**INSTRUCTIONS**

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| SYNOPSIS: This program is for applicants in disciplines traditionally not funded by the federal government. Resources are provided to pursue a creative project with artistic merit that will make a significant and relevant contribution to the aesthetic experiences necessary for that faculty member to teach his or her courses. This competition is restricted to tenure-track, tenured, or fixed-term faculty. |
| **DUE DATE:** Applications are due **February 5 (Wednesday), 2025, at 5:00 PM***No application materials will be accepted after 5:00 PM on the deadline date. This policy applies to all submissions, including approval emails from the applicant's chair and dean. Please note that there will be no exceptions to this rule.* |
| **APPLICATION SUBMISSION**: Proposals must be submitted by email to grants@tamiu.edu with files (if applicable) attached in Microsoft Word or PDF format. Do not include the application guidelines.  |
| **NEW THIS YEAR**: The equipment questionnaire form that requires the supplier’s quote has been added to the application. This form must be completed for any equipment costing $5,000 or more. However, it is not required if acquiring multiple pieces of equipment with a combined total cost of $5,000 or more. If you have any questions regarding this form, don't hesitate to contact grants @tamiu.edu to schedule an appointment for further discussion. |
| SUBMISSION CHECKLIST: |
| **[ ]**  | Title Page Form  |
| **[ ]**  | Approval Email or Letter from Department Chair: ONLY REQUIRED if requesting Summer Salary  |
| **[ ]**  | Approval Email or Letter from Department Chair and Dean: ONLY REQUIRED if requesting a graduate research assistant (ONLY IF 19 hrs/wk) ***MUST BE RECEIVED BY APPLICATION DEADLINE*** |
| **[ ]**  | 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 (do 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 |
| **[ ]**  | Equipment Questionnaire (if applicable, does not count towards the 5-page limit)***FULLY SIGNED FORM MUST BE RECEIVED BY APPLICATION DEADLINE*** |
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| If you have any questions or need assistance completing this application,please call our office at (956) 326-3028 or e-mail grants@tamiu.edu |

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| GENERAL CONTENT AND FORMAT GUIDELINES |
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| The applicant must comply with all applicable requirements detailed below. |
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| 1. **APPLICATION SUBMISSION**: Proposals must be submitted by email to grants@tamiu.edu with files (if applicable) attached in Microsoft Word or PDF format. Do not include the application guidelines.

**No part of the application will be accepted after 5:00 p.m. on the deadline. This includes any approval emails from the applicant’s chair and dean (if applicable). No exceptions!**  |
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| 1. Upon receipt, each application will be reviewed for completeness and responsiveness to the University Research Grant application request.

Failure to follow the guidelines may result in your proposal not being reviewed by the university research council. |
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| 1. The Office of Research and Sponsored Projects will email you to confirm the complete submission of your application. If you do not receive an email within 24 hours of submitting your application, don't hesitate to contact grants@tamiu.edu to confirm that your application has been received.
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| 1. The proposal narrative must be double-spaced and formatted using Times New Roman or Arial font (size 12). It should not exceed five pages in length. All other documents can be single-spaced. The five-page limit does not include the following items: Title Page Form, Budget Summary Form, Faculty Information Sheet, Biographical Sketch, Project Summary, References, Appendices (including figures, charts, or tables, such as a timeline), Budget Justification Narrative, Current and Pending Support Form, Differences from Previously Funded Internal Grants, Progress Report Form, abstracts and reviews from submitted external grants, and the Equipment Questionnaire.
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| 1. Applicants must specify the project's outcomes and how they will be evaluated.
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| 1. Projects involving co-PIs should submit only one University Creative Projects Grant application.
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| 1. We welcome proposals that complement others. For instance, proposals from individuals in groups working on related topics are encouraged. These proposals should clearly explain how they complement the submitted proposals and provide a justification for their budgets.
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| 1. Applicants may only apply for a University Research Grant or a University Creative Projects Grant, but not both. Each applicant can submit only one University Grant proposal per competition and be a Principal Investigator (PI) on only one active internal grant at a time. If an applicant has a Presidential Research Development Award, they cannot submit proposals for any internal University Research Development Award, University Research Grant, or University Creative Projects Grant. However, they may serve as co-PIs on multiple grants awarded to them.
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| 1. If an outside collaborator is involved in the grant proposal, their role must be included in the budget justification narrative, a Biographical Sketch, and a Current and Pending Support Form.

