

Grant-in-Aid Program to Support Faculty Researchⁱ **Spring 2012**

Introduction

The primary goal of the grant-in-aid program is to enhance the research environment in the College of Liberal Arts and Social Sciences. It provides support to faculty who require financial assistance to initiate new research and to those who need a small infusion of funds to complete an ongoing scholarly project. It also provides support for publication subventions.

The grant-in-aid program is designed to serve as a catalyst for increasing scholarly productivity for faculty at all stages of their careers. From assistant professors preparing for tenure and promotion to associate and full professors who need financial support to initiate new research, the grant-in-aid program serves as an important source of financial support for faculty in the College of Liberal Arts and Social Sciences.

The grant-in-aid program is available to all tenured and tenure-track faculty members in the College of Liberal Arts and Social Sciences. Instructional or clinical faculty and others on term assignments, visiting faculty, and emeritus faculty will not ordinarily receive consideration. The funds are available to continuing faculty only: faculty who announce their termination due to retirement or to begin employment at another institution, or who are notified of the nonrenewal of their appointments, are ineligible for these funds.

The College of Liberal Arts and Social Sciences expects recipients of awards to acknowledge the support of the grant-in-aid in any publication, performance, or exhibit resulting from a grant-in-aid award.

Applications must be submitted electronically in a single pdf file to Maria Gasi, College Research Administrator, at mgasi@uh.edu by February 10, 2012. Please direct inquiries to Kathleen Brosnan, Associate Dean for Faculty and Research, at kbrosnan@uh.edu.

Grant-in-Aid to Support New Research

- I. All tenured and tenure-track faculty members in the College of Liberal Arts and Social Sciences are eligible to apply for a grant-in-aid up to **\$6000** to support a new project. Faculty with other sources of internal funding to support their research, such as individual research accounts, endowed chair disbursements, or the like, are ineligible for a grant-in-aid.
- II. Grant-in-Aid funds are designed to provide support to faculty who are in the process of initiating new research. In some cases, these grants-in-aid will prove sufficient to complete the research necessary to produce a significant work of scholarship. A

primary goal of these grants-in-aid, however, is to support preliminary research sufficient to produce funding proposals that will be more competitive for national grants and fellowships. Therefore, faculty will not be eligible for a second grant-in-aid for the same project.

- III. The Small Grants Program supervised through the Division of Research (DOR) provides funds for “ongoing” research projects. If a faculty member has already received a small grant, the project in question is by definition no longer “new.” Thus, the faculty member is not eligible for this grant-in-aid for the ongoing project, but remains eligible for other DOR small grants and may apply for a CLASS grant-in-aid to complete research (see below) to finish the ongoing project. The faculty member subsequently may apply for this particular grant-in-aid to begin a new research project.
- IV. Junior faculty members who have already received a New Faculty Research Grant through the Division of Research are ineligible to receive this grant-in-aid for the same project, but can apply for DOR small grants and for a CLASS grant-in-aid to complete research (see below) on the same project. He or she also may apply subsequently for this grant-in-aid to initiate a new research project.
- V. Grant-in-aid funding may be used to cover the cost of transportation, lodging, and other research-related expenses such as copying, materials acquisition (see exclusions below), the cost of a research assistant, etc.
[Note: All faculty must acquire an approved travel request before any domestic or international travel at University expense; faculty trips without an approved travel request will not be reimbursed even if grant-in-aid funds have been approved.]
- VI. Grant-in-aid funding does not cover the cost of per diems or food during travel. It also cannot be used to fund release time from teaching; to buy computers or other equipment already available for loan from the University; to travel to present papers at conferences; to pay for subscriptions to journals available in University Libraries; to develop materials to be used in classroom teaching; to support the editorial work of a journal; or to subsidize conferences hosted by scholarly organizations.
- VII. Any equipment purchased with grant-in-aid money remains the property of the University of Houston.
- VIII. Applications for grants-in-aid to support new research must be submitted to Maria Gasi through department chairs/school directors and include the following documents contained within a single pdf file:
 - a. Cover page found on the College’s internal grants webpage (<http://www.uh.edu/class/grants/internal-grants/index.php>).
 - b. Budget form found on the College’s internal grants webpage. (Budgets will be critically reviewed. The more realistic the budget, the better the chances of the proposal’s competitive success. Budget items must be justified; see below.)
 - c. A letter of support from the department chair or school director
 - d. A short curriculum vitae including publications, grants, and fellowships (no more than 5 pages)
 - e. A short description of the project (maximum of 3 single-spaced pages) should include the following:
 - i. a clear and concise statement of the research problem or description of the creative project;

