

# SUL ROSS STATE UNIVERSITY

*A Member of the Texas State University System*

**SRSU Policy:** Research Enhancement Proposal Guidelines

**SRSU Policy ID:** FH 2.18

**Policy Reviewed by:** Executive Vice President and Provost

**Approval Authority:** President of the University

**Approval Date:** July 18, 2023

**Next Review Date:** July 18, 2028

The administration of Sul Ross State University is committed to faculty excellence in instruction, research, and service. To promote research, the university provides opportunities through the Research Enhancement Program.

## A. Research Enhancement Program

The purpose of the Research Enhancement Program is to encourage and provide support for research conducted by faculty members. The Research Council on the SRSU Alpine campus and the Research and Faculty Development Council at Rio Grande College are the designated faculty committees at Sul Ross State University for the implementation of these mandates.

## B. Intellectual Property

Any intellectual property which may result from research supported by the Research Enhancement Program is subject to the copyright policy stated in Chapter III, Section 11 and the patent policy stated in Chapter III, Section 12 of *Rules and Regulations, Texas State University System*.

## C. Eligible Faculty

The Research Enhancement Program requires that research monies be granted only to librarians or to tenured or tenure-track faculty. Any full-time faculty member in a tenured or tenure-track position (instructor, assistant professor, associate professor, or professor) may be awarded a grant. If a non-tenure-track faculty member is listed as co-applicant, the tenured or tenure-track faculty member must be listed as the principal investigator, and the co-applicant must be shown in the proposal to be under the direction of the principal investigator.

Proposals to support faculty research will receive priority. Those which appear to support primarily graduate-student research will not be considered.

## D. Guidelines

When submitting a proposal to the Research Council or Research and Faculty Development Council in the Rio Grande College, the applicants must adhere to the following guidelines:

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## 1. Style and Format

The proposal must be typed on 8½" x 11" white-bond paper. The typing should be double spaced with normal margins. The proposal should be written in the accepted style of the profession. Seven (7) copies of the proposal, stapled in the upper-left-hand corner, are required.

A proposal must consist of the following elements, arranged in the following order: cover sheet, budget, abstract, narrative, appendices (optional), and evaluation form (left blank).

## 2. Cover Sheet

The cover sheet must follow the format of the sample cover sheet located in the Appendix. One copy must bear the signatures of the principal investigator, departmental chair, and dean. The departmental chair and dean may comment on the proposal.

## 3. Budget Page

The budget page should follow the format of the sample budget sheet located in the Appendix. Estimates should not be rounded off. Each piece of capital equipment with a value of over \$500.00 must be itemized on the budget page and justified in the narrative section of the proposal.

The budget may include any items for which funds are normally expended by state agencies, including a faculty stipend. The items, as indicated by the sample budget, must be normal categories used by the Sul Ross State University accounting system.

### **Special Notes:**

Travel and per diem will be paid at State of Texas rates for grants from institutional funds. Any travel budget must be clearly justified in the narrative of the proposal and detailed in the budget (e.g. mileage).

A faculty recipient cannot receive a salary stipend from the grant during a time that he or she is employed at 100% by the university.

Faculty should note that payroll deductions are taken from salaries funded by the Research Enhancement funds. FICA costs need not be calculated for student workers or faculty and need not be included in the proposed budget.

Salary costs for student workers should be calculated on the current hourly minimum-wage basis used by the university. Graduate assistants

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should be paid on a monthly basis where feasible. Undergraduates should be paid on an hourly-wage basis.

The budget must clearly show to which positions the wages are going.

Monies must be spent or encumbered by the end of the fiscal year (August 31).

All grants will be reviewed by the Business Office to assure good accounting practice and overhead figures where applicable.

## 4. Abstract

The abstract is a concise summary of the proposal about one-half page in length on a separate page. The heading contains the title of the proposal and the name and department of the major investigator.

## 5. Narrative

The proposal narrative is limited to no more than five (5) pages. The proposal should address the following items as a minimum: (1) objectives, (2) value of the research, (3) review of the pertinent literature, (4) current proposal description, (5) outline of the plan of research, (6) capital-equipment needs and available equipment, and (7) personnel needs.

## 6. *Curriculum Vitae* of Principal Investigator

The applicant must submit one brief *vita* to the Research Council or Research Committee. The *vita* must include education, professional experience, membership in professional organizations, and publications and papers.

## 7. End-of-Project Accountability

In addition to reports which are required by the State of Texas or any other funding agency, the grantee must submit to the committee one of the following: (1) a copy of a manuscript based upon the research findings to be submitted for publication or (2) a detailed report of the project. Failure to comply with this accounting will result in the rejection of subsequent proposals until the requested document is submitted to the Research Council/Research Committee.

## E. Review and Evaluation of Proposals

The proposal will be reviewed by the Research Council/Research and Faculty Development Council. The Research Council/Research and Faculty Development Council will use the following priority system in reviewing proposals for funding:

First Priority—Research (basic or applied): any endeavor involving the collection of information in order to advance understanding or make judgments;

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Second Priority—Presentation costs: costs associated with preparing information or presenting information previously accumulated by research efforts, page costs, manuscript preparation, meeting costs, and other expenses of like kind; and

Third Priority—Curriculum development: the acquisition or preparation of materials for instructional uses.

The Research Council/Research and Faculty Development Council shall use the following criteria in their evaluation and review of the proposals: the feasibility of the project, the capacity of the investigator to conduct the project based upon information provided in the narrative of the proposal, the adequacy of the facilities available to the investigator, the priority assigned to the project, and the proposal's adherence to provisions regulating the research, such as those for live subjects.

Proposals not in the correct format will be returned to the investigator. A scale of one to ten will be used to rank the criteria. Proposals receiving the highest scoring will be recommended for funding, availability of funds permitting.

A summary of the evaluations of the proposal will be returned to the investigator. The summary, when possible, will be written by the council member from the same school or department as the author of the proposal.

## F. General Requirements

Proposals involving animals as subjects must be submitted to the Research Council with signed approval of the Institutional Animal Care and Use Committee (IACUC).

Proposals involving human subjects must be submitted to the Research Council with signed approval of the Institutional Review Committee (IRC).

Any capital equipment purchased by the Research Enhancement monies is the property of Sul Ross State University.

Projects which do not qualify as first-priority Research Enhancement projects may qualify for Faculty Development and Enrichment monies.

## G. Research Enhancement Timetable

The Research Council/Research Committee will operate within the following calendar:

November 1 Issue call for proposals to be awarded the following September.

March 8 Deadline for receiving proposals for upcoming academic year and for final reports for grants awarded in previous fiscal year.

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- April 5      Research Council recommendations for funding to be made to the executive vice president and provost.
- April 30     Announcement of research grants awarded for September.
- September    Monies made available to researchers.