

**UNIVERSITY OF HOUSTON  
2009-2010 GUIDELINES  
GRANTS TO ENHANCE and ADVANCE RESEARCH**

**Proposal Submission Deadline: One signed copy by 5:00 p.m. January 29, 2010  
in the Division of Research, room 316 Ezekial Cullen Building**

**PURPOSE**

The 2009-2010 GEAR program will have limited funding, and so will be very competitive. The main objective of the program will be to invest in research likely to return substantial indirect costs from external sources to the university in the near future, with special emphasis on federal sources such as NSF, EPA, NIH, DOE, NEH, NIMH and DOD. GEAR grant recipients will be required to submit a (draft) proposal to some external funding source as their final report.

**ELIGIBILITY**

All full-time faculty members, tenured or in the tenure-track, and all full time research faculty are eligible to apply for GEAR funds. Groups of faculty members may apply.

Any faculty member who has received a GEAR award in one of the previous two cycles of GEAR grant programs is ineligible to apply (either as lead or as co-investigator).

**CRITERIA FOR AWARDS**

A GEAR proposal must supply convincing evidence that the following criteria have been met or, in the case of (3) below, will be met:

1. The proposed activities must represent high-quality research of significant benefit to the University, the larger scholarship/research community and to society.
2. **The proposal should** demonstrate substantial monetary need to conduct research that would not otherwise be accomplished or immediately funded by external funding agencies.
3. There should be a clear demonstration of significant and demonstrable changes in research direction of the faculty member(s). Further, the proposed activities and results should have the potential for future external support through submission of a formal proposal to one or more external funding agencies.
4. Since proposals may be reviewed by colleagues who are not specialists in your field, it is VERY IMPORTANT that the significance of the research is conveyed to a non-specialist academic audience.

**TYPE OF SUPPORT**

GEAR awards may be used for virtually any purpose as long as it supports the proposed research program and enhances the ability of the Principal Investigators to obtain external funding. Funding requests may range from \$10,000-\$25,000 depending upon the type and scope of research being proposed.

Faculty salaries for proposals are limited to \$6,000 per proposal.

Faculty members may submit one GEAR proposal per year. Any faculty member who has received a GEAR award in one of the previous two cycles of GEAR grant programs is ineligible to apply (either as lead or as co-investigator).

Budgets will be reviewed critically. The more realistic the budget, the better will be the chances of the proposal's competitive success. All budget items should have written justifications. Fringe benefits should be included. A fringe benefit calculator is available on the Division of Research web site <http://www.research.uh.edu/> click on Toolbox then select current rates on the right side of the page.

Support for instructional development activities will not be given.

## **APPLICATION DEADLINE**

One original signed copy must be received in the Division of Research, room 316 Ezekial Cullen Building by 5:00 p.m. Friday, January 29, 2010. Late proposals will not be considered.

## **EFFECTIVE DATE AWARDS**

Awards will be effective June 1, 2010 for twelve months.

Decisions on GEAR awards will be made by the Vice President for Research based on the recommendations of the UH Research Council. Applicants will be notified by May 3, 2010.

## **HUMAN SUBJECTS REVIEW/ANIMAL USAGE**

All projects involving human subjects must be reviewed and approved by the Committee for the Protection of Human Subjects (CPHS) before an award can be established. Awardees must obtain CPHS review and approval of their project within 90 days of notification of an award or the award will be withdrawn.

All projects involving the use of animals in research must be reviewed and approved by the Institutional Animal Care and Use Committee before the grant will be established.

## **ASSISTANCE**

Any questions about this program should be referred to the Division of Research X39660.

## **REPORTING AND ACKNOWLEDGMENT**

Each grantee must submit a report not more than 90 days after termination of the grant describing the outcome of the project. **The report shall take the form of a (draft) proposal for external funding.**

It is also the responsibility of each award recipient to furnish information to the Division of Research concerning external applications which are submitted or awards received as a result of GEAR funding. Such information should include date of submission, title of the project, inclusive dates, agency, total amount requested, and the status of each application. Failure to comply with this reporting requirement will disqualify an individual for future consideration in all internal funding programs.

Notice must be given of publications, presentations, exhibitions, or performances resulting from the award. The grantee must acknowledge GEAR support in all publications resulting from the award and provide one copy of the publication to the Division of Research, mail code VPR-2015.

### **INTELLECTUAL PROPERTY**

In accordance with University policy, faculty members and the University share in net income generated from intellectual property. For additional information see the Faculty Handbook or contact the Office of Intellectual Property Management x30451.