An outside collaborator is a scholar or researcher with an active research program. They must have received at least one significant grant in the past five years and one peer-reviewed publication in the past two years. They should possess expertise that enhances the project.If you have questions about an outside collaborator's eligibility, don't hesitate to contact the Office of Research and Sponsored Projects at grants@tamiu.edu or 956-326-3028. |

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| GENERAL REQUIREMENTS |
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| The applicant must comply with all applicable requirements detailed below. |
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| 1. Acknowledgment of support for this study from a Texas A&M International University Creative Projects Grant should be included in all publications (such as books, bulletins, professional journals, and news releases) that result from this project. Additionally, please send a copy of all published materials to the Office of Research and Sponsored Projects. These materials will be added to the faculty member’s project record and may be used to evaluate future requests for University Creative Projects Grants.
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| 1. All University Creative Projects Grant recipients must proactively pursue external funding sources for their future creative projects during the grant year. This effort should be undertaken in direct collaboration with the Office of Research and Sponsored Projects and the Office of Institutional Advancement.
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| 1. Research assistants cannot be compensated through a stipend. Instead, they must be hired through the standard university hiring procedures, and they may also be employed during the summer. The recipient is responsible for finding a suitable student, acting as the student’s direct supervisor for their work on campus, and completing all necessary timecards, performance evaluations, and other human resources requirements.
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| 1. If the applicant is requesting a summer salary and is not a U.S. citizen or permanent resident, the applicant needs to get clearance from Human Resources before the summer salary can be paid. ORSP staff will do this after the University Research Council makes funding decisions and before the grant start date. Clearance does not need to be done during the application process. If you have any questions on this topic, contact grants@tamiu.edu.
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| 1. Due to new federal regulations, Texas A&M International University (TAMIU) requires that all principal investigators, co-principal investigators, and any students involved in research directly funded by an intramural or extramural grant complete Responsible Conduct of Research (RCR) training. Additionally, they must also complete the necessary training from the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), and/or Institutional Biosafety Committee (IBC) during the first semester of the project.

RCR training is required once per academic level (undergraduate, graduate, doctoral, and principal investigator) or every four years. Directions for accessing the online training system, the Collaborative Institutional Training Initiative (CITI), can be found at: <http://www.tamiu.edu/orsp/RCR.shtml>. |
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| 1. All proposed post-award changes to a UCPG award must be done in writing and are subject to approval by the Associate VP for Research and Sponsored Projects.
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| 1. OIT must approve the purchase of computer equipment, which must occur during a computer refresh cycle.
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| **REVIEW PROCESS** |
| Applications that are complete and responsive to this request will be evaluated based on scientific and technical merit. The reviews will be conducted according to the criteria outlined below by the University Research Council (URC). Preference will be given to individuals gathering preliminary data for external grant submissions.Each application will be assigned at least two primary reviewers from the University Research Council, who will evaluate it by identifying its strengths and weaknesses concerning each review criterion. All reviewers will independently score each criterion and provide an overall score for each application they review. Based on the overall scores assigned by the reviewers, an average overall score for each application will be calculated, and a preliminary rank order of applications will be prepared before the full University Research Council convenes to conduct a comprehensive review. |

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| **REVIEW CRITERIA FOR SCIENTIFIC MERIT** |
| Reviewers will be expected to assess the following aspects of an application to judge the likelihood that the proposed research will substantially impact the pursuit of their goal.  |
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| 1. Significance

Does the applicant provide a convincing argument for the potential artistic merit of the proposed project? Will completing this creative project enhance the artistic skills of the applicant? Additionally, will this project significantly contribute to the aesthetic experiences essential for the applicant to effectively teach the courses he/she currently teaches or will be expected to teach in the future? |
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| 1. Creative Work Plan

