

# UNIVERSITY of HOUSTON | RESEARCH

## New Faculty Research Program 2020-2021 Guidelines

### Proposal Submission Deadline

Monday, November 9, 2020, before 5:00 p.m.

- Combine all files of the completed proposal into a single PDF, name the file LAST\_FIRST\_2021 where the LAST is your last name and the FIRST is your first name, and attach the PDF to the online cover page. Submit 1 (one) pdf using the online link on the DOR webpage: <https://uh.edu/research/funding-opportunities/internal-awards/new-faculty/>

### **LATE PROPOSALS WILL NOT BE CONSIDERED**

### Overview

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/clinical 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.

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.

The following areas have been established for review:

- Applied Science/Engineering/Technology
- Arts/Humanities
- Biological Sciences/Biomedical Sciences/Bioengineering
- Computational Science/High Performance Computing
- Materials Science
- Medicine
- Health Disparities
- Physical Sciences/Mathematics
- Social and Behavioral Research
- Business
- Law
- Education
- Pharmacy
- Optometry
- For all other categories, please specify on the cover page of the application form.

### **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. should be used for the captions to graphics and tables and may be single-spaced. The text in the captions must be legible. Applications that fail to follow the formatting requirements will not be reviewed.

### **Proposal Preparation and Submission**

The application must be prepared using the guidelines below and submitted by the PI or the PI's affiliated pre-award research administrator. Combine all files of the completed proposal into a single PDF, name the file LAST\_FIRST\_2021 where the LAST is your last name and the FIRST is your first name, and attach the PDF to the online cover page. Submit 1 (one) pdf using the online link on the DoR webpage: <https://uh.edu/research/funding-opportunities/internal-awards/new-faculty/>

No prior approval from Chairs and Deans is required unless the application requires a commitment of space or other resources, in which case a letter of commitment should be included. Emails to you, your department chair (or equivalent), and your associate dean for research will be sent after you submit the proposal in lieu of the previously required signatures.

### **Organize the proposal using the following sections with these headings:**

#### 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 should be no smaller than 11 pt. with 1-inch margins. The following sections must be included:
  - (1) Objectives and Specific Aims
  - (2) Significance and Impact
  - (3) Preliminary Results and Applicant Expertise
  - (4) Approach (How you will go about producing the project; if this is a research proposal this section would involve the methods)
  - (5) Expected Outcomes and Products
  - (6) Feasibility: Provide a timeline of all activities
- b. References Cited are in addition to the 6-page Proposal Narrative and must be single-spaced.
- c. Only proposals that meet the formatting requirements will be reviewed.

#### Biosketch(es) (2 pages per investigator)

Provide a two-page biosketch for each PI and Co-PI. NSF/NEH style is preferred, but not required. The narrative format of an NIH Biosketch is not acceptable.

Your résumé should provide the following:

- Current and Past Positions.
- Education: List degrees and dates awarded.
- Awards and Honors: Include dates.
- Other Relevant Professional Activities and Accomplishments.
- Publications: Include full citations for selected publications and presentations.

*Current and Pending Support, including overlap with current funding, pending proposals, and start-up funding.*

- Provide a list of current and pending support for each PI and co-PI. Include a clear description of overlap of the proposed research with research on current awards or pending proposals.
- If the proposal is related to a project supported by start-up funding, indicate the overlap.
- Proposals seeking to conduct research to improve a prior submitted external proposal that has received high but not-funded ranking must provide the external proposal reviews and describe the specific steps that will be taken to address the deficiencies stated in the reviews.

*Budget*

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. This person must sign the budget template indicating that they prepared and approved the budget. **The project period is 18 months, but prepare a single-year budget.**

*Budget Justification and Fiscal Accountability*

Each budget must justify all aspects of the requested budget, including faculty salary. The justification must address each item for which funding is requested and explain why it is needed. 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. Startup funds are not eligible for cost sharing because it bypasses the need for a discussion with the department chair/dean.

