

# **The TAMIU Research Council: Tips on Crafting a Fundable URG or URDA**

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# TALK OUTLINE

## WRITING & SUBMITTING YOUR INTERNAL GRANT

Project Summary

Project Narrative

The Importance of Matching your Narrative with the Rubric

Decisions, Decisions: URG, URDA, or Both

Deadlines

## THE REVIEW PROCESS

Know your Audience – The Reviewers

It All Comes Down to Two or Three Numbers

The Big Days – Hard Decision Times

## THE POST-AWARD PROCESS

Do not be Insulted if You Are Partially Funded

Following Through: Make Sure You Submit that External Grant

# 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/>

# **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 only have five pages for an URG and ten pages for an URDA. 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 URDA/URG/UCPG 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!**

# WRITING YOUR INTERNAL GRANT

## URG vs. URDA

- An URG is a one-year proposal funded at a maximum of \$10,000
- An URDA is a two-year proposal funded at a maximum of \$25,000
- You can only be funded for a URG or URDA, but not both!
- You can only submit one URG and one URDA.
- The council generally prefers to fund URG's over URDA's
- If you are going to write a URDA make sure its
  - Not similar scope of work to URG submitted in same competition
  - Make sure it is really good.

**MOST YEARS THE COUNCIL OPTS TO FUND ONLY 1 TO 2 URDA's**

# All 4 grants due 10/1/19 by 5PM

Grant name	Award Period	Amount	Purpose	Requirements
University Travel Grant (UTG)	9/2019 – 8/2020	Maximum \$1,000; data collection \$2000	Data collection, Research presentation; performance or exhibit	1 final report
University Creative Projects Grant (UCPG)	9/2020 – 8/2021	Maximum \$5,000	Creative projects with limited external options for funding	1 final report; external grant strongly encouraged
University Research Grant (URG)	9/2020 – 8/2021	Maximum \$10,000 (student - no funds)	Research projects, especially preliminary data collection	1 external grant; final report
University Research Development Award (URDA/URG)	9/2020 – 8/2022	Maximum \$25,000 + graduate assistant	Research projects requiring longer time period or higher dollar amount than URG	3 external grants; progress report; final report

# **SUBMITTING YOUR INTERNAL GRANT Deadlines**

**The announcement for internal grants is typically made later spring or early summer. The proposal deadline is October 1<sup>st</sup> at 5 pm.**

## **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 feedback.**



# Use the checklists!

## **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](mailto: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 Reviews

- Your proposal will be evaluated on a hundred point scale. See reviewer form in your handout.
- If two reviewers scores you over 20 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

- During the fall, the research council will meet twice. The first time to discuss Travel Grants and the second to decide on URDA, UCPG, and URG's.
- Typically there is twice 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.

