UNIVERSITY of **HOUSTON** | CLASS
Research Progress Grant

Overview

The Research Progress Grant is intended to provide faculty assistance in furthering their research projects. Individuals are eligible for up to $4,000 while groups are eligible for up to $12,000 (Maximum of 3 applicants). Faculty will be awarded funds based on the academic merit of their work. Applications are reviewed by the CLASS Research Committee who then submit recommendations for funding to the Associate Dean for Research.

Eligibility

To be considered, applicants must meet the following criteria:
- Tenured faculty
- Tenure-track faculty

What the Grant Will Fund

- Travel
    - Archival searches
    - Participant interviews
- Data and information collection
- Graduate/undergraduate assistants
- Payments to experimental subjects

What the Grant Will Not Fund

- Conferences
    - Travel to conferences
    - Associated registration fees
- Faculty salaries
- Submission fees
- Publication subvention (for funding of this sort, interested applicants should refer to the Project Completion Grant)
- Transcriptions

Application Requirements

Applications shall consist of:
- Signed Cover Page (Template provided)
- Project Description- Maximum 2 pages, double spaced, 12 point font
- Project Budget and Justification (Template provided)
- Applicant(s) CV- Maximum 2 pages per applicant

PLEASE NOTE*: Incomplete applications will not be reviewed.*

Evaluation Criteria

Project Description

- ***Statement of Need***- Please explain why there is a need for your project.
- ***Project Goals***- Please explain the goals of the project.
- ***Project Objectives***- State your objectives, explaining your implementation process with a given timeline.

Budget

- ***Budget Justification***- Be sure to give a detailed budget justification on all expenses listed in the project budget.

Application Submission

Please email all application materials to CLASSGrt@uh.edu by October 26, 2018. Please write in the subject line "Research Progress Grant Application". ***Late submissions will not be accepted.***

Human Subjects Review/Animal Usage

Please be advised that all projects involving human subjects must be reviewed and approved by the Committee for the Protection of Human Subjects **before** the cost center will be established. Proof of approval is required.

All projects involving the use of animals in research must be reviewed and approved by the Institutional Animal Care and Use Committee **before** the cost center will be established. Proof of approval is required.

Reporting

All grantees must submit a Project Report by the due date listed. Failure to do so will result in disqualification from future consideration in CLASS internal funding programs. Project Report templates can be found on the CLASS website.

Schedule

October 26, 2018	**Applications Due**
January 2019	**Announcement of Awards**
August 31, 2019	**Project Reports Due**

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Cover Page

Contact Name:	Rank:	ID #:
Name:	Rank:	ID #:
Name:	Rank	ID #:
Contact Email:	Phone #:	Alt Phone#:
Department:	Amount Requested:	
Please list internal funding received within the last 5 years. List award year as well as amount awarded.		
Project Title:		

_____   _____

Faculty Member   Date

_____   _____

Department Chair   Date

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Budget

	Funds Requested	Other Funds	Total
SALARIES & WAGES (identify function)			
Faculty Salaries			
Research Assistants			
Student Wages			
Non-Student Wages			
FRINGE BENEFITS			
MAINTENANCE & OPERATION (e.g . chemicals, supplies, services, copying, postage)			
TRAVEL (may be subject to State of Texas guidelines)			
Equipment (specify items over $1,000 each)			
TOTAL PROJECT COST			

Budget Justification (Attach additional sheet if necessary. Please provide supporting documentation.)