Does the applicant provide a clear and credible work plan to effectively complete the proposed work? |
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| 1. Personnel

Is it apparent from the personnel description that the principal investigator and other key team members (if applicable) have the necessary training and experience to complete the project successfully? If an external collaborator is involved, please specify their contributions and duties. Will the applicants dedicate enough time to implement the proposed project effectively? (The applicants must sign a written agreement to confirm this commitment.) |
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| 1. Budget and Resources

Does the applicant have the necessary facilities, equipment, supplies, and other resources to support the proposed activities? Is the requested budget reasonable and appropriate?  |
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| 1. External Funding

Does the applicant identify external funding agencies or programs that are suitable extensions of the University Creative Projects Grant proposal? Does the applicant have a reasonable chance of securing external funding for his or her project? |
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| 1. Funding Priorities

Among proposals of equal merit, preference is given to supporting first-time and second-time applicants, as well as tenure-track or fixed-term faculty. |

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| **TITLE** **TITLE PAGE FORM** |
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| Name of Applicant: |       |
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| Department: |       |  College: |       |
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| Faculty Term: | [ ]  | Tenure-Track | [ ]  Tenured |  [ ]  Fixed-Term |
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| Title of the Project: |       |
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| Potential Sources of External Funding: |       |
| *(agency and program name)* |       |
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| Total UCPG Amount Requested: | $      |  |
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| Summer Salary Requested: | [ ]  Yes [ ]  No |
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| By checking the box below, the applicant is signing this proposal and certifying that statements made in this application are true and complete to the best of his/her knowledge:  |
| [ ]  | Applicant Name: |       | Date: |       |
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| [ ]  **Summer Salary:** Chair Approval Email or Letter—ONLY required if a summer salary is requested. The applicant must submit an email or letter from the chair stating that a summer salary will be granted if the application is funded. The email from the chair MUST BE RECEIVED BEFORE THE DEADLINE—NO EXCEPTIONS!!!!  |
| [ ]  **Theater Usage:** Chair of Fine and Performing Arts Approval Email or Letter—ONLY required if needing to use theater. The applicant must submit an email or letter from the chair stating that if the application is funded, theater use will be granted (dependent on scheduling). The email from the chair MUST BE RECEIVED BEFORE THE DEADLINE—NO EXCEPTIONS!!!!  |
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| Department Chair’s Name: |       |  |  |
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| Does this project involve an outside collaborator (see page 2 for definition)? | [ ]  Yes | [ ]  No |
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| Does this project involve human subjects? | [ ]  Yes | [ ]  No |
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| Does this project involve live animal subjects?  | [ ]  Yes | [ ]  No |
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| Does this project involve work that requires Biosafety review?  | [ ]  Yes | [ ]  No |
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| If yes, and checked for human or animal subjects or biosafety, did the applicant request a review by the appropriate compliance committee to ensure adequate precautions for the project? | [ ]  Yes | [ ]  No |
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| *NOTE: Grant awards are contingent on approval by the Institutional Review Board and/or Institutional Animal Care and Use Committee and/or Institutional Biosafety Committee. No grant funds will be released until the protocol has been approved by the appropriate compliance committee(s), and RCR training is completed.* |