# THE REVIEW PROCESS

## The Big Days

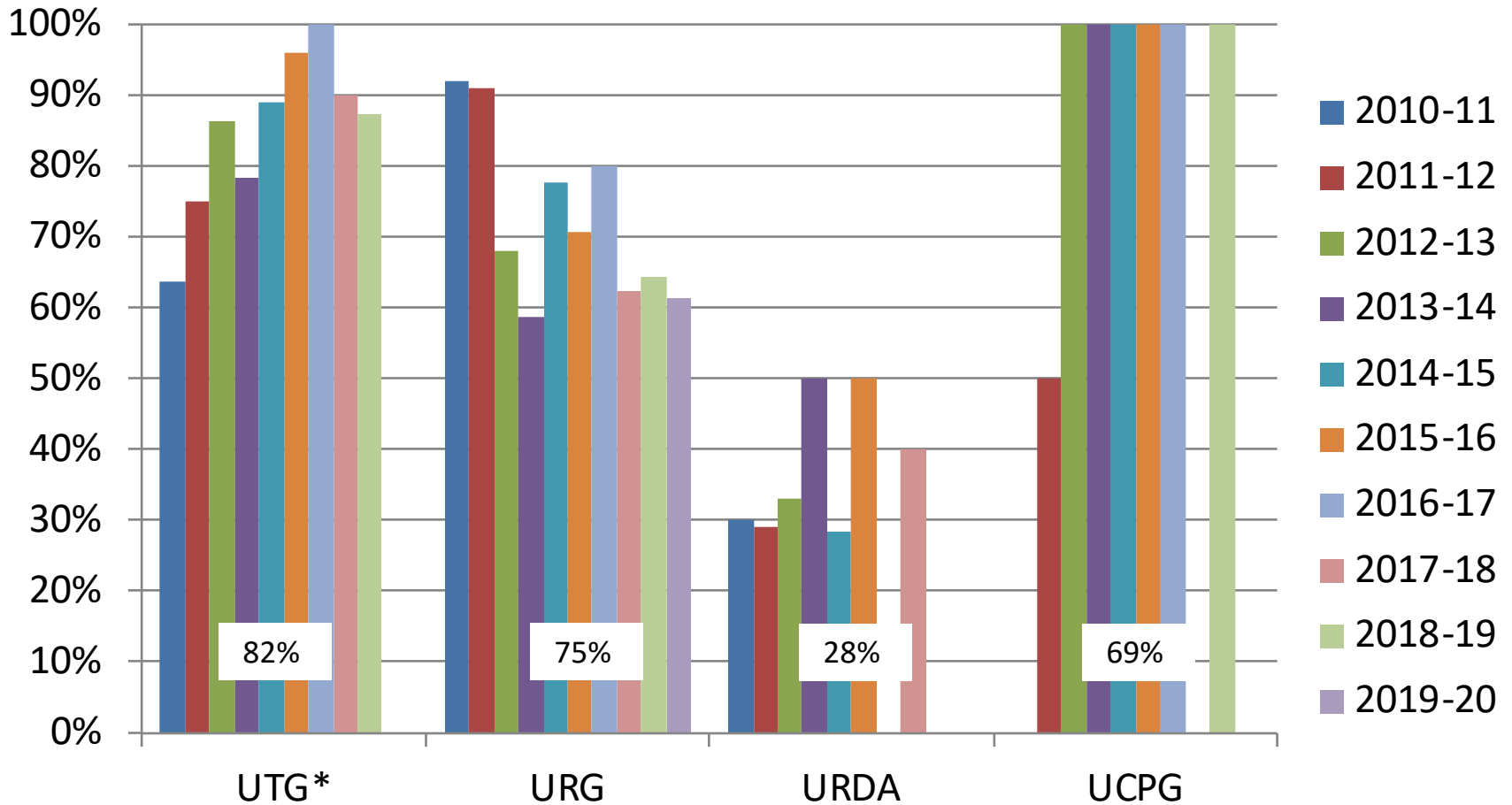
- Typically two lines will be drawn. Above the top line URGs and UCPGs will be fully funded and above the second partially funded.
- To extend the second line down as far as possible the council has looked at removing the following items from proposals:
  - Course Releases
  - Summer Salary
  - Travel (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.**
- **Near the end of the fall semester after the 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 internal grant will begin on September 1 of the following year (2020).**
- **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.**

# Funding Success Rates 2010-2019



2018 NSF overall BIO success rate = 24%; 2018 NIH R15 rate = 16.2%



# Compliance Issues that can delay release of your funds

- Financial Conflict of Interest (FCOI) - private interests that can influence professional actions or decisions (Annual disclosure in MAESTRO, TrainTrac training every 4 years)
- Responsible Conduct of Research (RCR) – research ethics training (CITI training every 4 years)
- Institutional Review Board (IRB) - human subject research (CITI training every 3 years)
- Institutional Animal Care and Use Committee (IACUC) - animal subject research (CITI training every 3 years)
- Institutional Biosafety Committee (IBC) - biosafety research (CITI training every 3 years)

# 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 intramural 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).
- 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 an internal grant.
- If the grant program you want to submit to has a deadline outside of your internal grant's performance period you can always file for an extension.

# Grant and Compliance Information

- Visit our webpage:  
<https://www.tamiau.edu/orsp/index.shtml>
- Funding sources tab → University Research Council – has intramural grant applications, report forms
- Research Compliance tab - all compliance areas

# QUESTIONS ??

