TWU Office of Research and Sponsored Programs

2024-2025 Research Enhancement Program Guidelines

Application Deadline:	April 23, 2024 (spring competition)
	October 7, 2024 (fall competition)
Start Date of Grant:	September 1, 2024 (spring competition)
	January 1, 2025 (fall competition)
End Date of Grant:	August 31, 2025 (one-year grants)
	August 31, 2026 (two-year grants)

(All spending must be finalized in accordance with Finance and Administration's end of FY deadlines, which are usually in July.)

Program Description

The primary purpose of the Research Enhancement Program (REP) is to provide seed funding so that faculty members will be able to compete more successfully for larger research grants from external sources for continuation of their research. The REP provides support for all types of faculty research, including ongoing research if new ideas are provided. While REP funding can be used to support students on faculty research projects, it is not intended to support student research projects. Research is defined as a systematic study directed toward fuller scientific knowledge or understanding of the subject studied and includes all research activity, both basic and applied.

PI Model:

The **traditional** research project grant consists of a **single Principal Investigator (PI)** working alone or leading a research team on an independent research project. Other investigators on these projects are co-investigators. A **multiple-PI model** uses more than one investigator where each of the listed investigators are expected to share responsibility for directing the project or activity. Investigators using the multiple-PI model are referred to as Co-Principal Investigators (Co-PIs). The REP will accommodate both models. If a multiple-PI model is used, a "Contact PI" will be designated at the time of application in order to facilitate communication. A **collaborator** is a research team member (external or internal) who adds expertise to the project without serving a large enough role to be considered an investigator.

Program Funding

The REP is supported by funds received from University Research Enhancement Funds and Comprehensive Research Funds. The REP may also be supplemented by Tom and Charlene Marsh Family Research Endowment for Communication Sciences and Disorders for projects in the area of neurology, neuroscience, and communication sciences and disorders as well as projects that support new investigators. Awards are limited to **$15,000.** A faculty member may serve as PI or Co-PI on only one award per fiscal year but may serve as co-investigator or collaborator on more than one REP proposal.

Investigators may elect to submit for either a $15,000 one-year award or a two-year award in which the total $15,000 award is taken over a two-year period. For some projects, the two-year model will provide continuity of funding and a more reasonable timeline to carry out the research. Please note that if the two-year model is selected, both a first year and second year budget are required. **Budgeted funds not**

spent during the first year CANNOT be carried forward into the second year; therefore, the budget must be planned carefully and the research completed according to the timeline.

Applicants may request that a portion of their salary come from their REP grant. Note that investigators may not draw salary support from more than one REP award per fiscal year.

It is important that requests for faculty salary and resulting release time (academic year or summer) be approved by the unit administrator, and dean. If funded, a letter reflecting administrative support for release time must be placed on file with ORSP prior to a budget being set up for the project. This letter should state specifically what the PI's workload would be for a semester or summer term and how the release time is being bought out (i.e. adjunct rate or full salary being negotiated). This letter of support does not need to be submitted with the application.

If the entire budget or a substantial portion of the budget will be spent for faculty salaries, then the proposal should explain how the other costs or expenses of the project will be covered. In no case may a grant request exceed $15,000. Contact ORSP for assistance in preparing the grant budget.

Eligibility

All full-time tenured faculty, research faculty, and tenure-track faculty members at TWU are eligible to apply and serve as PI and co-investigators. Tenured and research faculty will be evaluated separately from tenure-track faculty who are not yet tenured (thus considered a "new investigator"), with funds being designated separately for each group. If two or more faculty members submit as Co-PIs, the award will be funded per the designation of the contact PI.

A person not meeting the eligibility requirements as an investigator may serve as a collaborator (including non-TWU personnel). A collaborator may not receive direct funds from the REP. The awards will be made with the expectation that the faculty members will continue in service at the University for at least one academic year following the award period. Persons known to be in the terminal year of their employment at TWU are not eligible to apply. A faculty member may submit only one application per competition as the PI or Co-PI and serve as PI or Co-PI on only one award per fiscal year. A faculty member may serve as co-investigator or collaborator on more than one award each year. Faculty with outstanding reports or other obligations from previously awarded internal funding will not be considered for funding.