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| **BUDGET SUMMARY FORM** |
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| Title of the Project: |       |
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| The Project Start Date must be no earlier than September 1, 2025.The End Date must be no later than August 31, 2026. |
|  Start Date: |       |  |
|  End Date: |       |  |
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| **BUDGET BREAKDOWN OF ESTIMATED COSTS** |
|  | **AMOUNT REQUESTED** |
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| 1. **Research Assistant**
 | $      |
|  | [ ]  Full Time Research Assistant\* |
|  | [ ]  Part Time Research Assistant |
|  |  |
|  | Type of duties to be performed |
|  | [ ]  Secretarial |
|  | [ ]  Laboratory |
|  | [ ]  Research |
|  | [ ]  Other |
| ***\* If 19-hour/week research assistant is requested, you may not request funds for anything else.*** ***An approval email/letter from the Chair and Dean is required.*** |
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| 1. **Summer Salary (MAXIMUM AMOUNT $5,000)**
 | $      |
| *Approval email or letter from Chair is required* |  |
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| 1. **Supplies**
 | $      |
|  *Itemize in Budget Justification Narrative* |
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| 1. **Specialized Equipment** *(Itemize in Budget Justification Narrative)*
 | $      |
|  *Itemize in Budget Justification Narrative* |
|  *NOTE: If requesting a single piece of equipment costing $5,000 or more, then with the application*  *submission must include a fully signed Equipment Questionnaire (see last page of this application)* |
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| 1. **Research Travel**
 | $      |
|  *Itemize in Budget Justification Narrative* |
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| 1. **Other**
 | $      |
|  *Itemize in Budget Justification Narrative* |
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| 1. **Outside Collaborator**
 | $      |
| **TOTAL AMOUNT REQUESTED:** | **$** |
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| FACULTY INFORMATION SHEET |
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| Complete the information below and submit a separate form for the PI and all TAMIU co-PI(s). This form is not required for outside collaborators.  |
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| Name: |       |
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| Role in Project: | Faculty Term: |
| [ ]  Principal Investigator | [ ]  Tenure-Track |
| [ ]  Co-Investigator | [ ]  Tenured |
|  | [ ]  Fixed-Term |
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| Have you been awarded a URG or URDA in the past? |
| [ ]  Yes |
| [ ]  No |
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| If yes, in what fiscal year(s) were you awarded? |       |
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| Number of years as TAMIU faculty: |       |
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| What is the significance of your proposed activity?**100 words maximum** |
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| What is the benefit to your Department and/or Profession? **100 words maximum** |
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| What will be the contribution of this creative work? i.e., How will the results of your work be shared with peers regionally, nationally, or internationally? (e.g., publication, presentation at a professional conference, other venues, etc.) **100 words maximum** |
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| **List the grant writing programs and seminars (on and off-campus; identify the ones provided by ORSP) you have attended in the past two years.** Attendance at these workshops is evidence of your efforts to secure external funding and will be used in the review process when deciding which applicants will receive funding.  |
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| What resources will you need in addition to the requests from this grant to gain funding for future projects?  |
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| PROJECT SUMMARY |
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| The Project Summary has a maximum of 1 page and should describe the project in a language understood by reviewers outside your discipline. Include a statement of the research objective(s) and/or hypotheses and discuss the project's significance to advancing knowledge in the field. |
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| PROJECT NARRATIVE |
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| The Proposal Narrative has a maximum of 5 pages and must provide a detailed description of your project request and contain a work plan, including a discussion of the methodology, and an expected timeline must be included. Timeline examples and templates are available on the URC website, but templates do not have to be used. Additionally, please outline the anticipated outcomes (e.g., scholarly meeting presentations, articles, exhibitions, etc.), including detailed plans to present results to the external academic community. Must include specific examples of additional external grant funding that will be sought and deadline dates for competitions (if available). Please include references as a part of your application as an aid to the Committee’s appraisal. References are single-spaced and do not count towards the 5-page limit on the proposal narrative.  |

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| REFERENCES |

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| BUDGET JUSTIFICATION NARRATIVE |
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| Describe the following items in text format, justifying why they are included in the budget.  |
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| NOTES:* Faculty cannot request a summer salary and teach during the same summer term. However, they can request a summer salary and teach one summer session, provided they are not done concurrently. If there is a TAMIU faculty co-PI and any summer salary is requested, clearly list in the budget justification which faculty member is receiving the summer salary.
* No course release may be requested
* The UCPG awards for the 2025-2026 academic year may not exceed $5,000 *(subject to the availability of funds)*
* If requesting a summary salary and the applicant is not a U.S. citizen or permanent resident, the applicant must get clearance from Human Resources before the summer salary can be paid. This will be done by ORSP staff after funding decisions are made by the University Research Council and before the grant start date. Clearance does not need to be done during the application process. If any questions on this topic, contact grants@tamiu.edu.
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| 1. **Principal Investigator**

