

UNIVERSITY OF HOUSTON  
SMALL GRANTS PROGRAM  
GUIDELINES  
2009-2010

- **Deadline:** Monday, November 2, 2009
- **Copies:** One signed original of the complete proposal submitted to the Division of Research, 316 E Cullen
- **Funding:** An amount up to \$3,000 per year for between one to three years, with a maximum of \$9,000, may be requested. Individuals may submit only one SGP per year and receive a maximum of \$3,000 per year.

#### PURPOSE

The purpose of the Small Grants Program (SGP) is to provide funding for unique or unusual research and scholarly projects not routinely supported by departments or colleges or currently funded from external sources. Preference will be given to proposals from faculty who presently have limited alternative sources of funding and to proposals that have partial financial support from their department or college. In addition, limited financial assistance may be requested for the publication of books.

#### ELIGIBILITY

Any University of Houston tenured or tenure track faculty member who carries a full-time faculty appointment and who has attained the terminal degree in his or her field may apply.

#### CRITERIA FOR AWARDS

The following criteria must be met by all applicants:

Requests must be specific, i.e., funds for a specific research or scholarly project, not for general purposes.

Requests for the following will not be funded:

1. Purchase of computer hardware (i.e., monitors, keyboards, printers, various peripherals, etc.) except for peripherals with specific application for the project (e.g. scanners) and software except for packages directly

related to the project such as mathematical analysis toolboxes.

2. Travel to meetings and conferences and travel to training workshops.
3. Supplementation of other internal or external support.
4. Faculty Salary

Individuals may submit only 1 SGP per year. If the SGP request is for renewal of a project previously funded, a progress report along with a justification for the renewal should be included.

#### TYPE OF SUPPORT

SGP funds support unique research and scholarly-related projects only. The program does not cover course preparation for faculty or students, instructional projects, or activities primarily classified as faculty development. The SGP award cannot be used as a supplement to an existing award from any source. All expenditure of funds must comply with State of Texas guidelines.

Due to limited funding in the program, the Research Council has established three areas of priority for funding:

1. Funding that is essential to maintain an ongoing research project initiated at the University of Houston.
2. Initial support for a project with potential to attract external funding.
3. Travel
  - a. To meet with program directors at potential sponsoring agencies. SGP will fund not more than 50% of such expenses. Proposals must indicate specific individuals or offices to be contacted, and include any other supporting documentation available.
  - b. To carry out specific research activities. Proposer must clearly identify the specific research activity which cannot be carried out on the UH campus for which travel is required (i.e., to access a library collection at Stanford not available through ILL, etc.) Applications should reflect the real costs, as described in the Allowable Costs section.

Foreign and domestic travel will be given equal priority. All foreign travel requires prior approval by the UH President.

Note: Expenditure documents for the SGP will not require the prior approval of the Division of Research. Signature authority for the SGP resides with the department business administrators.

## REVIEW OF PROPOSALS AND EFFECTIVE DATE OF AWARDS

Proposals will be competitively reviewed and acted upon within one month after the deadline by a subcommittee of the Research Council. Each proposal is evaluated on its own merits subject to the quality of the proposed research. The proposal should be clear, concise, and explicit about the benefits of and activities to be undertaken. The proposal narrative should not exceed two double spaced pages and the type size should not be smaller than 12 pt.

Care should be taken to submit fully documented proposals, with clear justification for expenses. Proposals should be written to be understandable to an individual with a layman's knowledge of the field, but not necessarily an expert in the field.

## ALLOWABLE COSTS

It is expected that requests will reflect the real costs of proposed research, scholarship, or travel.

a. Research and Scholarship

Costs should reflect the actual anticipated expenses and should be justified.

b. Travel (must comply with State of Texas guidelines)

Check with departmental business manager for current per diem rates.

c. Subvention costs associated with publishing a book.

A copy of the following documents should be submitted: (1) contract from a publisher showing firm commitment and costs of publication (2) short summary of the proposed manuscript (3) copies of editorial reviews from at least two reviewers, if available.

The applicant should be able to provide sufficient proof that the publisher has a scholarly reputation and is not a vanity press.

