

New Faculty Research Program (NFRP)

Proposal Submission Deadline

Friday, November 1, 2024, before 5:00 p.m.

- Combine all files of the completed proposal into a single PDF, name the file LAST_FIRST_2024 where the LAST is your last name and the FIRST is your first name, and upload it to the online cover sheet using the “Apply for Internal Awards” link on the DOR webpage: <https://uh.edu/research/funding-opportunities/internal-awards/new-faculty/>
- Make sure that your affiliated pre-award personnel who generated the budget signed the budget template, indicating that they prepared and approved the budget. (In lieu of a signature on the budget template, a letter can be included certifying that the signatory prepared and approved the budget.)

LATE PROPOSALS WILL NOT BE CONSIDERED

Overview

The New Faculty Research Program aids faculty who recently received their terminal degree and who have not had previous support, exclusive of that as a student or a postdoctoral fellow.

Grants up to \$10,000 will be awarded to individual faculty members, as part of the University of Houston (UH) efforts to support research and scholarly activity that constitute an integral part of the University’s Research program. A total of \$100,000 is available for the New Faculty Research Awards program.

These awards are specifically targeted for scholarly activity in the humanities, arts, social sciences, and education. Pilot projects from any area, including engineering, natural sciences, and mathematics, will be considered if they meet the criteria for submission. Grants will be awarded strictly on merit and DOR review.

Eligibility and Restrictions

All applicants must meet the following criteria:

- Full-time tenure-track assistant professor or promotion-eligible non-tenure track assistant professor on the UH campus prior to the effective date of the New Faculty Research Program award.
- Terminal degree at the time the grant period is scheduled to begin or the filing of letter by the candidate’s dean with the UH Research and Scholarship Committee (RSC) stating that all requirements for the degree have been met by April 15.
- No more than three years’ service after the receipt of the terminal degree.
 - In a tenure track position at the time the grant period is scheduled to begin; adjunct positions at the University or another institution do not count towards the eligibility period for tenure track faculty.

- In a role in which research and publication activities are normally expected at the time the grant period is scheduled to begin.
- An instructional faculty member in their first three years of service at the University.

Note: Postdoctoral studies are not to be included in calculating the years of service. For example, an applicant receiving their terminal degree in 2019, followed by 4 years of postdoctoral studies, must start their period of eligibility after the postdoctoral training was completed in 2023. Thus, the period of eligibility would be from 2023 – 2026.

- An application containing more than one Principal Investigator (PI) will NOT be accepted. Co-PI(s) are not allowed.
- Successful applicants may not reapply for a New Faculty Award.
- Proposers must note the following:
 - Applicants must not have start-up funds exceeding \$50,000 (does not include renovations or personnel costs).
 - The recipient is required to continue on the University faculty the following year and be at UH. The DOR must approve exceptions.
 - Applicants may submit only one proposal during each program announcement.
 - Previous awardees are not eligible to apply to the New Faculty Research Program.
 - If faculty member receives a New Faculty Research grant and subsequently is notified that outside funding has been awarded for a project to be carried out during the summer of his or her grant, the faculty member must relinquish the New Faculty Research award.
 - Those who apply for a New Faculty grant cannot also apply for the Small Grants Program.

Funding not to exceed \$10,000 may be requested and may include up to two months of summer salary plus research-related expenses. All research expenses must be justified.

Support for instructional development activities will not be given.

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. Do not apply if your startup package exceeds \$50,000 exclusive of personnel and renovations.

All expenditure of funds must comply with State of Texas guidelines.

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
- Medicine
- Health Disparities
- Physical Sciences/Mathematics
- Social and Behavioral Research
- Business
- Law
- Education

- Pharmacy
- Optometry
- For all other categories, please specify on the cover page of the application form.

Formatting Requirements

All documents must be prepared on the US Letter size paper (8.5"x11") with 1-inch margins on all sides, Arial font size 11 pt or greater. The proposal narrative must have exactly 1.5 line spacing; all other documents may be single-spaced. An Arial font size of no less than 8 pt. should be used for the captions to graphics and tables and may be single-spaced. The text in the captions must be legible. Applications that fail to follow the formatting requirements will not be reviewed.

Proposal Preparation and Submission

The application must be prepared using the guidelines below and submitted by the PI or the PI's affiliated pre-award research administrator. Combine all files of the completed proposal into a single PDF, name the file LAST_FIRST_2024 where the LAST is your last name and the FIRST is your first name, and upload it to the online cover sheet using the "Apply for Internal Awards" link on the DOR webpage: <https://uh.edu/research/funding-opportunities/internal-awards/new-faculty/>. No prior approval from chairs and deans is required unless the application requires a commitment of space or other resources, in which case a letter of commitment should be included. Emails to you, your department chair (or equivalent), and your associate dean for research will be sent after you submit the proposal.

Organize the proposal using the following sections with these headings:

Abstract/Summary

A 200-word single-spaced abstract must be submitted with the proposal.