A faculty member may submit only one application per competition. The same project may not be submitted for both Research Enhancement Program funding and Creative Arts and Humanities Grant funding. A faculty member may serve as PI on only one award from the Research Enhancement Program funding or the Creative Arts and Humanities Grant per fiscal year but may serve as Co-PI or collaborator on more than one proposal to either program.

Application and Submission Instructions

Detailed instructions for completing the application are located at the end of these program guidelines. The proposal must be submitted to ORSP via email by the deadline. Once received by ORSP, the application will be routed using Adobe Sign by ORSP staff. Electronic copies are required.

Review Process

The Research Support Committee (RSC) will review and recommend applications for funding. The RSC is composed of members who have been designated by the Faculty Senate. Committee membership may be found at: https://twu.edu/research/internal-funding/research-enhancement-program-rep/research-support-committee/. ORSP may also appoint ad hoc members to provide additional expertise in specific content areas as needed. In addition, ORSP will collaborate with the Chair of Communication Sciences and Oral Health to appoint ad hoc members to review applications that fall within the funding scope for the Tom and Charlene Marsh Family Research Endowment for Communication Sciences and Disorders.

The review committee looks favorably on proposals that include the following:

- are meritorious in the particular discipline;
- will enhance the applicant's record of scholarship and research;
- will furnish preliminary data with good prospects for continuation through outside funding;
- will provide financial support and research experience for graduate students, when available;
- have strong potential for future external funding;
- strictly adhere to the grant guidelines and formatting set forth by ORSP.

The review committee will not look favorably on proposals that include the following:

- are essentially for preparing textbooks, revising courses, preparing class notes, performing editorial duties, or compiling non-scholarly bibliographies and catalogs;
- have relevance only to TWU;
- are student research projects;
- provide travel to conferences;
- are primarily equipment requests. Applications that are 100% equipment will be referred to the TARGET grant.

Applicants should be aware that most of the members of the review committee will not be familiar with the applicant's discipline. Thus, the proposal should provide an explanation of the significance of the project that can be understood by an educated layperson. Proposals will be reviewed by the committee according to the guidelines published with the application materials and the criteria shown on the "REP Review Committee Evaluation form."

Expected Outcomes and Reporting Requirements

REP awards are intended primarily as seed funding for research projects that will yield pilot data or preliminary studies that could result in external funding. Faculty members who receive REP funding are expected to show scholarly productivity appropriate to the discipline (such as peer-reviewed publications) and to seek further support for their research from funding sources outside the University. A proposal for external research funding related to the funded REP project must be submitted within 18-months of the end date of the project.

Faculty members who select the two-year award model must submit a first-year progress report by July 31 (one month prior to the end of the first year). Funding for the second year of the award is contingent on satisfactory progress being made and reported in this progress report.

Final reports will be requested from ORSP for both the one-year and two-year models. These reports will be approximately 2-3 pages long; the format will be specified by ORSP at the time of the request. Final

reports will be due within 90 days of the end of the project (November 30). Failure to meet the requirements of the program may affect future eligibility to receive internal funding.

Assistance Provided by the Office of Research and Sponsored Programs

- Budget preparation
- Statistical consultation

Please call ORSP at 940-898-3375 for more information and/or assistance.

2024-2025
RESEARCH ENHANCEMENT PROGRAM

INSTRUCTIONS

Applications will include the elements shown below. Proposals must be submitted to the Office of Research and Sponsored Programs (ORSP) by the deadline. The proposal may be emailed as a .pdf to twuresearch@twu.edu. Each section of the application must adhere to the page limits and other guidelines as detailed below.

APPLICATION CONTENTS

1. **Cover page (form)**

   - **Investigators**: All full-time tenured faculty, research faculty, and tenure-track faculty members at Texas Woman's University are eligible to apply and serve as investigators. Faculty who are tenure-track but not yet tenured should mark the "New Investigator" box on the cover sheet. These applications will be evaluated separately. A person not meeting the eligibility requirements as an investigator may serve as a collaborator (including non-TWU personnel). A collaborator may not receive direct funds from the REP. The awards will be made with the expectation that the faculty members will continue in service at the University for at least one academic year following the award period. Persons known to be in the terminal year of their employment are not eligible to apply.
     The contact PI's department, rank, and email address is required. All other investigators, collaborators, and consultants should be listed on the cover sheet.

