UNIVERSITY of HOUSTON | RESEARCH

NEW FACULTY RESEARCH PROGRAM
2019-2020 GUIDELINES

Proposal Submission Deadline
Monday, November 11, 2019, before 5:00 p.m.
Combine all files of the completed proposal into a single PDF, name the file LAST_FIRST_2020 where the LAST is your last name and the FIRST is your first name, and attach the PDF to the online cover page and submit it to the Division of Research.
PROPOSALS SUBMITTED LATE WILL NOT BE CONSIDERED.

Description
The New Faculty Research Program aids faculty who wish to initiate research for the first time and who have not had previous support, exclusive of that as a student or a postdoctoral fellow.

Grants up to $6,000 will be awarded to individual faculty members, as part of the University of Houston efforts to support research and scholarly activity that constitute an integral part of the University's instructional program.

These awards are specifically targeted for scholarly activity in the humanities, arts, social sciences, and education. Pilot projects from any area, including engineering, natural sciences, and mathematics, will be considered if they meet the criteria for submission. Grants will be awarded strictly on merit and DOR review.

Eligibility
All applicants must meet the following criteria:
- Academic rank of instructor or research assistant professor employed full-time or assistant professor in a permanent, tenure-track position on the University of Houston campus prior to the effective date of the New Faculty Research Program award.
- Terminal degree at the time the grant period is scheduled to begin or the filing of letter by the candidate's dean with the University of Houston' Research and Scholarship Committee stating that all requirements for the degree have been met by April 15.
- No more than three years' service after the receipt of the terminal degree.
  - In a tenure track position at the time the grant period is scheduled to begin; and/or
  - In a role in which research and publication activities are normally expected at the time the grant period is schedule to begin.
    Note: Postdoctoral studies are not to be included in calculating the years of service. For example, an applicant receiving their terminal degree in 2014, followed by 4 years of postdoctoral studies, must start their period of eligibility after the postdoctoral training was completed in 2018. Thus, the period of eligibility would be from 2018 – 2021.

- An application containing more than one principal investigator will NOT be accepted. Co-PIs are not allowed.
- Proposers must note the following:
  - Applicants must not have start-up funds exceeding $50,000 (does not include renovations or personnel costs).
  - The recipient is required to continue on the University faculty the following year and be at University of Houston. The DOR must approve exceptions.
  - Applicants may submit only one proposal during each program announcement.
  - Previous awardees are not eligible to apply to the New Faculty Research Program.
  - If faculty member receives a New Faculty Research grant and, subsequently is notified that outside funding has been awarded for a project to be carried out during the summer of his or her grant, the faculty member must relinquish the New Faculty Research award.
  - Those who apply for a New Faculty grant cannot also apply for Small Grants Program.

Type of Support
Funding not to exceed $6,000 may be requested and may include up to two months of summer salary plus research-related expenses. All research expenses must be justified.

Support for institutional development activities will not be given.

Please provide clear justification for expenses. If you have had start-up funding in the last three years, please justify your need for the additional funding. Do not apply if your startup package exceeds $50,000 exclusive of personnel and renovations.

All expenditure of funds must comply with State of Texas guidelines.

Formatting Requirements
All documents must be prepared on the US Letter size paper (8.5"x11") with 1-inch margins on all sides, Arial font size 11 pt. The proposal narrative must have exactly 1.5 line spacing; all other documents may be single-spaced. An Arial font size of no less than 8 pt. may be used for the captions to graphics and tables and may be single-spaced. The text in the captions must be legible.

Proposal Documents
Cover Page
The cover page will be generated by entering required data into the online portal. Emails to you, your department chair (or equivalent), your associate dean for research, and your dean will be sent after you submit the proposal in lieu of the previously required signature.
 NOTE: *The proposal must be submitted as a (1) single PDF and include title listed below.*

Abstract/Summary
A 200 word single-spaced abstract must be submitted with the proposal.

Proposal Narrative (Up to 6 pages, includes graphics, tables, equations, and formulas)

    a. The proposal narrative must not exceed six pages with exactly 1.5 line spacing, and the font size of Arial must be 11 pt. with 1-inch margins. The following sections must include:

        (1) Objectives

        (2) Significance and Impact

        (3) Applicant Expertise

        (4) Approach

        (5) Expected Outcomes

        (6) Feasibility: Provide a timeline of activities

    b. References Cited are in addition to the 6-page Proposal Narrative and must be single-spaced.

Biosketch(es) (2 pages)

Provide a two-page biosketch. NSF style is preferred, but not required. The NIH narrative style is not appropriate.

Current & Pending Support

Provide a list of current & pending support. Identify the activities closely related to the proposed acquisition.

Budget (1 page)

The budget must be constructed and presented using the standard UH budget template http://www.uh.edu/research/resources/dor-forms/proposal-processing-forms/. Please work with your affiliated pre-award personnel to generate the budget.

Budget Justification and Fiscal Accountability (1 page)

Each budget must justify all aspects of the requested budget, including faculty salaries. Faculty salaries must be specified as academic or summer months.

