



Faculty Research Support Funds

Tips and Suggestions

Purpose of FRSF Funds

- FRSF funds are used to support research, creative, and scholarly *professional development* activities by the University of Houston-Clear Lake faculty

FRSF Policies and Procedures

READ THEM!

The most common reasons for rejection include*:

- Not following formatting requirements
- Not sufficiently demonstrating the significance of the work
- Inadequate budget justification

**This presentation is not intended to present a complete listing of the requirements – it reflects the comments of committee members*

FRSF Policies and Procedures can be found at:

http://prtl.uhcl.edu/portal/page/portal/OSP/FRSF/FRSF_LEFT/FRSF%20Policy-Procedures_UC%20approved%209.16.04_8.1.12.pdf

Composition of Committee

Representatives from each school are the official reviewers

- **SCE:** Terry Feagin
- **HSH:** David Malin
- **SOE:** Laurie Weaver
- **BUS:** Timothy Michael

- Paul Meyers, OSP: Controls the budget and is the messenger in instances of rejection
- Patricia McGee-Welch, OSP: Prepares the packages for review and is the messenger in instances of award

Use the Committee!

Poor writing stands out

- Committee members are generally willing to read your proposal and will provide suggestions on how to strengthen it. (You need to give them sufficient time prior to the deadline, the day before WILL NOT work.)
- Also keep in mind that committee members are advocates for proposals for their school and present their review at the committee meeting.

Style Considerations

- Use page numbers
- Avoid the passive voice
- Avoid generalizations
- Avoid compounds or overly-complex sentence structures
- The entire proposal should be understandable to those in other fields with little to no jargon.

Style Considerations (The Abstract)

- FRSF format requires a leading abstract outlining contribution to the field and UHCL, and a brief listing of budget requested.
- The abstract should briefly explain the research and its value. This should be understandable to someone with no background in your field, avoiding jargon when possible.

Style Considerations (Proofread)

- Proofread for typos, grammar, and/or complete thoughts. The importance of this cannot be overstated.
- If English is not your first language, please ask someone to proofread your proposal before submission.

Design and Method Considerations

- Quantitative proposals work best with testable hypotheses
 - Not more than a half dozen
 - Refutable, not open-ended
 - Control groups and comparisons are good
 - If using statistical techniques based on prior work, cite the prior work effectively
 - If using a survey
 - Get CPHS approval prior to submitting
 - Provide a copy of the APPROVED survey instrument

Design and Method Considerations

- Qualitative Research
 - Include an explanation as to why a qualitative approach is applicable
 - Ensure that you have a clearly defined plan, including the purpose for your study
 - Describe the qualitative methodology that you will use
 - Assume that your readers may not be as familiar with qualitative research you are

Design and Method Considerations

- Statements such as “Prior research has found that...” should be followed swiftly by citations of that work.
- A complete, concise literature review is appropriate. Tailor the review to what the proposal is requesting

Budget and Justification

- A comprehensive justification of each and every item on your budget is an essential part of your proposal.
- Explain exactly why each item is needed.

Budget and Justification

ELIGIBLE for FRSF Funding

Research Assistant salary if number of hours to be worked, for how many weeks/months, at what salary, and what the RA will do, are included in the proposal

Travel for research purposes if research can ONLY be conducted at the proposed research site and not anywhere else

- Travel budgets must reflect Texas or GSA approved rates (i.e., in terms of per diem, lodging, etc.).
- ***Attach** State of Texas or US General Services Adm. (GSA) approved meal/lodging per diem rate for proposed destination.

*UHCL Travel Office – Domestic Meal/Lodging Per Diem Rates:

http://prtl.uhcl.edu/portal/page?_pageid=199,115352,199_960879:199_959796&_dad=portal&_schema=PORTALP

Publication costs that are requested ahead of being spent

Supplies/equipment for which a justification related to the proposed research is provided

NOT ELIGIBLE for FRSF Funding

Research Assistant salary for which there is no explanation as to number of hours, for how long, at what salary or as to what the RA will do

Travel to present at a conference

Reimbursement for publication costs already incurred

Faculty summer salaries

Budget and Justification

Research Assistants

- What, specifically will the RA(s) do?
- Justify the hourly rate for the RA(s).
 - Why that much?
 - What skills do they need to have?