- ii. the significance to the field of the problem addressed or project undertaken;
 - iii. a statement on methodology and/or critical/creative approach;
 - iv. the experience the applicant brings to the project, including any work already completed;
 - v. how the project will meet the department/school's criteria for tenure and/or promotion (if applicable);
 - vi. a timeline for completing the project and for publishing and/or making public the results through an exhibition or performance;
 - vii. a justification of items listed in the budget; and
 - viii. an explanation of the faculty member's subsequent plans, if any, to pursue external funding
- IX. Grants-in-aid to support new research will be awarded for one to three years beginning with the date of the award, but may, with the permission of the Dean, be extended for an additional 6 months. Any funds not utilized within the grant period will be returned to the College. The successful applicant will not be eligible for this Grant In Aid to Start Research for another three years.
- X. All successful applicants will be required to submit a report (no more than 2 pages) annually for the duration of the grant. This report should describe the impact of the grant on the research project, including the work accomplished with the grant as well as plans for publication/dissemination. The report is due on each year on the anniversary of the award, except in the final year, when it may be submitted within six weeks thereafter. If the applicant received an extension, the final report should be submitted six weeks after the end of the extension. Reports should be sent to the Associate Dean for Faculty and Research. Faculty will not be eligible for further grant-in-aid support until a final report has been filed with the Dean's office.

Grant-in-Aid to Complete Research/Creative Activity

- I. All tenured and tenure-track faculty members in the College of Liberal Arts and Social Sciences are eligible to apply for a grant-in-aid up to **\$3000** to complete research/creative activity. Faculty with internal funding, such as individual research accounts, endowed chair disbursements, or the like, are ineligible for a grant-in-aid.
- II. Faculty who previously received a small grant or new faculty grant from the Division of Research are eligible for this grant-in-aid.
- III. Grant-in-Aid funds to complete research are intended to assist faculty in the final stages of preparation of a substantial work of scholarship. Funding may be used to cover such matters as expenses relevant to the presentation and performance of a creative work, the physical preparation of a manuscript (not to include indexing), an online materials project, the translation of an edition, the purchase of photographs and permissions, or to defray the cost of an exhibition, a performance, studio time, etc.
- XI. Grant-in-aid funding may be used to cover the cost of transportation and lodging associated with limited travel essential to completing a research project.

- [Note: All faculty must acquire an approved travel request before any domestic or international travel at University expense; faculty trips without an approved travel request will not be reimbursed even if grant-in-aid funds have been approved.]*
- IV. Application for grants-in-aid to complete research must be submitted to Maria Gasi through department chairs/school directors and include the following documents contained within a single pdf file:
- a. Cover page found on the College's internal grants webpage (<http://www.uh.edu/class/grants/internal-grants/index.php>).
 - b. Budget form found on the College's internal grants webpage. (Budgets will be critically reviewed. The more realistic the budget, the better the chances of the proposal's competitive success. Budget items must be justified; see below.)
 - c. A letter of support from the department chair or school director
 - d. A short curriculum vitae including publications, grants and fellowships (no more than 5 pages)
 - e. Short description of the project (no more than 3 pages) presented as a clear statement of the scope and nature of the work to complete, a reasonable timeline for the completion of this work, and a justification of the budget items.
- V. Grants-in-aid to complete research will be awarded over a six-month period beginning with the date of the award, but may, with the permission of the dean, be extended for an additional 6 months. Any funds not utilized within the grant period will be returned to the College.
- VI. All successful applicants will be required to submit to the Associate Dean for Faculty and Research a report (no more than 2 pages) within six weeks of the completion of the grant. If the grant is extended, the report should be submitted six weeks after the end of the extension. The report should describe the impact of the grant on the research project, including the work accomplished with the grant as well as plans for publication/dissemination. The report should be sent to the Associate Dean for Faculty and Research. Faculty will not be eligible for further grant-in-aid support until a final report has been filed with the Dean's office.

