

Overview of the Research Enhancement Program at Texas State University

A summary of the REP mission, guidelines, application and review processes, and post-award policies and procedures



The rising STAR of Texas

REP Mission

To contribute to the greater body of knowledge in all disciplines through research, scholarship and creative expression.

REP Core Principles

- The REP is established to enhance research and creative expression opportunities for eligible Texas State University faculty.
- The faculty have a major role in decision making concerning REP policies and procedures and in the administration of the program.
- The awarding of grants is determined through a peer competitive review process.
- The primary consideration in the awarding of grants is the quality of the proposed project.

The REP Experience

The REP process intentionally mimics the external submission process to provide some experience in proposal preparation and project execution.

- Guideline Requirements (rules, format, evaluation criteria)
- Concept Development (Fundable Idea)
- Team Building (project roles and responsibilities, dynamics)
- Literature Survey (only the most relevant)
- Proposal Writing (well-defined scope of work, clearly written, adherence to guidelines and rubric)
- Budget Development (commensurate with scope of work presented)
- Project Timeline (management)
- Online Application (time stamp)
- Panel Review (feedback is essential for improvement)
- Research Compliance Approvals (IRB, IACUC, IBC)
- Project Execution (preliminary results, modifications to original ideas, re-budgeting, disseminations, etc.)
- Terminal Report (accountability, reporting outcomes)
- Leverage to other funding (Flip My REP coming in the Spring)
- Personal, Societal and Institutional Benefits

REP Administration

- The Faculty Senate
- The University Research Enhancement Committee (UREC)
- College Research Enhancement Committees (CREC) for each academic college comprised of an elected member from each department/school
- The Office of Research and Sponsored Programs (ORSP)
- The General Accounting Office
- The Budget Office

FY22 REP Timeline

- ❖ Aug 16 Call for CREC representatives goes out from ORSP
- ❖ Aug 23 Program Announcement and call for proposals is sent from Provost Office
- ❖ Aug 31 REP Zoom workshop for general audience
- ❖ Sept 15 CREC nominees due
- ❖ Sept 10 REP Zoom workshop for STEP only
- ❖ Oct 13 Due date for proposals
- ❖ Nov 18 Scores are due from CRECs
- ❖ Dec 1 Senate takes final action on funding recommendation
- ❖ Dec 3 ORSP posts proposals recommended for funding on REP website, sends email notification to all PIs and begins send out of award packages

REP Guidelines: Eligibility

- All full-time Texas State faculty members with continuing nine-month academic appointments may apply as principle investigators (PIs) or co-investigators (CIs).
- Full-time nontenure line faculty at the rank of Senior Lecturer may apply only as co-investigators with tenured or tenure-track faculty. Lecturers are not eligible.
- Clinical Faculty may apply as PIs or CIs, but Research Faculty and Program Faculty are not eligible.
- **NEW: Faculty of Practice may serve as PI or Co-I**
- Department Chairs, School Directors, Program Directors and Deans are not eligible to apply.

Guidelines: Continued

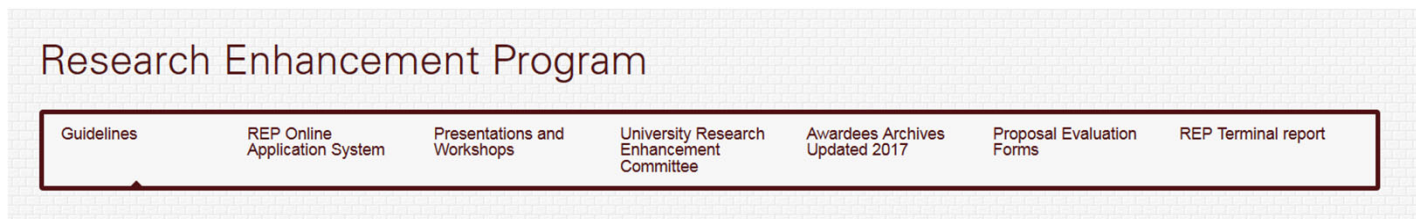
- Faculty may submit only one proposal.
- For collaborative proposals, one PI must be designated.
- Faculty may not receive REP funds in consecutive years.
- REP grantees with delinquent final reports are not eligible to apply.
- The maximum award level for individual projects is \$8,000. Collaborative projects of two or more eligible faculty may be awarded a maximum of \$16,000.
- Salary stipends may not exceed \$8,000 and may be requested only for summer months. The combined summer teaching salary (if any) and REP salary stipend may not exceed one-third of the applicant's nine-month salary.

Non-Allowed Expenses

- Any research associated with the completion of the applicant's master's thesis or doctoral dissertation
- Any faculty education or training not directly relevant to the grant project
- Course or curriculum development projects
- Conference registration and travel to conferences
- Course buyouts during the long semesters

Application: On-line Submission

All proposals must be submitted electronically through the online application provided on the Research Enhancement Program (REP) website.



CAUTION: Proposals that are not completed and submitted by 5pm CST on the due date will not be accepted. PLEASE allow enough time to work through the online application.

Application: Proposal Narrative

- The narrative is a PDF document, maximum five pages (including any literature citations) double-spaced in 12 point Times font with one inch margins. References and citations may be single-spaced.
- An introduction, including literature citations (if appropriate), and statement of hypothesis or purpose.
- A specific explanation of the project's methodology detailing project design, data collection/analysis procedures (if appropriate), etc.

Application: Narrative

- A description of the project, with an emphasis on the creativity, organization and presentation of ideas. Statements detailing the importance of the project to the applicant's field and personal scholarly/creative development, and the applicant's access to necessary resources.
- A detailed budget justification especially for equipment and travel.
- An explanation of the explicit roles of each applicant if there are multiple investigators.
- Tip: Work off-line on narrative/vita then upload final document for submission. The abstract can be cut and pasted into online application field.