*Space*

Space availability and requirements must be identified.

- a. Location of the unit.
- b. What facilities, renovations, and technology needs are anticipated?

It is the investigators' responsibility to prepare the facility for installation and housing of the product. No funds from this program can be used for renovations.

### **Review Process**

These proposals will be competitively reviewed and acted upon by subcommittees of the Research and Scholarship Committee of the Faculty Senate. Winning proposals will be determined based on program criteria, merit, and available funds. Preference will be given to bold new ideas showing clear evidence of high likelihood of producing high quality, high impact products in the short term and viability as a research program in the long-term. Investigators with current funding must state clearly any overlaps between this and their current project portfolio.

### **Merit Criteria**

All applications will initially be checked against the eligibility criteria outlined above. If eligibility is not fulfilled, 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. 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 and administering 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, a colleague from the College of Arts or the College of Education might review an application from the College of Pharmacy. It is important to ensure that reviewers who are not technical experts in the field of inquiry can understand the proposal narrative. Avoid jargon, unexplained abbreviations, and narratives that are highly technical.

Each reviewer will score each of their assigned proposals in five domains on a 1 (highest) – 5 (lowest) scale and provide an overall score on the same scale. The overall score must be based on the likelihood that the proposal will result in a fundable application. Increments of 0.5 are allowed within the 1-5 range (1.0, 1.5, 2.0, 2.5, etc.):

1. Short-term impact and innovation of proposed research:

Evaluate the short-term impact and novelty of the proposed research.

2. Final product, including feasibility and timeline, which may include a plan for grant submission:

Evaluate the proposed final product. A strong application will have a detailed plan for producing this product, which may include a plan for grant submission at the end of the funding period. If grant submission is proposed, the application should identify the targeted agency, funding mechanism, and program for which the proposal, with a clear timeline for submission and revision.

3. Quality of the approach:

Evaluate the approach taken to producing the proposed product. For subvention costs associated with publishing a book, work of art, or theater production, a copy of the following documents should be submitted:

1. Contract or letter of support from a publisher, curator, or producer showing firm commitment and costs of publication/production
2. short summary of the proposed manuscript, work of art, or theater production

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

If the proposal is a research grant, examine the description of the aims, participants, procedures, and analysis of the data.

#### 4. Investigator expertise and record of accomplishment:

Evaluate the evidence that the investigators have the relevant expertise to produce product. A strong grant would have a publication record in the identified area or clearly show the capacity to move into a new area. A weak grant would have no demonstrable record of accomplishment. A history of prior funding can be considered but should not disadvantage junior investigators with clear evidence of expertise.

#### 5. Long-term potential for substantive contributions to research area:

Evaluate the potential long-term impact of the proposal for a sustained and important contribution to the selected area of research and scholarship.

### **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 Intellectual Property Management](#) at 713-743-9155.

### **Schedule**

<u>Program Announcement</u>	September 10, 2020
<u>Application Deadline</u>	November 9, 2020
<u>Announcement of Awards</u>	February 15, 2021 (approximate)
<u>Effective Date of Award for 18 Months</u>	March 1, 2021-September 1, 2022
<u>Final Report and Product Submission</u>	September 1, 2022

### **Extensions**

Extensions of up to 6 months will be granted only for circumstances that would extend the tenure clock.

### **Reporting and Acknowledgement**

The final report should identify the final product and provide documentation of its completion. The final product should be submitted with a 3-page narrative. An online link to submit final reports and products will be created prior to the due date on the internal awards webpage. Failure to comply with this reporting requirement will disqualify an individual for future consideration in all internal funding programs.

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

### **Assistance**

All questions related to this program should be submitted to Jack Fletcher, Associate Vice President for Research Administration, at [jackfletcher@uh.edu](mailto:jackfletcher@uh.edu). Please do not call or email regarding the review results because the dates depend on the Research and Scholarship Committee review capacity and are approximate.