

SMALL GRANTS PROGRAM (SGP) 2017 – 2018 Guidelines

DEADLINE:

Monday, November 6, 2017, 5:00 p.m.

SUBMISSION:

Submit One (1) Signed Original to Division of Research by emailing it to smallgrantsprogram@share.uh.edu. The announcement for this opportunity will be distributed via email to the DIVRESEARCH-L Listserv, emailed to the Deans, and posted on the Division of Research and Research Scholarship Committee and Office of Research Development websites.

FUNDING:

Up to \$5,000 per year may be requested. Be advised the review committee may award partial amounts at its discretion in order to support a greater number of faculty projects. Individuals may submit only one application for this program per year. An applicant is only eligible to have one funded SGP over a 3-year period. Exceptions to this eligibility criterion must be made in writing with a letter of support from the corresponding Dean.

PURPOSE:

The purpose of the SGP is to provide funding for unique or unusual research and scholarly projects not routinely supported by departments or colleges or not currently funded from external sources. Preference will be given to proposals from faculty who presently has limited alternative sources of funding and to proposals that have partial financial support from their department or college. SGP's may be requested for the publication of books.

ELIGIBILITY:

Any University of Houston tenured or tenure-track faculty member or Research Assistant Professor who carries a full-time faculty appointment and who has attained the terminal degree in his or her field may apply.

CRITERIA FOR AWARDS:

The following criteria must be met by all applicants:

- Request must be specific (i.e. funds for a specific research or scholarly project, not for general purposes).

- Requests for the following will **NOT** be funded:
 1. Purchase of computer hardware (e.g. monitors, keyboards, printers, various peripherals, except for peripherals with specific application for the project, such as scanners)
 2. Software, except for packages directly related to the project such as mathematical analysis toolboxes.
 3. Travel to meetings and conferences or travel to training workshops.
 4. Supplementation of other internal or external support.
 5. Faculty salary.
- Individuals may submit only one (1) SGP per year. If the SGP request is for renewal of a project previously funded, a progress report along with a justification for the renewal should be included.
- Faculty applicants should not have received start-up funds exceeding \$50,000 – or a funded SGP – during the past five years (does not include personnel costs or renovations).
- Faculty applicants who apply for Small Grants cannot apply for New Faculty Research Grants, as well.

TYPE OF SUPPORT:

SGP only supports unique research and scholarly activity, including disciplinary equivalents in the performing and creative arts. The program does not cover course preparation for faculty or students, instructional projects, or activities primarily classified as faculty development. The SGP award cannot be used as a supplement to an existing award from any source. All expenditure of funds must comply with State of Texas guidelines.

Due to limited funding in the program, the Research and Scholarship Committee established three areas of priority for funding:

1. Funding that is essential to maintain an ongoing research project initiated at the University of Houston.
2. Initial support for a project with the potential to attract external funding.
3. Travel:
 - To meet with program directors at potential sponsoring agencies. SGP will fund not more than 50% of such expenses. Proposals must indicate specific individuals or offices to be contacted, and include any other supporting documentation available.
 - To carry out specific research activities. Applicant must clearly identify the specific research activity which cannot be carried out on the UH campus and for which travel is therefore required (e.g. to access a library collection not available through interlibrary loan). Applications should reflect the real costs as described in the Allowable Costs section below.

Foreign and domestic travel will be given equal priority. All foreign travel requires prior approval by the President of the University of Houston.

Note: Expenditure documents for the SGP will not require prior approval of the Division of Research. Signature authority and compliance for the SGP award resides with the department business administrators.

REVIEW OF PROPOSALS AND EFFECTIVE DATE OF AWARDS:

Proposals will be competitively reviewed and acted upon by a subcommittee of the Research and Scholarship Committee. Each proposal is evaluated on its own merits subject to the quality of the proposed research. The proposal should be clear, concise, and explicit about the benefits of the activities to be undertaken. The proposal narrative should not exceed two double spaced pages and the type size should be no smaller than 12 pt.

Please provide clear justification for expenses. If you have had start-up funding in the last five years, please justify your need for the additional funding.

Proposals should be written to be understandable to reviewers that are from a range of disciplinary fields. Reviewers will be internal to UH and as mentioned above, may not be disciplinary experts. For instance, an application from the College of Pharmacy might be reviewed by a colleague from the College of Arts or the College of Education. Feedback will be taken from notes taken during the selection process, which will be summarized and provided to the PI.

If funded, the effective start date of the award will be February 1, 2018 and will end August 31, 2019. Grant recipients will be notified by Monday, January 15, 2018.

ALLOWABLE COSTS:

It is expected that requests will reflect the real costs of proposed research, scholarship, or travel.

- Research and Scholarship. Costs should reflect the actual anticipated expenses and should be justified.
- Travel. Check with departmental business manager for current per diem rates.

UNIVERSITY of **HOUSTON** | RESEARCH

- Subvention costs associated with publishing a book. A copy of the following documents should be submitted: (1) contract from a publisher showing firm commitment and costs of publication, (2) short summary of the proposed manuscript, and (3) copies of editorial reviews from at least two reviewers, if available.

The applicant should be able to provide sufficient proof that the publisher has a scholarly reputation and is not a vanity press.

HUMAN SUBJECT REVIEW/ANIMAL USAGE:

All projects involving human subjects must be reviewed and approved by the Committee for the Protection of Human Subjects (CPHS) before an award can be established. Awardees must obtain CPHS review and approval of their project within 90 days of notification of an award. If approval is not granted, the award will be withdrawn.

All projects involving the use of animals in research must be reviewed and approved by the Institutional Animal Care and Use Committee (IACUC) before an award can be established. Awardees must obtain (IACUC) review and approval of their project within 90 days of notification of an award. If approval is not granted, the award will be withdrawn.

REPORTING AND ACKNOWLEDGEMENT:

A brief report must be submitted at the completion of the project or no later than October 30 following the year of funding. This report should be submitted to the Division of Research via the DOR online submission portal. In addition, the grantee is expected to acknowledge support of the University's Small Grants Program on all publications resulting from the award and provide one copy of the publication to the Division of Research.

INTELLECTUAL PROPERTY:

In accordance with University policy, faculty members and the University share in net income generated from intellectual property.

ASSISTANCE:

Any questions about this program should be referred to [Dr. Mary Ann Ottinger](#) (DOR) and [Jeanette Morales](#) (Faculty Senate Office).