

Research Grant Development (RGD) Guidelines

Research Enhancement Program



Program

The Research Grant Development (RGD) program is a grant competition funded by the university's Research Enhancement Program. This competition is intended for novice grant writers or faculty attempting an application to a new sponsor. RGD applications are accepted on a semester basis and grants are reviewed and awarded by the University Research Council (URC).

During the long semesters, faculty may request reassigned time (one course release), and the grant will reimburse the department for the actual cost of the faculty replacement. In the summer, faculty members receive a summer salary payment of \$5,000 for the equivalent of one summer session on campus at 50% effort.

Faculty applying for an RGD grant must target a specific grant solicitation and deliver a complete, submission-ready proposal by the end of the award period. Up to 3 RGD proposals are awarded per competition (up to 9 a year).

Please note that if a faculty member receives an RGD award but chooses not to submit the external grant application, the faculty member will be ineligible for any Research Enhancement funding for a period of one year after the semester the RGD concludes.

Timeline – Check the ORGS website for the latest updates on program deadlines.

	Submission Deadline (approx.)	Review Period	Award Notification	Award Period*	Grant App. Deadline
Spring Projects	2 nd Monday in October	October	Nov 1	Jan 1 - May31	Jun 31
Summer Projects	1 st Monday after spring break	April	May 1	Jun 1 - Aug 31	Sep 30
Fall Projects	1 st Monday after spring break	April	June 1	Sep 1 - Dec 31	Jan 31

Eligibility

Individuals with a full-time, tenure track academic appointment as professor, associate professor, assistant professor, instructor, or librarian I-IV are eligible to apply for a RGD grant.

Applicants are limited to **one** competitive award (RCA, RGD, or RPS) per fiscal year. Other limitations include:

- a. Individuals cannot receive a competitive award (RCA, RGD or RPS) during the same semester(s) that they are on faculty development leave or sabbatical.
- b. Individuals cannot receive a Project Support award at the same time as an RGD or RPS award.

- c. Individuals who receive an RCA cannot receive a Travel Support or Project Support minigrant award during the summer.

Application Assistance

It is recommended that a faculty member considering an RGD application consult with a member of the ORGS staff regarding the selected competition.

If requested, ORGS will provide assistance in finding potential funding opportunities that meet the criteria of restricted research as defined by the Texas Higher Education Coordinating Board (THECB) and the U.S. Office of Management and Budget (OMB).

Review Criteria

All proposals are evaluated by the URC, which considers the following aspects of the application (not an exhaustive list):

- Support for faculty beginning lines of new research and activities which will enhance the research capabilities of the faculty member, the department, or the university;
- Identification of a sponsor, specific Request for Applications or Proposals, and proposal deadlines;
- Identification of a mentor who will advise on appropriate research methodology, etc.
- Clear articulation of a research question that the grant application is designed to support;
- Feasibility of completing the proposal within the proposed time line; and
- Likelihood that the resulting grant application will lead to an award.

Allowable Costs

The RGD only pays for the faculty summer stipend or an adjunct/overload in the fall/spring so the faculty has a course release.

The RGD does not pay for the conduct of research activities, pilot studies, or for rewrites of previously submitted grant applications unless the application clearly justifies that the resubmission requires significant changes in content and format.

Awarded RGDs

Awardees will receive an 'award email' from ORGS with details on the grant FOP, award amount, reporting requirements, and other important details.

Faculty members are required to work with ORGS throughout the RGD award period to ensure the end product meets both university requirements and sponsor guidelines. Upon award, ORGS will assign a staff member to work with the RGD recipient. ORGS will contact the recipient for an initial orientation to discuss the timeline and schedule meetings.

Meeting topics may include:

1. SFA Proposal Process Overview, internal paperwork, compliance areas
2. Developing your grant concept and identifying potential sponsors/collaborators
3. Reviewing grant program guidelines
4. Budget development and justification (ORGS will provide a spreadsheet and template)
5. Developing scientific merit
6. Specific proposal development (may need multiple meetings depending upon sponsor criteria)
7. Preparing the proposal clearance package
8. Submission