Tips on Crafting a Fundable Internal Grant & Comments on Promotion and Tenure

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TALK OUTLINE

ABOUT MYSELF

WRITING YOUR INTERNAL GRANT

SELECTING WHICH INTERNAL GRANT TO APPLY FOR

INTERNAL GRANT SUBMISSION

THE INTERNAL GRANT REVIEW PROCESS

THE INTERNAL POST-AWARD PROCESS

SOME COMMENTS ON PROMOTION AND TENURE

QUESTIONS

ABOUT MYSELF

CURRENT ROLES:

Executive Director for STEM Initiatives

Director for the Center for Earth and Environmental Studies

Co-Director for TAMIU ARC

Professor

EXPERIENCE:

21 External Grants ($6.5 million)

34 refereed papers (mostly in Q1/Q2 journals)

Former Faculty Senate President

Longest Serving Member - TAMIU University Research Council

Presidential Research Development Award Program Manager

PERSONAL:

Probably the worst golfer to ever to gotten a hole-in-one

Rotary member

WRITING YOUR INTERNAL GRANT
Project Summary

- **In plain language describe your research objectives and significance of your work.**

- **You need to develop a tight story on this one page to convince the reviewers that your idea is worthy of funding.**

- **Make sure you proofread this page carefully and focus on readability.**

Tool: Hemingway App   http://www.hemingwayapp.com/

or Grammarly

WRITING YOUR INTERNAL GRANT Project Narrative

• **Less is better than more. You want your proposal to be inviting to read. That means no dense text and white space.**

• **A picture is worth a thousand words. Tables and Figures are good and are not counted against the page limit.**

• **You have a page limit for each type of internal grant so be concise.**

• **Focus more on what you plan to do and not excessively describe the previous work of others. Although obviously you do want to have some references to place your work into an overall context.**

WRITING YOUR INTERNAL GRANT
Matching the Narrative to the Rubric

• **Examine the University Research Council Grant/Presidential Award rubric handout. This should be your guide when writing your project narrative.**

• **Here are some common mistakes that will cost you points.**
  - **Not addressing the prospects for external funding.**
  - **No or limited details on timeline or work plan provided.**
  - **Budget is not consistent between the narrative and the budget justification. The more details in the justification the better.**
  - **The role of outside collaborators, Co-PI's, and students is not well explained.**

• **If students are involved in your work you need to highlight this!**

University Research Council Grants

Grant name	Award Period	Amount	Purpose	Requirements
University Creative Projects Grant (UCPG)	9/2024 - 8/2025	Maximum $5,000	Creative projects with limited external options for funding	1 final report; external grant strongly encouraged
University Research Grant (URG)	9/2024 – 8/2025	Maximum $10,000 (student - no funds)	Research projects, especially preliminary data collection	1 external grant; final report
University Research Development Award (URDA/URG)	9/2024 – 8/2025	Maximum $25,000 + graduate assistant	Research projects requiring longer time period or higher dollar amount than URG	3 external grants; progress report; final report

Applications are posted on the University Research Council website:
https://www.tamiu.edu/orsp/UniversityResearchCouncil.shtml

Presidential Research Development Award

Grant name	Award Period	Amount	Purpose	Requirements
Presidential Research Development Award	1/2024 - 6/2025	Maximum $50,000	Research projects, especially preliminary data collection, preference for faculty who are retooling or launching a new research thrust	3 external grants within 12 months of grant's end; final report

**In the spring 2023 competition 11 out of 15 proposals were fully funded!**

SELECTING INTERNAL GRANT
URG vs. UCPG vs. URDA vs. Presidential

- An URG is a one-year proposal funded at a maximum of $10,000
- An UCPG is a one-year proposal funded at a maximum of $5,000
- An URDA is a two-year proposal funded at a maximum of $25,000
- A Presidential award is an 18-month proposal funded at a maximum of $50,000

