## Faculty Research Support Funds Application Process

### **1. Prepare your Proposal Submission Packet**

Create one PDF with all required documents placed in the following order (refer to FRSF Policy, section 4):

* FRSF Cover Page
* Purpose and Objectives of Proposed Request
* Background and Hypothesis
* Significance of the Request
* Procedures/General Work Plan/Methodology
* Duration of Request/Time Frame
* Equipment/Facilities
* Dissemination/Use of Results and Project Sustainability
* Budget Summary
* Budget Justification
* Cost Share Support from Program/College
* Appended Materials
* Curriculum Vitae/Biosketch

### **2. Request Dean's Support**

First, verify whether the dean of your college has an earlier deadline to review FRSF proposals. If not, allow at least 5 business days for the dean to review your proposal submission packet.

* Send ***one*** email requesting the dean of your college to support the project.
* Attach the entire proposal submission packet to the email.
* Copy the Office of Sponsored Programs at [sponsoredprograms@uhcl.edu](mailto:sponsoredprograms@uhcl.edu) and the dean's administrative assistant on the email.

### **3. Completed Submission**

* The dean's support email should be sent to OSP, [sponsoredprograms@uhcl.edu](mailto:sponsoredprograms@uhcl.edu), by 5 p.m. on the due date.
* The submission process will be complete once OSP electronically acknowledges the dean's support email.

### **4. Proposal Review**

* OSP will send the proposal submission packet and dean's support email to the FRSF committee member for review and consideration.
* FRSF committee members will review and rate the proposal using the [**FRSF Review Form**](https://www.uhcl.edu/about/administrative-offices/sponsored-programs/documents/frsf/frsf-review-form-fy2021.docx).
* The committee will discuss the proposals and submit their funding recommendations to the provost.
* Faculty will be emailed about their proposal's status after the committee meeting and will receive copies of the reviewer ratings/comment forms.

**FRSF Funding Notes**

* All investigators must have a completed [**Conflict of Interest for Investigators form**](https://www.uhcl.edu/about/administrative-offices/sponsored-programs/documents/frsf/coi-for-investigators-fy2022-rev-9-29-2021.pdf) for the current fiscal year on file with the Office of Sponsored Programs to be considered for an FRSF award.
* Refer to the [**FRSF Policy**](https://www.uhcl.edu/about/administrative-offices/sponsored-programs/documents/frsf/frsf-policy-2018.pdf) for FRSF funding information.  At the high end, FRSF awards fall within the $5,000 to $6,000 range. You may use the template below to help organize your budget.

|  |  |  |
| --- | --- | --- |
| **Category** | **Item Description** | **Cost** |
| Student Salary |  |  |
| Fringe | Fringe benefits are calculated at 9% of salary, if applicable. |  |
| Equipment |  |  |
| Travel |  |  |
| Supplies |  |  |
| Other |  |  |
| Total |  |  |

* Faculty salaries are **not** allowable expenses.
* Research travel budgets must reflect the State of Texas or US General Services Administration approved rates for meal/lodging per diem.
* Proposals including funding for student research assistant(s) should be consistent with Human Resources guidelines for compensation of student research workers/research assistants at [**Student Worker/Researcher HR Salary Guidelines**](https://www.uhcl.edu/human-resources/compensation/job-framework/job-titles-and-descriptions/job-titles/student-monthly.aspx).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title** | **Job Code** | **FLSA Code** | **EEO Code** | **Pay Rate** |
| Student Research Assistant | 3091 | EX | H80 | $1200 |
| Student Employment | 1042 | EX | H20 | $1200 |

Source: https://www.uhcl.edu/human-resources/compensation/job-framework/job-titles-and-descriptions/job-titles/student-monthly