Commitments

This program allows cost sharing or matching from non-DOR sources. Any financial or tangible commitments must be formally documented. Written commitments signed by the sponsoring unit authorities (i.e., Dean, Center Director, and/or Department Chair) must be submitted when cost sharing or matching is proposed. Do not propose activities that exceed the budget limits without specification of additional sources of support for the entire project.

Review Process

All applications will initially be checked against the eligibility criteria outlined above. If eligibility is not met, applications will be returned without additional review alongside an appropriate explanation by Division of Research staff. After the initial screening, applications will be submitted to the Research and Scholarship Committee (RSC) of the Faculty Senate to be evaluated. Each accepted proposal will be competitively reviewed and acted upon by a subcommittee of the RSC that may include non-RSC members from the campus. The RSC will

make recommendations to the VC/VP for Research, who will be responsible for awarding the grant. The Division of Research reserves the right to review and change budgets and ask for clarifications from potential awardees. Reviewers will be internal to UH and 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. Avoid the use of jargon and make sure that the proposal can be understood by reviewers from different disciplines.

The following criteria and scoring will be used to review and rank each proposal.

Criteria	Please allocate points based on the table below.			Points
QUALITY	POOR 0 points	ACCEPTABLE 1 point	EXCELLENT 2 points	
Objectives	The objectives are not stated or not fully aligned with the need for the project.	The objectives are not specific or not fully aligned with the need for the project.	The objectives are clearly stated and are aligned with the need for the project.	2
Significance and impact	The significance and impact of the project are minor.	The significance and impact of the project might be high, but are not clearly articulated or blur with another project.	The significance and impact of the project are high and clearly articulated.	2
Preliminary results and expertise	The proposal lacks the appropriate rationale or expertise needed to accomplish the project.	The proposal does not adequately demonstrate the appropriate rationale or expertise needed to accomplish the project.	The proposal presents a convincing rationale for the project and demonstrates that the appropriate expertise is available to accomplish the objectives.	2
Approach	As described, the approach is not feasible or will not accomplish the objectives as stated.	The approach might be reasonable but is not clearly articulated, or the approach is overambitious for this program.	The approach describes a logical plan to achieve the objectives and is clearly written.	2

Expected outcomes and feasibility	The expected outcomes are not feasible in the 18-month period and are not addressing the impact of the project.	The expected outcomes are not entirely feasible in the 18-month period or do not entirely align with the impact of the project.	The expected outcomes are feasible in the 18-month period and are in line with the impact of the project.	2
TOTAL (maximum 10 points)				**10**

Congruency Review

Congruency review by the Office of Research Integrity is required for all research submitted to this program. *The review must be conducted within three months of the award announcement or the funds will be forfeited.* Congruency review includes human subjects, animal usage, biological materials (rDNA, human samples, microorganisms, etc.), and radiation (radioactive materials, lasers, and x-rays).

All projects involving human subjects must be reviewed and approved by the Institutional Review Board (IRB) before the grant cost center will be established.

All projects involving the use of animals in research must be reviewed and approved by the Institutional Animal Care and Use Committee (IACUC) before the grant cost center will be established.

All projects involving biological materials must be reviewed and approved by the Biological Safety Manager and the Institutional Biosafety Committee (IBC) before the grant cost center will be established.

All projects involving radiation must be reviewed and approved by the Radiation Safety Officer (RSO) & Laser Safety Officer (LSO) and authorized by the Radiation Safety Committee (RSC) before the grant cost center will be established.

Intellectual Property

In accordance with University policy, faculty members and the University share in net income generated from intellectual property. For additional information, refer to the Faculty Handbook or contact the Office of Technology Transfer and Innovation at 713-743-9155.

Funding Announcement

Notification of an award will depend on when the Research and Scholarship Committee completes their review. It is expected that applicants will be notified by email mid-January on the outcome of their award. Please do not call regarding the completion of the review. These timelines are not firm.

The grant period is effective for 18 months starting February 1, 2020 to July 31, 2021 depending on the research congruency review.

Extensions and Budget Modifications

No extensions will be granted except for circumstances that would also lead to extension of the tenure clock, such as illness or parenting responsibilities. Applications will be evaluated for feasibility over the 18-month period. Budget modifications do not have to be approved by the Division of Research, but the departmental administration must follow the grant guidelines.

Reporting and Acknowledgement

Each grantee must submit a report online not more than 90 days after completion of the grant describing the outcome of the project (an online link will be created prior to the due date on the internal awards page of this award). It is the responsibility of each award recipient to furnish information to the Division of Research concerning external applications that are submitted or awards received because of Small Grants Program. Such information should include the date of submission, the title of the project, inclusive dates, agency, total amount requested, and the status of each application.

Notice must be given of publications, presentations, exhibitions, or performances resulting from the award. The grantee must acknowledge the programs support in all publications resulting from the award and provide one copy of the publication to the Division of Research.

Assistance

Any questions about this program should be referred to Dr. Jack M. Fletcher, jackfletcher@uh.edu. Please do not call or email regarding the results because announcements depend on the RSC review process