Publication Subvention

- I. The maximum subsidy request is **\$3,000** to support the publication of a new work of scholarship. The publication subvention program is an effort by the College of Liberal Arts and Social Sciences to assist tenured and tenure-track faculty members to provide the subsidy requirements established by presses known to the scholarly community for the publication of high quality books or monographs. Subventions will not be provided to lower the market price of a manuscript accepted for publication. In the event that a subvention is awarded to an author, the recipient must provide a copy of the author-publisher contract to the Associate Dean for Faculty and Research before the subvention is released. Successful applicants for Publication Subventions must acknowledge, in the published work, the financial assistance of the College of Liberal Arts and Social Sciences at the University of Houston.

II. Application for Publication Subvention must be submitted to Maria Gasi through department chairs/school directors and must include the following documents contained within a single pdf file:

- a. Cover Page found on the College's internal grants webpage (<http://www.uh.edu/class/grants/internal-grants/index.php>).
- b. Copy of the publisher's letter of acceptance to the author.
- c. Letter from the publisher containing the precise amount of the subvention request. The letter should be written either to the author or to the Associate Dean for Faculty and Research.
- d. Copies of referees' reports. If referees are not identified, the press editor must confirm the professional stature of the readers.
- e. Applicant's short curriculum vitae. This abbreviated CV should include major publications and all research/creative activity awards and must not exceed 3 pages.
- f. Letter of support from the chair/director and an indication of any funds available from departmental sources, as appropriate.

Review Process for Grant-in-Aid and Publication Subventions

All applications for grant-in-aid funding and publication subventions will be reviewed by the Research Committee of the College of Liberal Arts and Social Sciences.ⁱⁱ The Research Committee will present its recommendations to the Dean of the College who will make the final decision on which applications will be funded based on availability of resources.

- I. The most important criterion in evaluating an application for a grant-in-aid or publication subvention will be the quality of the project.
- II. Budgets will be critically reviewed. The more realistic the budget, the better the chances of the proposal's competitive success. All budget items should have written justifications, and the budget should include fringe benefits.
- III. Another crucial criterion is the likelihood of success in completing the project in a timely manner; applicants must provide clear and reasonable information on the timeline for completion.
- IV. In addition, all applications must be complete, and must have been received by the deadline, to be considered for funding.

All applications must be submitted electronically to Maria Gasi, College Research Administrator, at mgasi@uh.edu by February 10, 2015.

Please direct inquiries regarding Grants-in-Aid or Publication Subventions to Kathleen Brosnan, Associate Dean for Faculty and Research, at kbrosnan@uh.edu.

You can also access this document by visiting <http://www.uh.edu/class/grants/internal-grants/index.php>.

12/20/11

ⁱ Research is defined as all forms of creative activity and scholarship that contribute to a faculty member's profile and reputation as a scholar in his or her field and makes the greatest

contribution to the standing of the College of Liberal Arts and Social Sciences and its Departments, Schools, and Centers.

ⁱⁱ The Faculty Governance and Advisory Committee has proposed the creation of a standing Research Committee. When this committee is approved by the faculty, it will assume the review role described in this document. Until the committee is officially approved by the College the Dean will appoint an ad hoc committee to review applications for grants-in-aid and Faculty Development Leaves.