Proposal Narrative (Up to 6 pages, includes graphics, tables, equations, and formulas)

The proposal narrative must not exceed six pages with exactly 1.5 line spacing and the font size of Arial should be no smaller than 11 pt. with 1-inch margins. The following sections must be included:

- a. Objectives and Specific Aims
- b. Significance and Impact
- c. Preliminary Results and Applicant Expertise
- d. Approach (How you will go about producing the project; if this is a research proposal this section would involve the methods)
- e. Expected Outcomes and Products
- f. Feasibility: Provide a timeline of all activities

References Cited are in addition to the 6-page Proposal Narrative and must be single-spaced. Only proposals that meet the formatting requirements will be reviewed.

Biosketch(es)

Provide a biosketch for the PI. NSF/NEH style is preferred but not required. The narrative format of an NIH Biosketch is not acceptable. Regardless of the format, the biosketch is limited to no more than five pages.

The biosketch should provide the following:

- Current and Past Positions.
- Education: List degrees and dates awarded.
- Awards and Honors: Include dates.
- Other Relevant Professional Activities and Accomplishments.
- Publications: Include full citations for selected publications and presentations.

Current and Pending Support, including overlap with current funding, pending proposals, and start-up funding.

- Provide a list of current and pending support for the PI. Include a clear description of overlap of the proposed research with research on current awards or pending proposals.
- If the proposal is related to a project supported by start-up funding, indicate the overlap.
- Proposals seeking to conduct research to improve a prior submitted external proposal that has received high but not-funded ranking must provide the external proposal reviews and describe the specific steps that will be taken to address the deficiencies stated in the reviews.

Budget

The budget **MUST** be constructed and presented using the standard UH budget template <http://www.uh.edu/research/resources/dor-forms/proposal-processing-forms/>. Please work with your affiliated pre-award personnel to generate the budget. This person must sign the budget template, indicating that they prepared and approved the budget. . (In lieu of a signature on the budget template, a letter can be included certifying that the signatory prepared and approved the budget.) **The project period is 18 months but prepare a single-year budget.**

- Request must be specific (i.e., funds for a specific research or scholarly project, not for general or instructional purposes).
- If external reviewers for a future grant submission are considered as part of the proposed activities, the PI must acknowledge that they are aware of the potential for a conflict of interest if the identified reviewer is a member of the agency's review panel. Specifically, if the funding opportunity is from an agency that publishes the roster of their review panels (e.g., NIH), the PI must acknowledge that they will check all relevant rosters and refrain from sending any inquiries for an external review to such members. If the PI plans to pay external reviewers for reviews, this must be explicitly included in the budget.
- Requests for the following will NOT be funded:
 - a. Generic computer software for which the University has a license, except for packages directly related to the project such as mathematical analysis toolboxes.
 - b. Supplementation of other internal or external support.
 - c. Graduate student tuition and fees (these costs should be covered by GTF)

In lieu of salary, one course buyout during the course of the project may be requested as part of the budget. This buyout is permitted only for faculty who have at least a 2+2 teaching load. The buyout must be approved by the department chair prior to submission and the department chair must write a letter indicating approval of the course buyout and the budgeted amount. Faculty with any type of approved course release may not request an additional buyout (e.g., distinguished professorship, startup package, administrative release). The budget must reflect the cost of hiring a replacement adjunct professor and not the cost charged to a grant for a course release. In many departments, a course release is charged at \$10,000 to a federal grant, while the cost of hiring an adjunct is \$3,000; the latter cost should be budgeted and justified.

Budget Justification and Fiscal Accountability

The budget justification must address each item for which funding is requested and explain why it is needed. Each budget must justify all aspects of the requested budget, including faculty salaries. Faculty salaries must be specified as academic or summer months.

Commitments

This program allows cost sharing or matching from non-DOR sources. Any financial or tangible commitments must be formally documented. Written commitments signed by the sponsoring unit authorities (i.e., dean, center director, and/or department chair) must be submitted when cost sharing or matching is proposed. Startup funds are not eligible for cost sharing because it bypasses the need for a discussion with the department chair/dean.

Space

Space availability and requirements must be identified.

- a. Location of the unit.
- b. What facilities, renovations, and technology needs are anticipated?

It is the investigators' responsibility to prepare the facility for installation and housing of the product. No funds from this program can be used for renovations.

Review Process

These proposals will be competitively reviewed and acted upon by subcommittees of the RSC of the Faculty Senate. Winning proposals will be determined based on program criteria, merit, and available funds. Preference will be given to bold new ideas showing clear evidence of a high likelihood of producing high-quality, high-impact products in the short term and viability as a research program in the long term. Investigators with current funding must clearly state any overlaps between this and their current project portfolio.