Describe duties to be performed. Where Co-Investigators or outside collaborators are involved, a similar explanation is required.  |
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| 1. **Student Assistants**

Describe the duties to be performed. All student work **must** be done on campus. Please indicate if you need a 19 hr/week graduate or part-time research assistant (graduate or undergraduate) and the University Research Council will endeavor to accommodate your preference. Recipients are responsible for identifying students and will serve as the student's direct supervisor, and as such, will be responsible for the completion of all timecards, performance evaluations, and other HR requirements. If you need a part-time (18 hours or less) research assistant (graduate or undergraduate), no letter or email is needed from the Chair or Dean. Describe the duties they will perform and detail the amount the student will be paid. Graduate research assistants $18.50/hour and Undergraduate research assistants $12.50/hour |
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| 1. **Supplies**

Justify the necessity and indicate any departmental contributions. |
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| 1. **Equipment**

Justify the necessity and indicate any departmental contribution. Detail how equipment purchased for this project will be utilized by department(s) after the grant is terminated. If the project will include any equipment (single piece of equipment valued at $5,000 or higher) or require space commitment, applicants need to submit an equipment form (see last page of this application).***NOTE: If requesting a single piece of equipment costing $5,000 or more, then with application submission, must include a fully signed Equipment Questionnaire (see last page of this application)*** |
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| 1. **Travel**

Indicate the purpose(s) of each trip requested and the benefit(s) applicable to the project. The travel estimate should be as specific and accurate as possible. Where appropriate, travel and lodging should be based on currently approved state rates, which can be found at: <http://www.gsa.gov/portal/category/100120>. * UCPG should not provide funds for travel until the recipient’s regularly allotted travel funds have been exhausted
* The maximum amount of travel is $1,000 for conferences (subject to availability of funds) or other purposes. For requests for non-conference travel funds of more than $1,000, the applicant must provide strong justification for requested additional travel funds
* Document how travel is **directly** related to the proposed research
* It is expected that you will use your college/dept. travel funds first
* If travel funds are being given to an outside collaborator, they must be justified
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| 1. **Summer Salary** *(****MAXIMUM AMOUNT $5,000****)*

Approval email or letter from the chair must be submitted with the application if requesting summer salary. If a summer salary is requested and is essential to the project, the circumstances will need to be justified as part of the proposal (e.g., to collect data at another university or laboratory, visit a library, etc.). If there is a TAMIU faculty co-PI, be sure to include which faculty member is receiving the summer salary. Salary will be based on effort and calculated as a percentage of the PI's monthly salary during the previous academic year (for example 15 days of effort is equal to 0.50 months of salary) up to a total of $5,000 less fringe benefits (subject to availability of funds). Faculty cannot request summer salary and, at the same time, receive a School of Business Summer Research Grant. Example: A faculty member on a 9-month contract who wants to take $5,000 in summer pay from their URG – The take-home amount is calculated as follows: $5,000 – 15% (employer fringe benefits) = $4,250 (gross pay); $4,250 – 40% (employee taxes, including 25% federal income tax on supplemental pay and retirement) = $2,550. |
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| 1. **Other**

Describe and justify any other items necessary for the project.  If books and other printed materials are to be involved, show wherever such selections are duplicates of copies already a part of the University’s library collection. |
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| BIOGRAPHICAL SKETCH |
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| Provide information below for PI, co-PI, and collaborators (1 form for each) **Follow the instructions below for each section. Maximum of 4 pages.** |