- You can only be funded for a URG or URDA, but not both!
- You can only submit one URG and one URDA.
- You can receive a URDA/URG and Presidential award if the scope of work is different
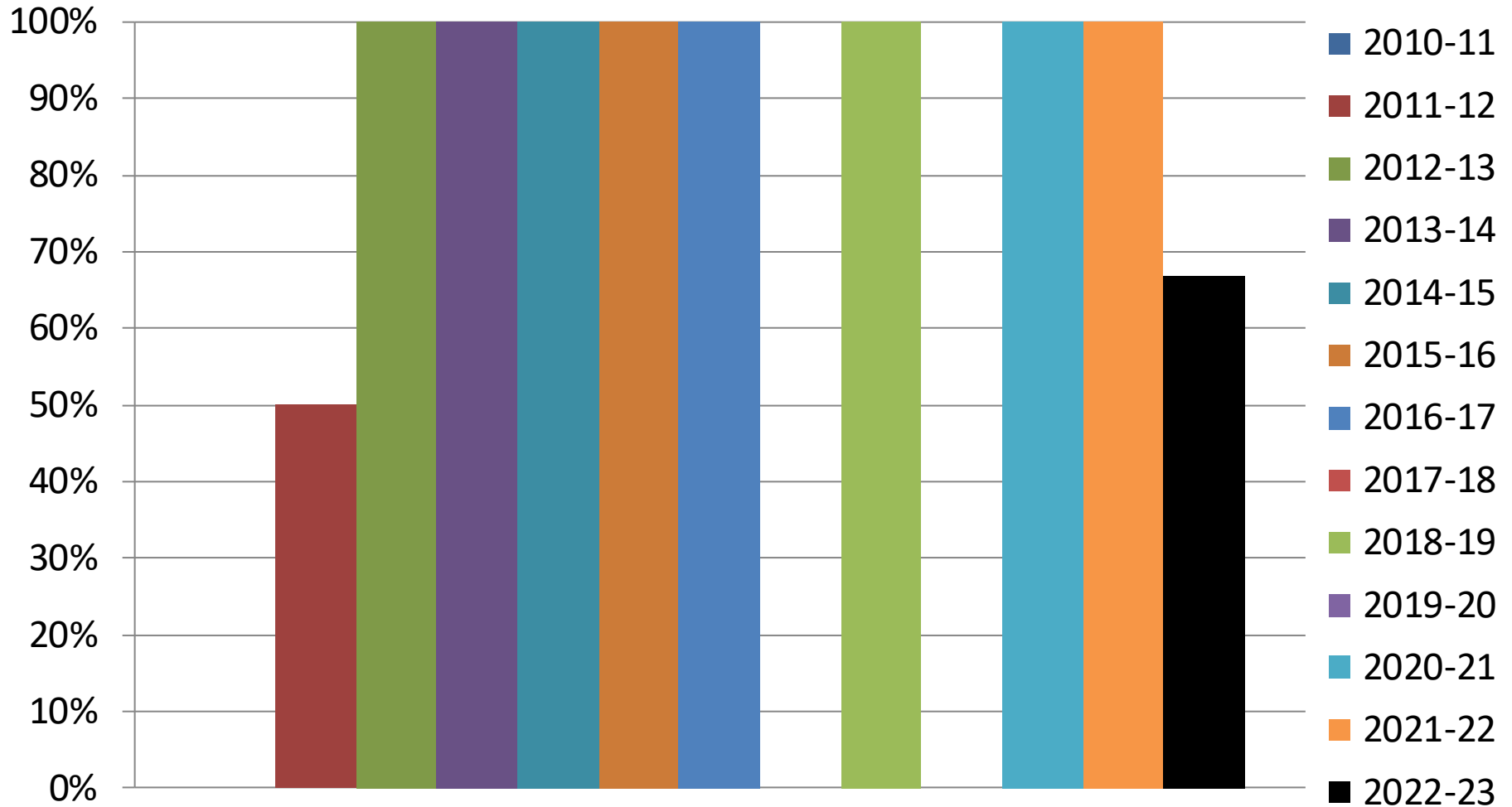- Basically, double tipping is never allowed.

MOST YEARS THE COUNCIL OPTS TO FUND ONLY 1 TO 2 URDA's
10+ Presidential grants are funded per cycle