Merit Criteria

All applications will initially be checked against the eligibility criteria outlined above. If eligibility is not fulfilled, applications will be returned without additional review alongside an appropriate explanation by DOR staff. After the initial screening, applications will be submitted to the RSC. Each accepted proposal will be competitively reviewed and acted upon by a subcommittee of the RSC that may include non-RSC members from the campus. The RSC will make recommendations to the VC/VP for Research, who will be responsible for awarding and administering the grant. The DOR reserves the right to review and change budgets and ask for clarifications from potential awardees. Reviewers will be internal to UH and may not be

disciplinary experts. For instance, a colleague from the College of Arts or the College of Education might review an application from the College of Pharmacy. It is important to ensure that reviewers who are not technical experts in the field of inquiry can understand the proposal narrative. Avoid jargon, unexplained abbreviations, and narratives that are highly technical.

Each reviewer will score each of their assigned proposals in five domains on a 1 (highest) – 5 (lowest) scale and provide an overall score on the same scale. The overall score must be based on the likelihood that the proposal will result in a fundable application. Increments of 0.5 are allowed within the 1-5 range (1.0, 1.5, 2.0, 2.5, etc.):

1. Short-term impact and innovation of proposed research:
Evaluate the short-term impact and novelty of the proposed research.
2. Final product, including feasibility and timeline, which may include a plan for grant submission:
Evaluate the proposed final product. A strong application will have a detailed plan for producing this product, which may include a plan for grant submission at the end of the funding period. If grant submission is proposed, the application should identify the targeted agency, funding mechanism, and program for which the proposal with a clear timeline for submission and revision.
3. Quality of the approach:
Evaluate the approach taken to produce the proposed product. For subvention costs associated with publishing a book, work of art, or theater production, a copy of the following documents should be submitted:
 - a. Contract or letter of support from a publisher, curator, or producer showing firm commitment and costs of publication/production
 - b. Short summary of the proposed manuscript, work of art, or theater productionThe applicant should be able to provide sufficient proof that the publisher/curator/producer has a scholarly reputation and is not a vanity operation. If the proposal is a research grant, examine the description of the aims, participants, procedures, and analysis of the data.
4. Investigator expertise and record of accomplishment:
Evaluate the evidence that the investigators have the relevant expertise to produce product. A strong grant would have a publication record in the identified area or clearly show the capacity to move into a new area. A weak grant would have no demonstrable record of accomplishment. A history of prior funding can be considered but should not disadvantage junior investigators with clear evidence of expertise.
5. Long-term potential for substantive contributions to research area:
Evaluate the potential long-term impact of the proposal for a sustained and important contribution to the selected area of research and scholarship.

Congruency Review

Congruency review by the Research Integrity and Oversight (RIO) Office is required for all research submitted to this program. Congruency review includes human subjects, animal usage, biological materials (rDNA, human samples, microorganisms, etc.), and radiation (radioactive materials, lasers, and x-rays).

All oversight committee approvals must be secured within three months of the award announcement, or the funds will be forfeited:

- All projects involving human subjects must be reviewed and approved by the Institutional Review Board (IRB) 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 (IACUC) before the grant cost center will be established.
- All projects involving biological materials must be reviewed and approved by the Biological Safety Manager and the Institutional Biosafety Committee (IBC) before the grant cost center will be established.
- All projects involving radiation must be reviewed and approved by the Radiation Safety Officer (RSO) & Laser Safety Officer (LSO) and authorized by the Radiation Safety Committee (RSC) 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 Technology Transfer and Innovation \(OTTI\)](#) at 713-743-9294.

Schedule

Program Announcement	September 09, 2024
Application Deadline	November 1, 2024
Initial Review Completed	January 24, 2025
Announcement of Awards	February 14, 2025 (approximate)
Effective Date of Award for 18 Months	March 14, 2025-September 14, 2026
Interim Report 1	September 14, 2025
Interim Report 2	March 14, 2026
Final Report and Product Submission	September 14, 2026

Extensions

Extensions of up to 6 months will be granted only for circumstances that would extend the tenure clock. There is additional flexibility for unanticipated events that affect the entire university, such as a pandemic and the suspension of travel and human participants' research. No requests for extension will be granted if initiated after the expiration date of the project.

Reporting and Acknowledgement

Use the *Internal Grant Reports Form* button on the DOR Internal Awards webpage to submit progress reports that are due on the established dates regardless of progress through the congruency review. Interim reports are required at 6-month intervals. These reports should be narrative summaries of progress made toward achieving the proposed research objectives and

not to exceed one page.

The final report should detail the final product(s) and provide documentation of its completion. More specifically, it should provide a summary of data and/or outcomes as it relates to the proposed research objectives. The final report should not exceed 3 pages. 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 DOR support in all products and publications resulting from the award and provide one copy of the publication to the DOR.

Assistance

All questions related to this program should be submitted to Dr. Claudia Neuhauser (cmneuhauser@uh.edu), Vice Chancellor/Vice President for Research.

Please do not call or email regarding the review results because the dates depend on the RSC review capacity and are approximate.