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| **NAME**      | **POSITION TITLE**      |
| **EDUCATION/TRAINING**Begin with baccalaureate or other initial professional education, such as nursing, including postdoctoral training and residency training, if applicable. |
| **INSTITUTION AND LOCATION** | **DEGREE** | **MM/YYYY** | **FIELD OF STUDY** |
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| **A. Personal Statement**Briefly describe why your experience and qualifications make you particularly well-suited for your role (e.g., PD/PI, mentor, participating faculty) in the project that is the subject of the application. Within this section you may, if you choose, briefly describe factors such as family care responsibilities, illness, disability, and active-duty military service that may have affected your scientific advancement or productivity. |
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| **B. Professional Positions**List in chronological order the previous positions, concluding with the present position. |
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| **C. Honors and Synergistic Activities (optional)**List any honors. Include present membership on any Federal Government public advisory committee. A list of up to five examples of synergistic activities that demonstrate the broader impact of the individual’s professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation. Examples could include, among others: innovations in teaching and training (e.g., development of curricular materials and pedagogical methods); contributions to the science of learning; development and/or refinement of research tools; computation methodologies, and algorithms for problem-solving; development of databases to support research and education; broadening the participation of groups underrepresented in science, mathematics, engineering and technology; and service to the scientific and engineering community outside of the individual’s immediate organization. |
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| **D. Selected Peer-Reviewed Publications**Applicants should limit the list of selected peer-reviewed publications or manuscripts in press or in review to no more than 15. Do not include manuscripts in preparation. The individual may choose to include selected publications based on recency, importance to the field, and/or relevance to the proposed research. Put an asterisk in front of any product produced from any previous University Research Grants, University Research Development Awards, or University Creative Projects Grants. Put an asterisk in front of any product produced from any previous University Research Grants, University Research Development Awards, or University Creative Projects Grants.  |
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| **E. Research Support**List both selected ongoing and completed research projects for the past three years (Federal or non-federally supported). Begin with the projects that are most relevant to the research proposed in the application. Briefly indicate the overall goals of the projects and the responsibilities of the key person identified on the Biographical Sketch. Do not include the number of person months or direct costs. |
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| **F. Collaborators and Other Affiliations (optional)**Collaborators and Co-Editors. A list of all persons in alphabetical order (including their current organizational affiliations) who are currently or who have been collaborators or co-authors with the individual on a project, book, article, report, abstract, or paper during the 48 months preceding the submission of the proposal. Also include those individuals who are currently or have been co-editors of a journal, compendium, or conference proceedings during the 24 months preceding the submission of the proposal. If there are no collaborators or co-editors to report, this should be so indicated. |
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| **CURRENT AND PENDING SUPPORT** |
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| Provide information below for PI, co-PI, and any external collaborators (1 form for each). Fill out additional page(s) of this form if the individual has more than two currently funded or pending grant applications to detail all grant support currently engaged in or for which financial support is pending. In cases of multiple sources of support for any project, identify the source and specific dollar amount of support.If the applicant has nothing to report for this section, check “Not Applicable” and include the investigator’s name so reviewers know the page is being intentionally left blank. |
|  [ ]  Not Applicable for Investigator Name: |       |

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| Investigator Name: |       |
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| Project/ Proposal Title: |       |
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| Source of Support: |       |
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| Project Location: |       |
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| Total Award Amount: | **$**      |  | Start Date: |       | End Date: |       |
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| Role in Project: |  |  | Support Type: |  |  |
|  |  [ ]  | Principal Investigator |  | [ ]  | Current | [ ]  | Pending |
|  |  [ ]  | Co-Investigator |  | [ ]  | Submission in Near Future |
|  |  |  |  |  |  |
| Persons-Months Per Year Committed to the Project: |  |  |  |
|  |  [ ]  | Calendar |       |  |
|  |  [ ]  | Academic |       |  |
|  |  [ ]  | Summer |       |  |
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| Investigator Name: |       |
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| Project/ Proposal Title: |       |
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| Source of Support: |       |
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| Project Location: |       |
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| Total Award Amount: | **$**      |  | Start Date: |       | End Date: |       |
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| Role in Project: |  |  | Support Type: |  |  |
|  |  [ ]  | Principal Investigator |  | [ ]  | Current | [ ]  | Pending |
|  |  [ ]  | Co-Investigator |  | [ ]  | Submission in Near Future |
|  |  |  |  |  |  |
| Persons-Months Per Year Committed to the Project: |  |  |  |
|  |  [ ]  | Calendar |       |  |
|  |  [ ]  | Academic |       |  |
|  |  [ ]  | Summer |       |  |
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| **CURRENT AND PENDING SUPPORT** |
|  |
| Provide information below for PI, co-PI, and any external collaborators (1 form for each). Fill out additional page(s) of this form if the individual has more than two currently funded or pending grant applications to detail all grant support currently engaged in or for which financial support is pending. In cases of multiple sources of support for any project, identify the source and specific dollar amount of support.If the applicant has nothing to report for this section, check “Not Applicable” and include the investigator’s name so reviewers know the page is being intentionally left blank. |
|  [ ]  Not Applicable for Investigator Name: |       |