Funding Success Rates 2010-2022
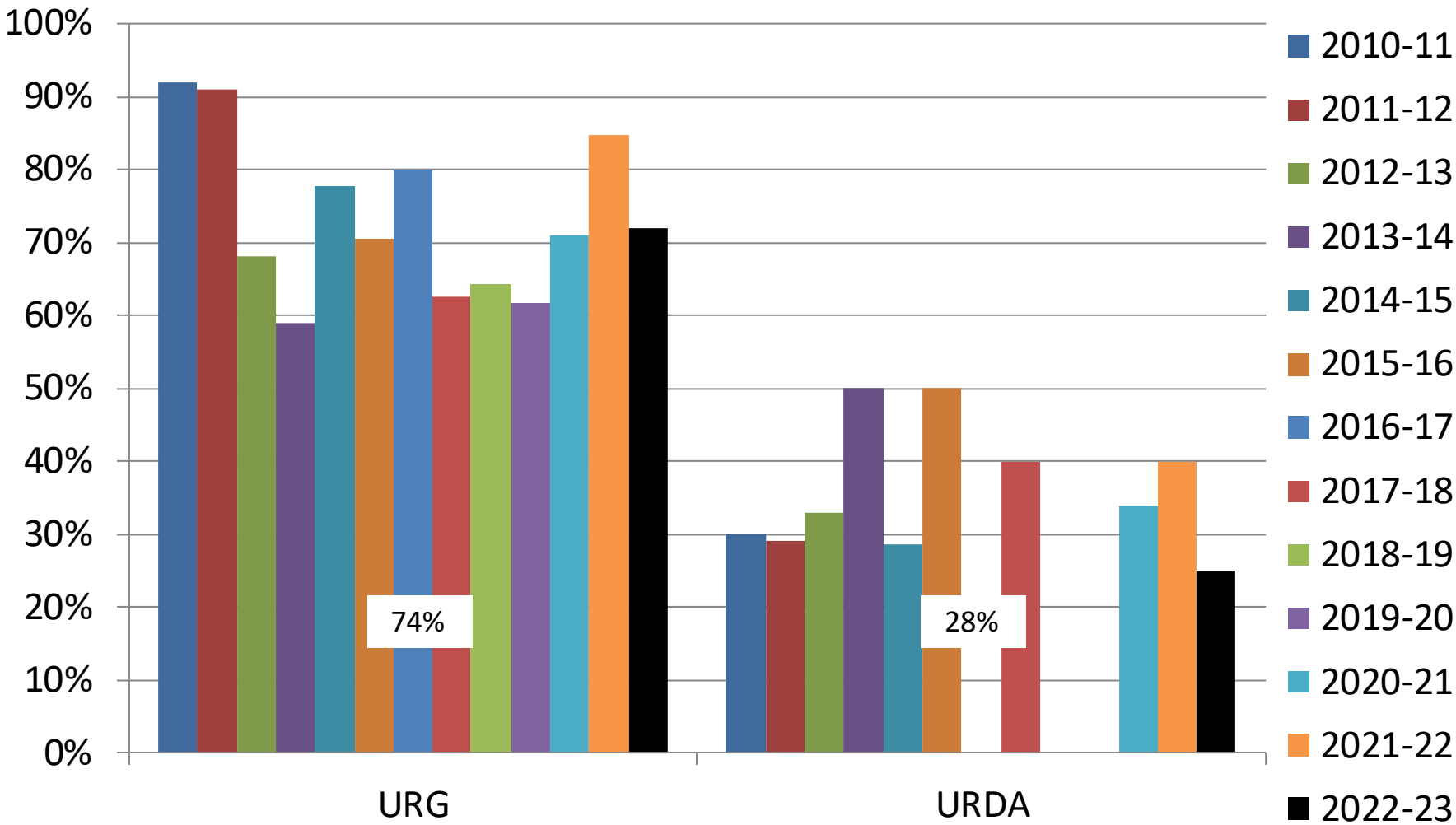
2021 NSF overall success rate = 26%
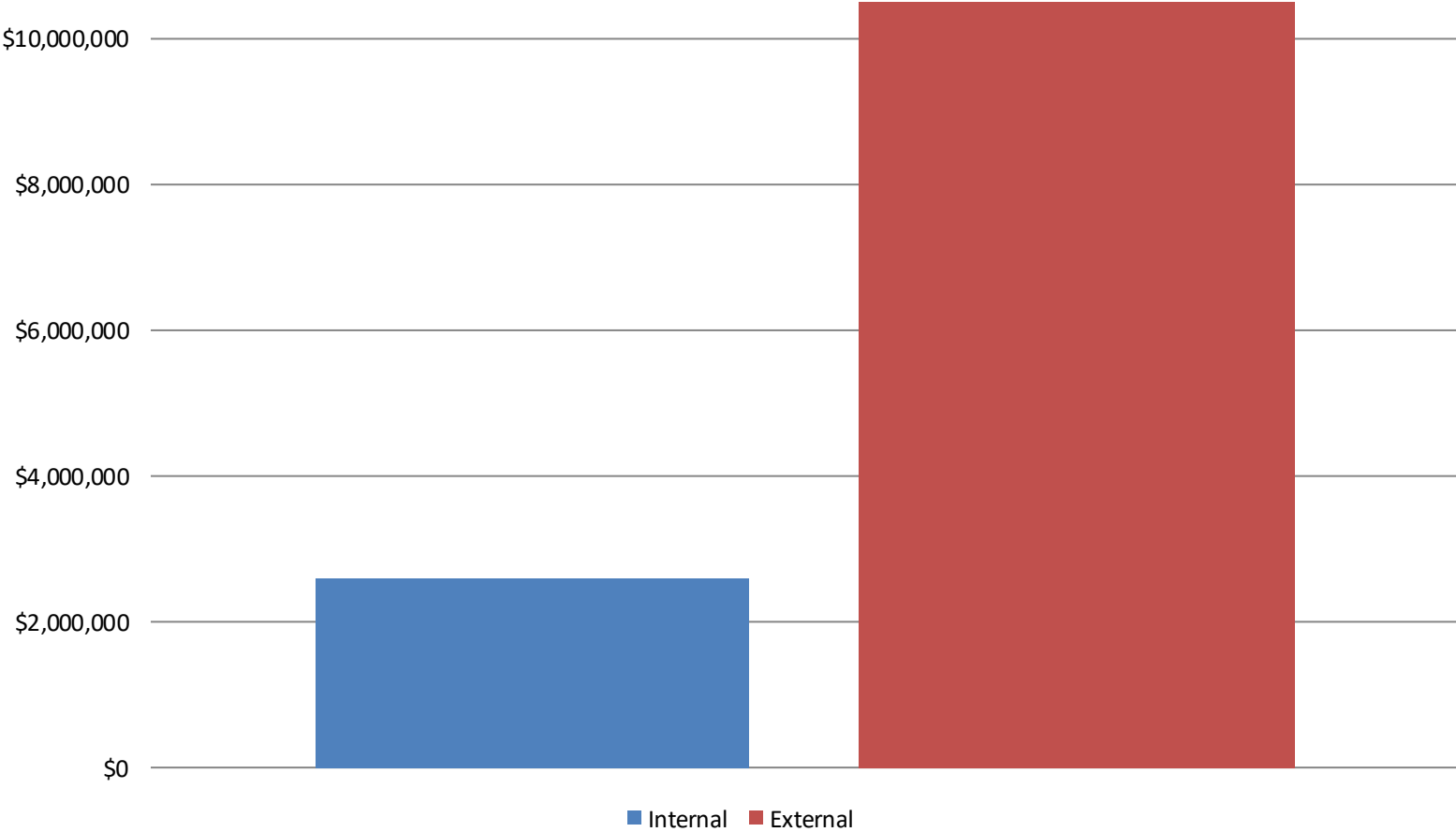2021 NIH R15 success rate = 21.7%