Budget and Justification (Research Assistants)

Not Funded

- Graduate RA support: \$6,000

Funded

- Graduate Research Assistant (\$12/hour) \$3,840, Fall 2011/Spring 2012, 10 hours per week, 32 weeks
- The research assistant's (RA) salary is based on working 10 hours per week during the fall 2011 and spring 2012 semesters. The assistant will earn \$12/hour. During the fall 2011, the RA will collect data on new and proposed subdivisions: location, developer, target market, size, pricing, sustainability/new urbanization, and approach toward resilience. The RA will also collect data regarding zoning, Planned Unit Developments, Tax Increment Reinvestment Zones 380 agreements, developer agreements, and related municipal planning data. The data will be entered into GIS for mapping and analysis, etc.

Budget and Justification

- Even though FRSF does not fund faculty salaries or summer salaries, it is recommended that the role of the PI and/or each Co-Investigator be sufficiently described, particularly in relation to any RA(s) requests.

Budget and Justification

- Be sure to itemize – the more detail, the better
- If asking for equipment, provide an appendix telling us why each piece of equipment or software is needed. Explain why your school or UCT cannot provide the items you require. Also, please indicate what will happen to the items after completion of the research project.

Budget and Justification (Equipment)

Not Funded

- M&O / parts \$1,200
- Parts and M&O are necessary for carrying out the tasks as mentioned

Funded

Name	Catalog	Price	Quantity	Cost
• Column 40X254MM	C#25 60001-956	\$135.50	2	\$271.00
• N-allylthiocyanate	AAAO02901-30	\$73.10	1	\$73.10
• Silica Gel 60F254	EMD-5715-7	\$124.00	2	\$248.00
• BDH* Silica Gel	BDH9004-25KG	\$937.50	1	\$937.50
• NMR measurement UH Campus		\$11.00	80	\$880.00
• Methyl 2-aminobenzoate	236454-50G	\$56.80	2	\$113.60
• Total cost were leveraged by two other sources and purpose for supplies provided				

Budget and Justification (Travel)

- Travel must be essential to the project, reasonable, and well-documented. Every effort should be made to reduce the travel budget. This effort should be made obvious to the committee.
- Request for travel funding to present at conferences will not be considered. Other sources are available.

Prior Experience

- A list of the PI's prior FRSF submissions, funding, and outcomes (even if just one-liners) is extremely helpful in committee decisions.

Submission Process

Step 1



Compose FRSF proposal according to guidelines (solicit feedback from peers and committee)

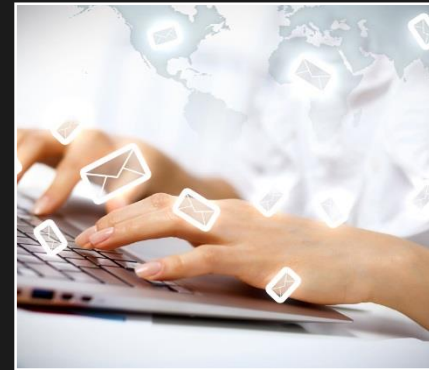
Step 2



Email completed/proofread proposal AND your current CV to your Dean to request support for funding.

(CC: your Dean's admin asst. and sponsoredprograms@uhcl.edu)

Step 3



The Dean emails support of your proposal directly to the Office of Sponsored Programs

Step 4



OSP will acknowledge receipt of the proposal and support from the Dean.

The submission is **COMPLETE!**

Evaluation Criteria

- Priorities of funding
 - Merit
 - Potential to generate additional external resources
 - Pilot data
 - Not eligible for existing funds within the university

***Consideration is given to scholarly production
from prior FRSF awards***

Contact us

If you ever have any question about FRSF funding, please do not hesitate to contact the Office of Sponsored Programs

(281) 283-3015

sponsoredprograms@uhcl.edu

For specific questions related to current or previous awards, contact: **Patricia McGee-Welch** at the number above or mcgeewelch@uhcl.edu