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|  |
| Investigator Name: |       |
|  |  |
| Project/ Proposal Title: |       |
|  |       |
|  |  |
| Source of Support: |       |
|  |  |
| Project Location: |       |
|  |  |
| Total Award Amount: | **$**      |  | Start Date: |       | End Date: |       |
|  |  |
| Role in Project: |  |  | Support Type: |  |  |
|  |  [ ]  | Principal Investigator |  | [ ]  | Current | [ ]  | Pending |
|  |  [ ]  | Co-Investigator |  | [ ]  | Submission in the Near Future |
|  |  |  |  |  |  |
| Persons-Months Per Year Committed to the Project: |  |  |  |
|  |  [ ]  | Calendar |       |  |
|  |  [ ]  | Academic |       |  |
|  |  [ ]  | Summer |       |  |
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| Investigator Name: |       |
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| Project/ Proposal Title: |       |
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| Source of Support: |       |
|  |  |
| Project Location: |       |
|  |  |
| Total Award Amount: | **$**      |  | Start Date: |       | End Date: |       |
|  |  |
| Role in Project: |  |  | Support Type: |  |  |
|  |  [ ]  | Principal Investigator |  | [ ]  | Current | [ ]  | Pending |
|  |  [ ]  | Co-Investigator |  | [ ]  | Submission in the Near Future |
|  |  |  |  |  |  |
| Persons-Months Per Year Committed to the Project: |  |  |  |
|  |  [ ]  | Calendar |       |  |
|  |  [ ]  | Academic |       |  |
|  |  [ ]  | Summer |       |  |
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 **DIFFERENCES FROM PREVIOUSLY FUNDED INTERNAL GRANTS**

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| If you have previously received funding from a University Creative Projects Grant (UCPG), University Research Grant (URG), or University Research Development Award (URDA), please describe how the proposed project differs from those that have been funded before. If this section does not apply to you, please check "Not Applicable" to indicate that the page is intentionally left blank. **The response should not exceed one page.** |

[ ]  Not Applicable

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| **PROGRESS REPORT, EXTERNAL GRANT ABSTRACTS AND REVIEWER COMMENTS** |
|  |
| If the applicant has nothing to report for these sections, check “Not Applicable” so reviewers know the page is intentionally left blank. |
|  |
| 1. **PROGRESS REPORT:** If you are currently being funded via a UCPG, URG, or URDA, pleasesubmit as a separate attachment with this application, the Progress Report Form detailing your activities and accomplishments. Progress Report Form is available on the Office of Research and Sponsored Projects website: <http://www.tamiu.edu/orsp/UniversityResearchCouncil.shtml>

If you have an extension on a previous UCPG, URG, or URDA at the time you are submitting this application for new funding, you must submit the Progress Report Form (details above) |
|  | [ ]   | Not Applicable |
|  | [ ]  | Submitted as a separate attachment with this application |
|  |
| 1. **EXTERNAL GRANT SUBMISSION ABSTRACT(S):** Please submit the abstracts from the past two year’s external grant submissions as a separate attachment with this application
 |
|  | [ ]   | Not Applicable |
|  | [ ]  | Submitted as a separate attachment with this application |
|  |
| 1. **EXTERNAL GRANT SUBMISSION REVIEWER COMMENTS:** Please submit the reviewer comments from the funding agencies for the past two year’s external grant submissions as a separate attachment with this application.
 |
|  | [ ]   | Not Applicable |
|  | [ ]   | Not Available |
|  | [ ]  | Submitted as a separate attachment with this application |