Application: Curriculum Vitae

- A two page maximum CV (single spaced in 12 pt. Times New Roman) for each applicant that summarizes the applicant's research, and scholarly/creative activities. The CV(s) should detail outcomes from previously funded REP grants and a third page is allowed for this purpose if needed.
- The CV(s) must be added to the end of the narrative so that both comprise a single PDF document.

Budget

There is a specific budget template to use for the REP in Excel format. This is separate from the Budget Justification portion of the Narrative.

The budget lines are: Faculty Salaries, Hourly wages and Maintenance and Operation (M&O).

Note: Consultants and funds for payment of human subjects are listed under M&O.

Proposal Submission Confirmation

An auto-generated email will be sent to the Principal Investigator after the “Submit” is clicked. When “Saved as Draft” is click, edits can be made, but no notification is sent.

CAUTION: Deleting a proposal after it has been “submitted” can take up to 48 hours. So once inside that time frame be very careful to use Save as Draft to ensure last minute edits can be made safely.

REP Review-General

- **IMPORTANT NOTE:** No bonus points will be awarded to first time applicants.
- Four essential aspects will be evaluated and given a numerical score.
 - Introduction (statement of objectives and/or research questions) - 10 pts.
 - Methodology (overall project design) - 25 pts.
 - Quality of proposed project (creativity, organization and presentation of ideas, importance to field, access to resources) - 55 pts.
 - Budget request detail and justification - 10 pts.

Refer to the REP website for college scoring sheets.

REP Review Process-CREC

- All proposals from a college are discussed and scored numerically.
- CREC may disqualify proposals that do not conform to submission guidelines.
- Budgets may be adjusted by the CREC if non-allowed costs are identified or for other specified reasons.
- Evaluation scores are submitted via the online system. Proposals are ranked in descending numerical order.
- In general, the highest rated proposals within a college should be fully funded.
- Partial funding of proposals may result from ties of numerical score and/or proposals at the funding cut off score.

REP Review Process-UREC

- The UREC oversees each college's funding process and resolves any conflicts.
- The UREC may examine proposal budgets and amend them according to the recommendations of the CREC.
- After the UREC has approved each CREC's funding recommendations, the UREC Chair and AVPR present recommendations to the Faculty Senate for final approval.
- Faculty Senate acts on UREC recommendations.

REP Review-Notifications

- Once the Faculty Senate has taken final action, the list of funded projects will be posted on the REP website.
- Unsuccessful applicants are encouraged to contact Dr. Yongxia Xia in the Office of Research and Sponsored Programs to obtain review scores.
- Successful applicants will be sent an award package via campus mail containing the award amount and a new account request form to complete and return.

REP Post Award

- The project period for Research Enhancement Program grants is from January of one fiscal year through May 31 of the next fiscal year.
- A minimum project period of 12 months is guaranteed if account set up is delayed due to pending compliance approval. **START EARLY!**
- Extensions are possible with approved justification.
- Recipients of awards must submit a written terminal report via the online system. Faculty may not submit new REP proposals while reports from past grants are overdue.

Proportional College Funding Allocation (FY21 Applications)

College	Number of Proposals Submitted	Assistant	Associate	Professor	Requested Amount	Proportional Funding to College
Applied Arts	9	8	1	0	\$ 103,994	\$29,538
Education	16	10	4	2	\$ 183,998	\$52,262
Fine Arts and Communication	15	8	4	3	\$ 160,000	\$45,446
Health Professions	7	4	3	0	\$ 86,703	\$24,627
Liberal Arts	20	7	8	5	\$ 198,943	\$56,508
McCoy Business	17	14	3	0	\$ 176,000	\$49,991
Science and Engineering	39	17	16	6	\$ 357,799	\$101,628
Total	123	68	39	16	\$ 1,267,438	\$360,000
		55%	32%	13%		

Overall Funding Rate = total available/total requested = 0.2840
 Funding to College = total available/total requested x Amt.
 Requested by College

FY20 Funding Stats

College	Funded Assistant	Funded Amount	Funded Associate	Funded Amount	Funded Professor	Funded Amount
Applied Arts	2	\$ 53,801	1	\$ 5,538	0	\$ 0
Education	3	\$ 24,000	2	\$ 24,000	0	\$ 0
Fine Arts and Communication	3	\$ 32,000	0	\$ 0	1	\$ 8,000
Health Professions	1	\$ 15,800	2	\$ 16,667	0	0
Liberal Arts	5	\$ 32,000	1	\$ 8,000	1	\$ 16,000
McCoy Business	5	\$ 32,000	1	\$ 8,000	0	\$ 0
Science and Engineering	5	\$ 63,992	5	\$ 45,628	1	\$ 8,000
Total	24	\$ 212,157	12	\$ 107,843	3	\$ 32,000
	61	59%	31%	30%	8%	9%

The distribution of funds correlates closely with the submission of proposals. The elimination of bonus points produced an equitable outcome for all faculty ranks

University Research Enhancement Committee (UREC)

- Augustine Agwuele (UREC Chair-at large)
- Carrie Boden (CREC Chair-Applied Arts)
- Jaymeen Shah (CREC Chair-McCoy College, Business)
- Melissa Fraser (CREC Chair-Education)
- Trisha Burke (CREC Chair-Fine Arts & Comm.)
- Farzan Irani (CREC Chair-Health Prof.)
- Catherine Jaffe (CREC Chair-Liberal Arts)
- (CREC Chair-Science & Engineering)
- Michael Blanda (AVP-Research, ex officio)

Administrative Contact Information

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