   - **Other Project Information**: If the project uses human subjects, animals, recombinant DNA or biohazardous agents, or radiation, the appropriate box must be marked. The compliance approvals for these items are not required at the time of submission but will be required at the time of award.

2. **Abstract (form)**
   A layperson's abstract (with language accessible to those outside the discipline) of no more than 150 words is required for proposal submission.

3. **Budget (form)**
   Allowable costs include salary support/course buy out for faculty applicant, wages for graduate research assistants and/or undergraduate students, maintenance and operations, equipment (provided this is not the major part of the budget), and travel (for data collection or collaboration purposes only). Note that fringe benefits must be included on REP awards; contact ORSP for assistance if needed. Maintenance and operations (M&O) expenses are items such as postage, telephone calls, paper, computer software, equipment costing less than $1,000. Requests for travel funds to attend professional conferences or present research results are not allowable. Travel for data collection or research collaboration purposes can be included. Funds for consultants must be well justified in the proposal narrative and can be listed in the *Other* category.
   Faculty members who select the two-year award model must divide their expenditures between the two years according to the research timeline; it is important to estimate accurately as any funds not expended during

the first year **cannot** be carried forward into the second year. The total requested will auto-calculate from the individual line items and cannot exceed $15,000.

The budget justification is required for submission and should include details and rationale for the costs included in the budget items.

4. Support (form)

For all investigators on the project, provide information about any Current and Pending Support for this project and a list of REP support for the past five years and the outcomes of that support.

5. Revision Summary (form)

If this application has been submitted during a previous REP competition, please summarize the revisions made to your current application based on the feedback provided by the Research Support Committee. If this application is a new submission, please leave this field blank.

6. Environment / Resources

Attach pages that provide information regarding the environment and/or resources. Be specific regarding where research will be conducted and what facilities are available. This section will be evaluated as follows:

- Has the location and setting of the study been identified? Is this space adequate for the research study? If off-campus, is site feasible and have letters of support been obtained?
- Are the equipment, trained personnel, and other physical resources needed already in place to the investigators and are they adequate for the project proposed?
- Will the project benefit from unique features of the scientific environment, subject populations, or collaborative arrangements?

This information must be attached before the application can be submitted.

7. Research Plan / Narrative

Attach a project narrative of no more than 8 pages. The font should be 11-point or larger although figures, charts, tables, figure legends, and footnotes may be smaller in size providing they are readily legible and include a caption. Margins must be at least one-inch, and the application should be single-spaced with page numbers. The 8-page research plan should include the following:

- Specific Aims (used interchangeably with: hypothesis, research questions, or objectives)
- Research Strategy (may include figures, charts, tables, images, etc.)
    - Significance - explain the importance of the problem, the critical barrier to progress in the field that the proposed project addresses, or how the project will improve scientific knowledge.
    - Innovation - explain how the application challenges and seeks to shift current research or describe novel theoretical concepts, approaches or methodologies.

- Approach - describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include a timeline to describe the tasks to be accomplished during the months of the project.

- Other - If the project uses human subjects, animals, recombinant DNA, biohazardous materials, radioactive materials, or radiation devices, provide details about the protocol in this section. If the project involves animal research, are the plans for (1) IACUC approval included, and are (2) animal purchase costs, delivery costs, and vivarium per diem properly budgeted?

- Discussion of future external funding opportunities

- Resource / data sharing plan - include a proposed method of presenting results

8. References

List all relevant literature references. References are required, and there is no page limit for this section.

9. Biosketches

A biosketch for each investigator and collaborator must be attached. All biosketches should follow the NIH or NSF format, as applicable to your application. If needed, please contact ORSP for assistance with your biosketch. More information can be found here.

Appendix

Attach any project surveys, questionnaires, or other data collection instruments as well as any letters from colleagues agreeing to collaborate on the project, letters from data collection such (such as a school district) stating that the project may be conducted there, or letters from the appropriate administrators endorsing a request for faculty salary support from the grant (not required at the time of proposal submission).

These are the only materials that are allowed in the appendix. These items have no page limit and are not required for proposal submission.

