit: \$10,000 + salary**

**Deadline: Fall**

**Allowable costs:**

- 6-week summer salary
- Travel to collect data
- Supplies and materials
- Minor equipment
- Student assistant wages
- Specific services

**Research Grant Development (RGD)**

RGD grants provide support of up to \$5,000 to assist faculty, who have the potential for obtaining significant funding from an external sponsor, to develop a fundable proposal. Faculty applying for a RGD grant must target a specific grant solicitation and should deliver a complete, submission-ready proposal by the end of the award period. Under the RGD grant, faculty may request reassigned time (one course release) where ORSP will reimburse the department for the actual cost of the faculty replacement or a summer salary payment of \$5,000 for the equivalent of one summer session at 50% effort. Faculty members are expected to work with ORSP throughout the award period to ensure the end product meets university requirements and sponsor guidelines.

**Award limit: \$5,000**

**Deadline: Fall, Spring, Summer**

**Allowable costs:**

- Summer salary payment  
OR
- Fall or spring course release where ORSP reimburses the department for actual cost of faculty replacement (adjunct)

**Research Pilot Studies (RPS)**

RPS grants provide support of up to \$3,000 to assist faculty in initiating pilot projects to generate data for a specific project for extramural funding. Successful RPS awards must be tied to a specific research objective. Approximately 5 RPS grants are awarded per competition (up to 15 a year). Allowable costs include travel to collect data, supplies and materials, minor equipment, and hourly student assistant wages.

**Award limit: \$3,000**

**Deadline: Fall, Spring, Summer**

**Allowable costs:**

- Travel to collect data
- Supplies and materials
- Minor equipment
- Student assistant wages

The purpose of minigrants are to enhance research and creative opportunities for faculty members, support innovative research, and serve as seed monies to increase competitiveness in the acquisition of external funds or otherwise contribute to a creative repertoire.

Minigrant funds are subsidized by the University's Research Enhancement Program and administered in accordance with the fiscal year (Sep 1 – Aug 31). Eligible faculty are encouraged to apply year-round for the three categories of minigrant funding: Project Support (PS), Publication Support (PUB), and Travel Support (TS). Applications are reviewed and funds are awarded by the Office of Research and Sponsored Programs.

### **Project Support (PS)**

PS grants provide support of up to \$1,500 to faculty for a specific research project, exhibit or creative activity. Allowable costs include supplies and materials, minor equipment, hourly student assistant wages, costs associated with exhibitions and performances, and specific services (i.e. contract services, sample analysis, translator, etc.). This grant is not intended to support instruction or the development or evaluation of curricular materials. Applicants are limited to one PS grant per fiscal year.

**Award limit: \$1,500**

**Allowable costs:**

- Supplies and materials
- Minor equipment
- Student assistant wages
- Exhibitions & performances
- Specific services

### **Publication Support (PUB)**

PUB grants provide support of up to \$750 per article to assist faculty with publication expenses related to research. Successful PUB grants must be tied to a specific, accepted publication and require a 50% match from the college, department, or applicant. Allowable costs include page charges and publication fees related to papers accepted by peer-reviewed (refereed) journals. Submission and review fees are not eligible for funding. Documentation of article acceptance and page charges is required. Applicants are limited to one PUB grant per fiscal year.

**Award limit: \$750**

**Allowable costs:**

- Page charges
- Publication fees

**50% match required**

### **Travel Support (TS)**

TS grants provide support of up to \$750/trip to assist faculty with travel associated with smaller research, creative, and scholarly projects and to present research findings. Funds are not intended to replace departmental professional development travel funds. Allowable costs include travel to present original research data at professional conferences (concurrent or poster sessions only), travel to exhibit or perform, travel to collect data, travel to participate in collaborative grant writing, and travel to meet with sponsor program officers regarding a specific grant funding opportunity. For requests to present research, or to exhibit or perform, documentation of acceptance is required. Applicants are limited to a maximum of \$750 each trip, but can apply more than one time for funds.

**Award limit: \$750/trip  
\$1,500/year**

**Allowable costs:**

- Travel to present research
- Travel to exhibit or perform
- Travel to collect data
- Travel to participate in collaborative grant writing
- Travel for face-to-face meeting with program officers



University Research Council  
**Graduate Research Program (GRP)**

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Graduate Research Program grants (GRP) provide a mechanism for faculty advisors to identify and submit applications on behalf of qualified graduate students.

GRPs are authorized by the university’s Research Enhancement Program and administered in accordance with the academic year (Sep 1 – May 31). To be eligible, awardees must be working toward a research-based thesis/dissertation or equivalent degree. Non-thesis graduate students are not eligible.

The URC makes recommendations for funding to the chair of the council who then obtains approval for funding from the dean of the Graduate School, and notifies the provost and vice president of academic affairs of awards.

A maximum of two awards will be made each academic year.

**Graduate Research Program (GRP)**

Awards should be used to release students from teaching responsibilities.

Graduate Research Assistantships can be up to twelve (12) months. Faculty sponsors can apply for a second 12-month assistantship for a student, but assistantships may not exceed a total of 24 months per student. For continued funding, evidence must be submitted by the faculty sponsor to the URC each semester of the award to demonstrate student progress.

**Award limit: \$12,546/12 mo.**

**Deadline: Spring for following academic year**

**Allowable costs:**

- GRA salary and benefits