Grants to Enhance and Advance Research (GEAR) Guidelines

Pre-Proposal Submission Deadline: Friday, January 29, 2016 at 5:00 PM
Submit 1 (one) unsigned pdf to: Your College Dean’s Office
Full-Proposal Submission Deadline (only for proposals selected by individual Colleges): Monday, March 14, 2016 to gearfullproposal@share.uh.edu.

Purpose
The purpose of the Grants to Enhance and Advance Research (GEAR) is to increase external funding. Only proposals that meet this purpose will be considered and reviewed. The GEAR program cannot be used as a supplement to currently funded research. In addition, if you have start-up funding, you must provide additional justifications for the request.

Eligibility
Full-time faculty members who are tenured or tenure-track are eligible to apply for GEAR funds. Individual faculty members or groups of faculty members may apply. If you have start-up funding, you must provide additional justifications for the request.

Schedule:

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<td>December 7, 2015</td>
<td>Program Announcement</td>
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<td>January 29, 2016</td>
<td>Pre-Proposals Due to Colleges</td>
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<td>February 12, 2016</td>
<td>Announcement of College Selections</td>
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<td>March 14, 2016</td>
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<td>April 25, 2016</td>
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<td>May 2, 2016</td>
<td>Cost Centers Established</td>
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<td>June 1, 2016</td>
<td>Effective Date of Award for 12 Months</td>
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Criteria for Award
A GEAR proposal must supply convincing evidence that the following criteria have been met or will be met (as in item 2):

1. The proposed activities must represent high-quality research of significant benefit to the University and society, and which will further the purposes described above.
2. A formal proposal **must** be submitted to an external agency by the end of the project period. Applications will be stringently reviewed with regard to the likelihood that the applicant will meet this criterion.

3. 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
   - Physical Sciences/Mathematics
   - Social and Behavioral Research
   - All other categories, please specify on the cover page of the application form.

**Application Forms and Format**
The application forms are available thru the Division of Research website ([http://www.uh.edu/research/research-dev/funding-ops/internal-awards/gear/](http://www.uh.edu/research/research-dev/funding-ops/internal-awards/gear/)).

**Budget Preparation**
GEAR awards may be used for virtually any purpose as long as it supports the proposed research program and enhances the ability of the Principal Investigator(s) to obtain external funding. Funding requested may range from $10,000 to $30,000 depending upon the type and scope of research.

Support for faculty salaries is limited to $6,000 per grant.

Budgets will be critically reviewed. All budget items should have written justifications, and the budget should include fringe benefits. If you have start-up funding, you must provide additional justifications for the request.

Support for instructional development activities will **not** be considered for this program.

Support received may be State funding and therefore subject to all State of Texas guidelines for expenditures. This restriction might affect the amount of travel that can be funded.
REVIEW OF PROPOSALS:
Proposals will undergo a two-stage review process. First, pre-proposals will be submitted to the college in which the PI holds primary appointment. Each college will review and rank the pre-proposals by an elected or appointed committee of faculty. Each college will establish a fair and transparent mechanism for review that might or might not involve external evaluations. The details of the review process within the college will be disclosed to the faculty of the college and to the Research and Scholarship Committee (RSC). The number of full-proposal slots allocated to each college will be based on the proportion that the college expended for research in relation to total research expenditures of the University during the previous fiscal year, while giving at least one slot to every college. Each college will announce the list of pre-proposals selected for full-proposal slots. The selected PIs will submit their full-proposals to Division of Research (DOR). These proposals will be competitively reviewed and acted upon by a subcommittee of the RSC. Winning proposals will be determined based on program criteria, merit, and available funds.

The proposals should be clear, concise, and explicit about the benefits of the activities to be undertaken. The proposal narrative should not exceed two double spaced pages and the type size should be no smaller than 12 pt. 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.

Proposals should be written to be understandable to reviewers who are from a range of disciplinary fields. RSC reviewers will be internal to UH and, as mentioned above, may not be disciplinary experts.

Human Subjects Review/Animal Usage
All projects involving human subjects must be reviewed and approved by the Committee for the Protection of Human Subjects 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 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.

Reporting and Acknowledgement
Each grantee must submit a report not more than 90 days after completion of the grant describing the outcome of the project. It is also the responsibility of each award recipient to...
furnish information to the Division of Research concerning external applications that are submitted or awards received as a result of GEAR funding. 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. 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 GEAR support in all publications resulting from the award and provide one copy of the publication to the Division of Research, mail code 2015.

**Application Deadline**
One unsigned pdf of the proposal must be sent to gearfullproposal@share.uh.edu by 5:00 PM on Monday, March 14, 2016. **No late applications will be accepted.**

**Effective Date Awards**
Decisions on GEAR awards will be made by the Vice President for Research based on the recommendations from the UH Research and Scholarship Committee of the Faculty Senate. Applicants will be notified by April 25, 2016. Awards will be effective June 1, 2016, for twelve months.

**Assistance**
Questions on this program can be directed to Dr. Mary Ann Ottinger in the Division of Research at 713-743-8886, maotting@central.uh.edu.