SUBMISSION INSTRUCTIONS

Applications should be emailed as a .pdf to twuresearch@twu.edu by the deadline. The application must include the required elements:

- Cover page (form: 1 page)
- Abstract (form: 1 page)
- Budget (form: no page limit)
- Support (form: no page limit)
- Revision Summary (form: no page limit)
- Environment / Resources (no page limit)
- Research Plan / Narrative (8 pages)
- References (no page limit)
- Biosketches (5 pages each)
- Appendix (no page limit but only include data collection instructions and letters of support)

Once the completed application is submitted, ORSP staff will route the application for signatures through the PI, co-PIs, chairs, and deans.

Please note that there will be an administrative review in ORSP that will include adherence to submission instructions. Proposals that do not meet all of the requirements will be administratively disqualified.

TEXAS WOMAN'S UNIVERSITY
2024-2025 RESEARCH ENHANCEMENT PROGRAM

RESEARCH SUPPORT COMMITTEE EVALUATION

Principal / Contact Investigator: _____

Score each criterion with an overall impact score using a 9 point Likert scale with 1 being exceptional and 9 being poor. The overall impact score for each criterion should reflect the likelihood for the project to exert a sustained, powerful influence on the research field(s) involved, in consideration of the following review criteria and additional review criteria as well as the likelihood for the project to make an important scientific contribution to the research field(s) involved, to provide research opportunities to students, and to strengthen the research environment of the institution.

Impact	Score	Descriptor	Additional Guidance on Strengths/Weaknesses
High	1	Exceptional	Exceptionally strong with essentially no weaknesses
	2	Outstanding	Extremely strong with negligible weaknesses
	3	Excellent	Very strong with only some minor weaknesses
Medium	4	Very Good	Strong but with numerous minor weaknesses
	5	Good	Strong but with at least one moderate weakness
	6	Satisfactory	Some strengths but also some moderate weaknesses
Low	7	Fair	Some strengths but with at least one major weakness
	8	Marginal	A few strengths and a few major weaknesses
	9	Poor	Very few strengths and numerous major weaknesses

Criteria	Score (1-9)
Significance ▪ Does the project address an important problem or a critical barrier to progress in the field? ▪ If the aims of the project are achieved, how will scientific knowledge, technical capability, and/or clinical practice be improved? ▪ How will successful completion of the aims change the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field?	_____
Investigator(s) ▪ Are the PIs, collaborators, and other researchers well suited to the project? ▪ If established, have they demonstrated an ongoing record of accomplishments that have advanced their field(s)? ▪ If the project is collaborative or multi-PI, do the investigators have complementary and integrated expertise; are their leadership approach, governance and organizational structure appropriate for the project? ▪ If students are participating in the project, do the PI(s) have suitable experience in supervising students in research?	_____

Innovation ▪ Does the application challenge and seek to shift current research or clinical practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions? ▪ Are the concepts, approaches or methodologies, instrumentation, or interventions novel to one field of research or novel in a broad sense? ▪ Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions proposed?	_____
Approach ▪ Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the project? ▪ Are potential problems, alternative strategies, and benchmarks for success presented? ▪ If the project is in the early stages of development, will the strategy establish feasibility and will particularly risky aspects be managed? ▪ If the project involves clinical research, are the plans for 1) protection of human subjects from research risks, and 2) inclusion of minorities and members of both sexes/genders, as well as the inclusion of children, justified in terms of the scientific goals and research strategy proposed?	_____
Environment / Resources ▪ Has the location and setting of the study been identified? Is this space adequate for the research study? If off-campus, is site feasible and have letters of support been obtained? ▪ Are the equipment, trained personnel, and other physical resources needed already in place to the investigators and are they adequate for the project proposed? ▪ Will the project benefit from unique features of the scientific environment, subject populations, or collaborative arrangements?	_____

OVERALL RATING on a scale of 1-9 using the scale below **_____**

Highly recommend for funding (1-3)
Recommend for funding (4-6)
Do not recommend funding (7-9)

Evaluator: _____

Attach a separate sheet for comments ***(please type your comments so they can be emailed to ORSP to be included in the "reviewer comments" sent to applicants following the meeting)***