## GRANTS TO ENHANCE AND ADVANCE RESEARCH

### Proposals should include the following items

1. Introduction -- emphasize the importance of the project and summarize previous research in the field. In general, the introduction sets forth the major focus of the proposal. Specify how the proposal will meet the purpose and criteria of the program as described on page 1 of the GEAR guidelines. Demonstrate the need for monetary support from the GEAR grant.
2. Objectives -- specific accomplishments and outcomes of the project keeping in mind the criteria for awards
3. Procedures -- the detail of how the research will be carried out.
4. Time Frame – Detail the project schedule. Funds will be available for expenditure for twelve months, beginning June 1, 2010.
5. Equipment and Facilities -- description of the equipment and facilities available for the project; justification of equipment and facilities requested in your budget.
6. Budget – Refer to the GEAR guidelines, Type of Support on pgs. 1 & 2. See budget format attached to guidelines.
7. List funding sources and the date when proposals continuing the research proposed here will be submitted. Summarize the external funding environment for this area of research.
8. For the previous three years, include a list of current and pending support, both internal and external. Include the title, sponsor, amount, and period of project for the Principal Investigator and if any, co-Principal Investigator(s).
9. References
10. Curriculum Vitae - Include for all professional personnel who will work on the project. Do not exceed two pages for each individual. Note the curriculum vitae should indicate the total number of publications and detail the 5 most significant for this research.
11. If previous GEAR funding was awarded to any of the P.I.(s), state the outcomes of the projects. List the titles and funding agencies of all grant applications submitted based on GEAR-supported work and state whether they were successful. For successful applications, provide dates and total costs. Provide full citations for all publications resulting from the project.
12. **SUGGESTED REVIEWERS – Please note that this section has changed**. On a separate page, list the names, telephone numbers, e-mail and mailing addresses of four persons outside and two persons inside the University of Houston community who are qualified to review the proposal, **whom you have**

contacted and whom have agreed to review the proposal. Two outside reviewers and one inside reviewer will be chosen to review the application. *External reviewers must be at “arm’s length” from the P.I.(s) according to the University’s Promotion and Tenure Guidelines. External reviewers must be scholars who are not current or former collaborators, co-authors, mentors, former students, close personal friends, or relatives of the P.I.(s).* Describe the nature and time period of any current or prior professional relationships of the suggested reviewers with the P.I.(s).

Please inform the potential reviewers that they will receive an e-mail from GEAR@uh.edu which will contain the GEAR guidelines, copy of the GEAR proposal and an evaluation form to be completed and returned to GEAR@uh.edu. Complete instructions for reviewing the proposal will be contained in the e-mail.

13. Appendix (Optional) Example: NIH study section reviews indicating the need for pilot data. Do **not** include reprints or other lengthy documents.

**The proposal narrative items 1-7 above is limited to seven pages with at least 12pt. type size. Please review the guidelines for the 2009-2010 GEAR programs before submitting a proposal. Only proposals that meet all of the Criteria for Awards, as stated in the guidelines, will be considered and/or reviewed for funding.**

**NOTE: GEAR PROPOSALS MUST BE SUBMITTED TO THE DIVISION OF RESEARCH, ROOM 316 EZEKIAL CULLEN BUILDING BY 5:00 P.M. ON JANUARY 29, 2010. LATE PROPOSALS WILL NOT BE CONSIDERED.**

COVER PAGE

Application to New Faculty Research Program

NAME \_\_\_\_\_ Employee ID # \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ COLLEGE \_\_\_\_\_

E-MAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

DATE OF FACULTY APPOINTMENT AT UH \_\_\_\_\_

TITLE OF PROJECT \_\_\_\_\_

TOTAL FUNDS REQUESTED \_\_\_\_\_

Check appropriate box(es) if this proposal includes any of the items listed below:

- |                          |                |                          |   |
|--------------------------|----------------|--------------------------|---|
| <input type="checkbox"/> | Animals        | <input type="checkbox"/> | Research Involving Recombinant<br>DNA Molecules |
| <input type="checkbox"/> | Human Subjects | <input type="checkbox"/> | Radioisotopes                                   |

If any of the above are checked please indicate if the appropriate approval(s) have been:

applied for \_\_\_\_\_; approved on \_\_\_\_\_; not yet applied for \_\_\_\_\_

SIGNATURE:

Date:

\_\_\_\_\_

## BUDGET FORMAT

### **SALARIES & WAGES**

Faculty Salaries

Research Assistants

Students Wages

Non-student Wages  
(identify function)

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### **Fringe Benefits**

### **Maintenance and Operations**

(e.g., chemicals, supplies,  
services, copying, postage,  
etc.)

### **Travel**

### **Equipment (specify items over \$1,000 each)**

### **TOTAL PROJECT COSTS**

### **BUDGET JUSTIFICATION (S)**