UCPG Funding Success Rates 2010-22

Average funding success rate = 71%

Success of Internal Grant Program

Success of Internal Grant Program

SUBMITTING YOUR INTERNAL GRANT Deadlines

Presidential grant in fall semester - Date TBA
Research council grants (URDA, URG, UCPG) in spring semester ?

Proposal DON'TS
• Submitting after the deadline (your proposal will be bounced)
• Submitting an incomplete application

• While submitting the same day as the deadline is acceptable it is not ideal.

• If you have your proposal ready at least two weeks in advance the grant office will look it over and give you detailed feedback.

Use the checklists! - URG

SUBMISSION CHECKLIST:

- ☐ Title Page Form
- ☐ Budget Summary Form
- ☐ Faculty Information Sheet (submit for PI and any TAMIU Co-PI)
- ☐ Project Summary (1 page limit)
- ☐ Proposal (5 page limit, double spaced)
- ☐ References, figures, tables or appendices (does not count towards the 5 page limit)
- ☐ Budget Justification Narrative (does not count towards the 5 page limit)
- ☐ Biographical Sketch (4 page limit)
- ☐ Current and Pending Support Form (submit for PI and all Co-PIs)
- ☐ Differences from Previous Funded Internal Grant (1 page limit)
- ☐ Progress Report Form
- ☐ Abstracts and reviewer comments from submitted external grants in the past 2 years

Problems with applications

- **Missing parts** – must submit both a signed complete hard copy and submit email file(s) to grants@tamiu.edu, both must be received by 5PM on the deadline date

- **Missing signatures** – if asking for a full-time student, you must have chair and dean's signatures; if asking for summer pay you need your chair signature only

- **URDA/URG** – can't be in both competitions unless you submit both applications

SUBMIT EARLY

THE REVIEW PROCESS
The Reviewers

• Remember my guidance to you to know your audience. For the internal grant competition it is highly likely that at least one of your reviewers is not in your field.

