**Faculty Research Support Policy**

**Department of Psychology**

(approved without dissent in faculty meeting on September 12, 2016;

revision approved without dissent on April 6, 2019)

**PURPOSE:** To establish clear guidelines for fulltime faculty in the Psychology Department to request departmental research support. This policy is intended to support faculty research, with an emphasis on stimulating external grant applications. Honors thesis support should be requested by the student from the Honors College (e.g., URF grant). For MAPR thesis support, see the graduate handbook.

**PRIORITIES FOR DISTRIBUTION OF FUNDS:** Priority is assigned by the department chair according to the following tiers. Applications for Tier 1 have higher priority.

**Tier 1 -** Funding tied directly to an external grant application

**Tier 2 -** Funding to support non-grant related data collection

**Eligible expenses:** Hardware, software, supplies, course release (budgeted at the current department per course rate), graduate research assistants (GRAs), and human subjects costs (with justification as to why the human subjects pool is inadequate). Summer salary is excluded. Rebudgeting of funds is not allowed except in serious and unforeseen circumstances, with approval of the department chair.

**Award limitS:** Requests should be limited to expenses necessary to complete the project, up to a maximum of $8000 per fiscal year. The total number of awards each year will depend on the number of applications received, the amount requested per application, and the funding available for research in the Psychology Department budget. In a typical year, a minimum of 3 awards will be funded. Requests may receive partial funding.

**REQUIRED INFORMATION:** All requests shall include: (a) name, (b) title of project, (c) brief description (150 words or less), (d) itemized budget, and (e) list of internal and external grant applications in the past 3 years. For requests in Tier 1, applications also shall include the following grant information: (a) planned PI(s), which must include PSY faculty member(s) as PI, (b) funding agency, (c) program announcement or request for proposal link, (d) proposed grant budget planned, including direct and indirect costs, (e) planned submission date, and (f) status (i.e., new vs. resubmission).

**ELIGIBILITY**: Any fulltime faculty member in the Psychology Department may request departmental research support. Faculty who have funds available in any other university account (e.g., start-up account, indirect cost recovery account, REP account, etc.) must exhaust those funds before department support funds are released. Faculty who receive department funding under Tier 1 will be ineligible for further departmental research support until notice of the external grant submission is received from the Texas State Office of Sponsored Programs. Effective August 2017: all applicants must have applied for either an award from the Texas State Research Enhancement Program (<http://www.txstate.edu/research/oera/rep.html>) or a medium/large external grant award within the last 3 years to be eligible for departmental research support.

**TIMELINE AND EVALUATION:** Requests will be due to the department chair by September 1 each year. A second call may be issued with a due date of February 1 if the budget permits. Funding for approved projects must be expended within a single fiscal year (September 1 – August 31), with the exception of requests for course releases. Course releases may be approved for the following fiscal year, and should be requested before enrollment begins for the semester of the release. Applications will be evaluated by the department chair using the attached rubric. A follow-up, post-award report will be submitted to the department chair within 1 year acknowledging how the funds supported the faculty member’s scholarship.

**Rubric for Department Research Support Applications**

Note: Faculty must meet all eligibility requirements for their applications to be scored. Faculty unsure about their eligibility should consult the department chair prior to requesting funds.

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| **Criterion** | **Points Possible** | **Points Assigned** |
| **Completeness** | * Application includes some required information = 1 * Application includes most required information = 3 * Application includes all required information = 5 |  |
| **History** | * Applicant received department funding through this mechanism last year = 1 * Applicant received department funding through this mechanism 2-3 years ago = 3 * Applicant has not received department funding through this mechanism within the past 3 years = 5 |  |
| **Need** | * Funding will increase the speed/efficiency of the proposed work (i.e., work can reasonably be accomplished without it) = 1 * Funding is essential to conduct the proposed work (i.e., work cannot reasonably be accomplished without it) = 5 |  |
| **Feasibility** | * Proposed work unlikely to be completed within the fiscal year = 1 * Proposed work probably will be completed within the fiscal year = 3 * Proposed work almost certainly will be completed within the fiscal year = 5 |  |
| **Scope**  Note:   * Small grant = less than $50,000 in direct costs * Medium grant = $50,000-$250,000 in direct costs * Large grant = more than $250,000 in direct costs | * Unrelated to external grant application = 1 * Small external grant to be submitted in 1-2 years = 3 * Small external grant to be submitted in less than 12 months = 5 * Medium external grant to be submitted in 1-2 years = 7 * Medium external grant to be submitted in less than 12 months = 9 * Large external grant to be submitted in 1-2 years = 12 * Large external grant to be submitted in less than 12 months = 15 |  |