

Overview of the Research Enhancement Program at Texas State University

A summary of the REP mission, guidelines, application and review processes, and post-award policies and procedures



The rising STAR of Texas

REP Mission

To contribute to the greater body of knowledge in all disciplines through research, scholarship and creative expression.

REP Core Principles

- The REP is established to enhance research and creative expression opportunities for eligible Texas State University faculty.
- The faculty have a major role in decision making concerning REP policies and procedures and in the administration of the program.
- The awarding of grants is determined through a peer review process.
- The primary consideration in the awarding of grants is the quality of the proposed project.

REP Administration

- The Faculty Senate
- The University Research Enhancement Committee (UREC)
- College Research Enhancement Committees (CREC) for each academic college comprised of an elected member from each department/school
- The Associate Vice President for Research (AVPR)
- The General Accounting Office
- The Budget Office

FY18 REP Tentative Timeline

August 29	AVPR sends out CREC election notice
September 8	Program announcement is sent out
September 15	Deadline for departments to identify CREC representatives
September 25	REP workshop
October 25	5:00 pm deadline for proposal submission
November 16	Update to applicants from AVPR
December 1	Evaluation scores are due
December 6	Funding recommendations are presented to Faculty Senate
December 8	Projects approved for funding are posted on REP website and AVPR begins sending out account set up information to awardees

REP Guidelines: Eligibility

- All full-time Texas State faculty members with continuing nine-month academic appointments may apply as principle investigators (PIs) or co-investigators (CIs).
- Full-time nontenure line faculty at the rank of Senior Lecturer may apply only as co-investigators with tenured or tenure-track faculty.
- Clinical Faculty may apply as PIs or CIs, but Research Faculty are not eligible.
- Department Chairs, School Directors, Program Directors and Deans are not eligible to apply.

Guidelines: Continued

- Faculty may submit only one proposal.
- For collaborative proposals, one PI must be designated.
- Faculty may not receive REP funds in consecutive years. REP grantees with delinquent final reports are not eligible to apply.
- The maximum award level for individual projects is \$8,000. Collaborative projects of two or more eligible faculty may be awarded a maximum of \$16,000.
- Salary stipends may not exceed \$8,000 and may be requested only for summer months. The combined summer teaching salary (if any) and REP salary stipend may not exceed one-third of the applicants nine month salary.

Non-Allowed Expenses

- Any research associated with the completion of the applicant's master's thesis or doctoral dissertation
- Any faculty education or training not directly relevant to the grant project
- Course or curriculum development projects
- Conference registration and travel to conferences

Application: On-line Submission

All proposals must be submitted electronically through the online application provided on the Research Enhancement Program (REP) website.

Research Enhancement Program

[Guidelines](#)

[REP Online
Application System](#)

[Presentations and
Workshops](#)

[University Research
Enhancement
Committee](#)

[Awardees Archives
Updated 2017](#)

[Proposal Evaluation
Forms](#)

[REP Terminal report](#)

Application: Proposal Narrative

- The narrative is a PDF document, maximum five pages (including any literature citations) double-spaced in 12 point Times font with one inch margins. References and citations may be single-spaced.
- An introduction, including literature citations (if appropriate), and statement of hypothesis or purpose.
- A specific explanation of the project's methodology detailing project design, data collection/analysis procedures (if appropriate), etc.

Application: Narrative

- A description of the project, with an emphasis on the creativity, organization and presentation of ideas. Statements detailing the importance of the project to the applicant's field and personal scholarly/creative development, and the applicant's access to necessary resources.
- A detailed budget justification especially for equipment and travel.
- An explanation of the explicit roles of each applicant if there are multiple investigators.

Application: Curriculum Vitae

- A two page maximum CV (single spaced in 12 pt. Times) for each applicant that summarizes the applicant's research, and scholarly/creative activities. The CV(s) should detail outcomes from previously funded REP grants and a third page is allowed for this purpose if needed.
- The CV(s) must be added to the end of the narrative so that both comprise a single PDF document.

Proposal Submission Confirmation

An auto-generated email will be sent to the Principal Investigator after the “Submit” is clicked. When “Saved as Draft” is click, edits can be made, but no notification is sent.