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| **INSTRUCTIONS TO UNLOCK APPLICATION** |
|  |
| Password protection is on this application so the checkboxes and drop-down menus will work. If you need to turn off the protections, follow these steps:  |
|  |
| 1. Open the file for the URG application.
 |
| 1. Go to the **REVIEW** tab

A screenshot of a computer  Description automatically generated |
| 1. Click on the **PROTECT** button found on the far right.
 |
| 1. Click on the **RESTRICT EDITING**

A white rectangular object with a black border  Description automatically generatedA screenshot of a computer  Description automatically generated |
| 1. A sidebar window will open up.
 |
| 1. Click on the **STOP PROTECTION** button.
 |
| 1. A **UNPROTECT BOX** will pop-up.

A screenshot of a computer error  Description automatically generated**3025** |
|  |
| 1. Type **3025** and hit **OK.**
 |
| 1. Then it is just a regular Word document and if you want the checkboxes etc.,

to work again, just reverse the process described above by clicking **YES START ENFORCING PROTECTIONS** |

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| **QUESTIONNAIRE FOR PIs ORDERING EQUIPMENT ON A GRANT APPLICARION** |
|  |
| Please contact grants@tamiu.edu to discuss this form.PIs must complete this form when applying for a grant with an equipment request. |
|  |
| *Note: Principal Investigators must provide as many details as possible on this form. After signing it, please forward it to your Chair for approval. Once the Chair approves it, submit the form with your grant application.* |
|  |
|  |
| PI Name: |       |
|  |
| Proposal Due Date: |       |
|  |
| Yearly Cost of Service Contract: | **$**       |
|  |
| Is this a resubmission of a grant? |  [ ]  Yes [ ]  No  |
| If yes, add the date of the previous submission: |       |
|  |  |
| Has the room changed since the original approval? |  [ ]  Yes [ ]  No  |
|  If yes, what was the previous room?  |       |
|  |  |
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| ***Note to ORSP:*** *Review the original form and confirm that no room change was made in the resubmission form.* *If confirmed, the previous form can be used; there is no need to proceed to fill out a new form.* |

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| **1. QUOTE:** PI must provide a detailed quote from the vendor when forwarding this form for approval. **(REQUIRED)** |
|  |
| **2. SPECIFICATIONS:** Provide specifics for the equipment: height, width, depth, and weight; electrical requirements, including heating and cooling; water requirements, including heating and cooling; software requirements, accessories, etc. |
|       |
|  |
| **2. SPACE REQUIREMENTS:** What are the space requirements for the equipment? |
|       |
|  |
| **3. SPACE LOCATION:** Have you identified a space (office, lab, etc.) that will accommodate equipment and all its needs? If so, what is the location of this space? |
|       |
|  |
| **4. CHAIR APPROVAL:** Doyou have your chair’s permission to use the above-mentioned space? | [ ]  Yes [ ]  No |
|  |
| **5. DEAN APPROVAL:** Doyou have your dean’s permission to use the above-mentioned space? | [ ]  Yes [ ]  No |
|  |
| **6. ROOM RENOVATIONS:** To prepare space for equipment installation, will moving equipment/ furniture and/or renovating/modifying a room be necessary (e.g. construction, data, electrical)?  |
| [ ]  Yes [ ]  No *If yes, please provide details below.* |
|       |
| **7. ADDITIONAL COSTS:** Willthe equipment require other costs once installed or purchased, i.e., insurance, service and maintenance, extended warranty, etc.?  |
| [ ]  Yes [ ]  No *If yes, please provide a quote.* |

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| **8. APPROVALS:** |
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|  |  |  |
| PI Signature and Printed Name |  | Date |
|  |
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|  |  |  |
| Chair Signature and Printed Name |  | Date |