• Reviewer assignments are generally made at the level of STEM and Non-STEM.

• So, write your proposal accordingly. Dense, discipline-specific terminology packed prose will not impress the reviewers. Write your grant at the level of an intelligent lay person.

• Don't forget about general readability.

• Make sure there are no obvious grammar or spelling mistakes.

THE REVIEW PROCESS
The Reviewers

• Your proposal will be evaluated on a hundred-point scale. Ask grant's office for a copy of the rubric before starting to write your proposal.

• If two reviewers scores you over 15 points difference than a third reviewer will be added.

• At the end of the process you will have this form returned to you. The comments can be quite useful in helping with future submissions.

• Sometimes the funding recommendation can come into play (Recommended, Not Recommended, Conditional)

THE REVIEW PROCESS
The Big Days – Research Council

• **The research council will meet twice. The first time to discuss ground rules and the second to decide on URDA, UCPG, and URG's.**

• **There can be up to three times as much money in requests for then is available to spend.**

• **Most councils will begin by deciding on the URDAs followed by the URGs and UCPGs.**

• **IMPORTANT: The council has a 50% turn over every year. So not one council ever decides how to allocate the funds in the same way. – This mirrors external panels like at NSF and NIH.**

THE REVIEW PROCESS
The Big Days – Research Council

• **Typically, two lines will be drawn. Above the top line URGs and UCPGs will be fully funded and above the second URGs will be partially funded.**

• **To extend the second line down as far as possible the council has looked at removing the following items from proposals:**
- **Summer Salary**
- **Travel (Don't ask for more than $2000 unless its part of your research)**

• **Understand that the council's goal is to fund as many quality proposals as possible (even if partially funded).**

THE POST-AWARD PROCESS
Partial Funding and Other Details

• Do not be insulted if you are partially funded. As you can see the council has to make some tough decisions.

• After the research council meets you will receive an award letter. If partially funded, you will have the option to modify your proposal or decline.

• Understand that the performance period of your research council grant will begin on September 1 of the following year (2024).

• It is always a good idea to get a head start on hiring during the summer as well as lining up quotes for equipment and supplies.

Compliance Issues that
<u>can delay release of your funds</u>

- Financial Conflict of Interest (FCOI) - private interests that can influence professional actions or decisions (Annual disclosure in MAESTRO, TrainTrac training every 4 years) – Required by University

- Responsible Conduct of Research (RCR) – research ethics training (CITI training every 4 years) – Required by the University Research Council

- Institutional Review Board (IRB) - human subject research (CITI training every 3 years) – Only if applicable

- Institutional Animal Care and Use Committee (IACUC) - animal subject research (CITI training every 3 years) – Only if applicable

- Institutional Biosafety Committee (IBC) - biosafety research (CITI training every 3 years) – Only if applicable

FOR QUESTIONS ABOUT RESEARCH COMPLIANCE CONTACT
Celeste Kidd - cekidd@tamiu.edu, 326-3028

Problems with grant management

- Difficulties finding/hiring student research assistant

- Delays in release of funds due to research compliance issues

- Difficulty finding external grant when searching not started early in award

- **If external grant is not applied for and/or final report not submitted, you can't apply for any research council grant for 2 yrs**

THE POST-AWARD PROCESS
Following Through

• **Remember that besides conducting your research that you need to submit one external grant (URG) or three grants (URDA, Presidential).**

• **Failure to comply with the required submissions will affect your eligibility to submit URG's and URDA's in the future. Potentially even after the 2 years that you will be barred from submitting a research council grant.**

Review panel categories.

Grant and Compliance Information

- Visit our webpage: https://www.tamiu.edu/orsp/index.shtml

- Funding sources tab → University Research Council – has intramural grant applications, report forms

- Research Compliance tab - all compliance areas

QUESTIONS ABOUT RESEARCH COMPLIANCE CONTACT Celeste Kidd - cekidd@tamiu.edu, 326-3028

Questions ??

Thank you for you attention.

Contact: ktobin@tamiu.edu (956) 326-2417

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