## APPLICATION FORMS AND FORMAT

Application forms are may be downloaded from the Division of Research web page [www.research.uh.edu](http://www.research.uh.edu) then click on Toolbox then select "Internal Grants".

## HUMAN SUBJECT 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 (IACUC) before an award can be established. Awardees must obtain IACUC review and approval of their project within 90 days of notification of an award or the award will be withdrawn.

## ASSISTANCE

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

## REPORTING AND ACKNOWLEDGMENT

A brief report must be submitted at the completion of the project or no later than October 31 following the year of funding. This report should be submitted to the Division of Research, Room 316 E. Cullen in paper copy or electronically. In addition, the grantee is expected to acknowledge support of the University via the Small Grants Program on all publications resulting from the award and provide one copy of the publication to the Division of Research.

Continuation funding for multi-year projects will be based on satisfactory progress. A brief progress report should be submitted annually to the Director of Research Financial Services in the Division of Research.

## INTELLECTUAL PROPERTY

In accordance with University policy, faculty members and the University share in net income generated from intellectual property.

PLEASE TYPE

SMALL GRANTS PROGRAM  
APPLICATION FORMS

PLEASE DOUBLE SPACE ITEMS I-III and use a type size of at least 12 pt.

- I. COVER PAGE (detach and complete)
- II. PROPOSAL NARRATIVE (no more than 2 pages)  
Description of the specific nature of the proposed activity in two double-spaced pages. If the SGP request is for renewal of a previously funded project, a progress report along with a justification for the renewal should be include.
- III. CURRICULUM VITAE (no more than 2 pages)
- IV. ITEMIZED BUDGET (detach and complete) Be sure to provide the written justification of proposal expenditures.
- V. CURRENT AND PENDING SUPPORT (detach and complete)
- VI. RESULTS FROM PREVIOUS UNIVERSITY SUPPORT (detach and complete)

Applications that exceed the page limitations stated above will not be considered.

**NOTE:** APPLICANT MUST SUBMIT THE ORIGINAL SIGNED COPY OF THE COMPLETED APPLICATION TO THE DIVISION OF RESEARCH, ROOM 316 EZEKIAL CULLEN BLDG by MONDAY, **November 2, 2009.**

Proposal # \_\_\_\_\_

PLEASE TYPE

UNIVERSITY OF HOUSTON SMALL GRANTS PROGRAM APPLICATION FORM

NAME: \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

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

DEPARTMENT/COLLEGE /CAMPUS MAIL CODE: \_\_\_\_\_

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

TYPE OF REQUEST:

- RENEWAL PROPOSAL (please attach progress report & justification)
- RESEARCH AND SCHOLARSHIP (including travel for research)
- OTHER TRAVEL (give dates)

AMOUNT REQUESTED: \$ \_\_\_\_\_

Check Appropriate Space(s) if this proposal includes any of the items listed below:

\_\_\_ Animals                      \_\_\_ Recombinant DNA Molecules  
\_\_\_ Human Subjects            \_\_\_ 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 \_\_\_\_\_.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT CHAIR'S SIGNATURE    **OR**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COLLEGE DEAN'S SIGNATURE

\_\_\_\_\_  
DATE

**UNIVERSITY OF HOUSTON  
SMALL GRANTS PROGRAM BUDGET**

CATEGORY	SGP FUNDS	OTHER FUNDS(1)	TOTAL
<b>I. SALARIES &amp; WAGES (Specify hourly/monthly rate)</b>			
A.			
B.			
C.			
<b>II. MISC. SUPPLIES &amp; SERVICES (i.e., copying, chemicals, human subject payments, etc.) ITEMIZE</b>			
<b>III. TRAVEL</b>			
A. Air Fare			
B. Per Diem (food & lodging)			
C. Ground Transportation			
<b>IV. TOTAL</b>			

**JUSTIFICATION:**

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1List source(s).

## CURRENT SUPPORT

List below any awards you have received in the past 2 years for support of any of your research activities including internally funded programs:

<u>Source</u>	<u>Title</u>	<u>Amount</u>	<u>Beg. Date</u>	<u>End. Date</u>
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RESULTS OF PREVIOUS UNIVERSITY SUPPORT (identify program and year)