

# Collaborative UNT-UNTHSC Joint Institutional Seed Research Program

The University of North Texas  
and  
The University of North Texas Health Science Center  
Offices of Research

## **POLICIES, PROCEDURES, AND APPLICATION INSTRUCTIONS**

### **Purpose:**

To foster collaborative research between UNT and UNTHSC faculty to work on innovative ideas/concepts and enhance opportunities for external research funding, particularly from Federal Agencies, at these institutions.

### **Program Scope:**

Research projects submitted for this seed grant must belong to the areas of interest to both institutions and must be suitable for external funding. The total amount of initial funds available for this program in FY 2009 is \$100,000.

### **Eligibility and Limitations:**

Any UNT and UNTHSC faculty member who is eligible to apply for external support at his/her institution may submit a proposal jointly with one or more faculty members from the other institution. Proposals are restricted to providing research support at UNTHSC and UNT only and require at least one Faculty Investigator from each institution. One of these investigators should be designated as the Lead PI and the other(s) as Co-PI(s). The grant proposal should be submitted by the Lead PI listing the other investigators as co-principal investigators. Only one proposal may be submitted naming a particular faculty as the principal investigator. However, a PI or a Co-PI may serve as a Co-PI on more than one proposal.

### **Review Procedures and Evaluation Criteria:**

Each proposal submitted to this program will be reviewed by a joint UNTHSC/UNT Review Panel. The Review Panel will be comprised of faculty at each institution who are not involved in any of the submitted proposals. Members of the Review Panel will be appointed by the VP for Research at UNT and by the Associate VP for Research at UNTHSC. Members of the panel will be chosen in relation to their expertise and relevance to the research areas encompassed by the submitted proposals.

Submitted proposals will be evaluated using a 100 point system. Scoring will apply to the following proposal attributes (maximum score in parentheses).

1. ***Scientific Merit*** (maximum 55 points): Specifically, the areas to be evaluated under this category are: originality/innovative ideas, technical soundness,

merits of the collaborative approach, research plan, availability of facilities needed to conduct the research, and appropriateness of the budget.

2. ***Qualifications of the Investigators*** (maximum 15 points): Specific items to be evaluated under this category are: experience in the field, synergism in the disciplines, grant funding record, publication record, and collaboration record. Special consideration may be given to young investigators.
3. ***Potential for Federal Funding*** (maximum 30 points): Specifically, the areas to be evaluated under this category are: impact of proposed research with targeted initiatives of a Federal Agency, plan for obtaining Federal Support to continue the research, and, if applicable, the relationship of the proposed work to a response obtained from an agency on a reviewed, but unfunded proposal or white paper. If the proposed research is suited for an industrial support, letter(s) of support with tentative commitment from the company is required.

**KEY DATES:**

- Proposal submission deadline: **Monday February 9<sup>th</sup> 2009, 5 PM**
- Award notification: **Friday April 17<sup>th</sup>, 2009**
- Award period: **May 1<sup>st</sup>, 2009 – April 30th, 2010**

**Award Amounts and Grant Payments:**

Grants are intended for seed funding and requests should be reasonable and justified. Amounts awarded may differ from submitted budget requests at the discretion of the Review Panel. Matching commitments from the Chair and the Dean of the unit to which the PI and Co-PI belong will enhance the chance of success.

Awarded funds will be distributed to both institutions according to the scope of work and budget justified in the proposal. All awarded funds will be available at the start of the award period. No grant funds will be distributed to investigators at an institution until all regulatory requirements at that institution have been fulfilled (IRB approval, IACUC approved protocols, biosafety review, safety training, etc.).

No carryovers into the next year will be allowed.

**Award Bonuses:**

***During the course of the grant period***, should a joint FEDERAL GRANT proposal be submitted relating to the funded project, or as an outcome of the funded project, a bonus of \$2,000 will be provided to the project from each institution. ***These bonus funds can be carried forward into the next year, and can be used at the discretion of the investigators (subject to the bounds on expenditures of State funds).***

**Grant Budgets:**

Expenditures will be restricted by state regulations. Funds may be utilized for direct expenditures beneficial to the research in the following categories under this program:

1. Personnel Support: Funds can be used for Post-doctoral, graduate and undergraduate student assistantships, as well as for technical staff.
2. Fringe Benefits as they pertain to the type of appointment listed in personnel support.
3. Expendable scientific items, services and equipment maintenance needed for the execution of the proposed research project.
4. Equipment: modest amounts may be considered
5. Publication expenses
6. Reasonable Travel Expenses.

Funds may not be budgeted or used for the following:

1. Faculty salaries
2. Building construction, alteration, renovation, rent, or utilities
3. Student tuition or fees
4. Student Scholarships or Fellowships
5. Membership dues
6. Overhead
7. Non-UNTHSC or non-UNT personnel.

**Grantee Requirements:**

The Lead PI on the proposal will be responsible for monitoring the research progress and providing the year-end research report. The year end report requires a statement of the research objective, a brief report on the research progress made under the grant, a list of publications resulting from the grant, and a list of Federal Agencies to whom grant requests were submitted (PIs, amount, duration, etc.). The final report is due to the Grant Administrator 60 days after the termination of the grant.

**Submission Deadline:**

**Only electronically submitted proposals in Adobe pdf format will be accepted.** The Lead Principal Investigator must email the proposal to [pbarbaro@hsc.unt.edu](mailto:pbarbaro@hsc.unt.edu) with a copy to [Angelique.Alexander@unt.edu](mailto:Angelique.Alexander@unt.edu). Proposals must be received by **5:00 PM** on February 9<sup>th</sup>, 2009. An email confirming receipt of your proposal will be sent to the submitting PI only.

**Final Report:**

The Lead PI is responsible for filing a Final Report within 60 days of the termination of the grant. Reports are to be submitted to the Program Administrator. Final Report forms will be available at the Research Office website of either institution.

**Copyrights and Patent Rights:**

All intellectual property developed during the course of a funded project will be governed by the policies of the individual institutions. A memorandum of understanding between UNTHSC and UNT was signed outlining the methods for handling jointly developed intellectual property.

**Grant Application:**

The application must use a font size no smaller than 11 pt. The application must contain the following components:

1. Title page using the program form with scientific summary
2. Description of the project, not to exceed five pages, including figures, tables, etc. The project description must address the evaluation criteria: scientific merit, potential for federal and/or industry funding, and qualifications of the investigators.
3. Bibliography (not to exceed two additional pages)
4. A four-page biographical sketch for each principal investigator in NIH or NSF format, including a list of current funding.
5. Budget page with the budget broken out separately for each institution.
6. Support and commitment letters from the Chair and/or the Dean.

An application kit (cover page and budget template) can be downloaded from <http://unt.edu/> or <http://www.hsc.unt.edu/research/researchoffice/index.html>

**Program Duration:**

The level of success, as measured by the number of proposals submitted to and ultimately funded by Federal Agencies (the intended outcome of this grant program), will dictate the continuance of this program in future years.

**Other Questions or Concerns:**

Additional questions or concerns not addressed or clarified here should be directed to

**For UNT PI's:** Ruthanne Thomas, PhD, Associate VP for Research [rthomas@unt.edu](mailto:rthomas@unt.edu)

**For UNTHSC PI's:** Peggy Smith-Barbaro, PhD, Director Strategic Research Initiatives [pbarbaro@hsc.unt.edu](mailto:pbarbaro@hsc.unt.edu)