REP Review-General

- Five bonus points will be added to the evaluation scores for all first-time tenure-track assistant professor PI applicants.
- Four essential aspects will be evaluated and given a numerical score.
 - Introduction (statement of objectives and/or research questions) - 10 pts.
 - Methodology (overall project design) - 25 pts.
 - Quality of proposed project (creativity, organization and presentation of ideas, importance to field, access to resources) - 55 pts.
 - Budget request detail and justification - 10 pts.

Refer to the REP website for college scoring sheets.

REP Review Process-CREC

- All proposals from a college are discussed and scored numerically.
- CREC may disqualify proposals that do not conform to submission guidelines.
- The CREC will rank the proposals in descending numerical order.
- In general, the highest rated proposals within a college should be fully funded.
- Budgets may be adjusted by the CREC if non-allowed costs are identified or for other specified reasons.
- The CREC resolves any tied scores at the funding cut-off point.
- CREC chairs submit proposal rankings and recommendations for funding to the UREC chair and AVPR.

REP Review Process-UREC

- The UREC oversees each college's funding process and resolves any conflicts.
- The UREC may examine proposal budgets and amend them according to the recommendations of the CREC.
- After the UREC has approved each CREC's funding recommendations, the UREC Chair and AVPR present recommendations to the Faculty Senate for final approval.
- Faculty Senate acts on UREC recommendations.

REP Review-Notifications

- Once the Faculty Senate has acted, all participants will be notified by the AVPR whether or not their proposals were funded.
- Unsuccessful applicants are encouraged to contact the AVPR to obtain review scores and to discuss ways to improve their proposals for future submission.
- Successful applicants will be sent an award package via campus mail containing the award amount and a new account request form.

REP Post Award

- The project period for Research Enhancement Program grants is from January of one fiscal year through May 31 of the next fiscal year.
- A minimum project period of 12 months is guaranteed if account set up is delayed due to pending compliance approval.
- Extensions are possible with approved justification.
- Recipients of awards must submit a written terminal report via the online system. Faculty may not submit new REP proposals while reports from past grants are overdue.
- Project summaries are posted on REP website (unless intellectual property issues prohibit).

Proportional College Funding Allocation (FY17 Applications)

<u>College</u>	<u>Submissions</u>	<u>Requested</u>	<u>Allocated</u>
Applied Arts	14	\$133,547	\$57,570
Business	16	\$152,000	\$65,524
Education	13	\$157,575	\$67,298
Fine Arts/Comm.	31	\$326,802	\$140,962
Health Professions	10	\$106,311	\$45,829
Liberal Arts	29	\$258,029	\$111,232
Science/Eng.	36	\$327,176	\$141,040
Total	149	\$1,461,440	\$630,000

Funding rate: $\$630,000 / \$1,461,440 = 43.1082\%$

Allocation to College = Funding Rate x Requested Amt.

FY17 Funding Statistics

College	Funded Proposals	First Time	Tenure Track	Tenured
Applied Arts	6	5		1
Business	7	5	1	1
Education	6	4		2
Fine Arts/Comm.	16	7	4	5
Health Professions	5	3		2
Liberal Arts	13	5	1	7
Sci. & Eng.	15	5	4	6
Total	68	34	10	24

Funding (dollars)* \$331,497 \$80,040 \$224,045

Funding (per cent) 52% 13% 35%

*After adjustments to raise partial funding to minimum of 75%

University Research Enhancement Committee (UREC)

- Michel Conroy (UREC Chair-at large)
- Scott Bowman (CREC Chair-Applied Arts)
- Ivilina Popova (CREC Chair-McCoy College, Business)
- Lori Assaf (CREC Chair-Education)
- Grayson Lawrence (CREC Chair-Fine Arts & Comm.)
- Diane Dolezel (CREC Chair-Health Prof.)
- Kelly Zolnierrek (CREC Chair-Liberal Arts)
- Jian Shen (CREC Chair-Science & Engineering)
- Michael Blanda (AVP-Research, ex officio)

Administrative Contact Information

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