

**BAYLOR UNIVERSITY
UNIVERSITY RESEARCH COMMITTEE
GRANT PROGRAM GUIDELINES**

The University Research Committee (URC) provides funds for the support and development of scholarly research projects and programs. The URC includes a cross-section of faculty members from various disciplines who evaluate proposals submitted by faculty for research projects only.

The URC grant program includes both small (\leq \$4,500) and mid-range (\$4,501 - \$7,500) grants. The URC, with sufficient justification, may occasionally permit a faculty member to serve as principal investigator on both a small and a mid-range grant simultaneously. However, the committee will not award either two small grants or two mid-range grants to one investigator during the same project period.

The committee strongly encourages principal investigators to involve graduate and undergraduate students in URC-funded research.

ELIGIBILITY

Full-time Baylor faculty, regardless of academic rank, are eligible to serve as principal investigators for URC research grants.

Visiting faculty, adjunct faculty, postdoctoral fellows, and research associates are not eligible to serve as principal investigators.

Budgetary constraints preclude the continuous or long-term funding of an individual research agenda. Therefore, URC grant funding for any principal investigator shall be limited to not more than four awards and/or \$10,000 over five fiscal years.

SUBMISSION PROCEDURES

Begin by identifying the OSP coordinator assigned to your department (<http://www.baylor.edu/research/osp/index.php?id=36122>). Contact your coordinator and let them know you are interested in applying for a URC grant.

It is neither necessary nor desirable to wait until a proposal is in its final, edited form before contacting the Office of Sponsored Programs for advice, assistance with preparation of the proposal budget spreadsheet, or issuance of the proposal directory.

Your coordinator will provide you with a link to a folder in Baylor's BearSpace system.

Fill out the application form, save it to your computer, and upload a copy into your BearSpace folder. **IMPORTANT:** Only applications submitted electronically through BearSpace will be considered. Paper or email applications are not accepted.

After filling out the application, send your department chair and dean a link to your BearSpace folder for their review and approval.

Please note that it is the responsibility of the principal investigator to ensure all completed proposals are approved by the unit chair and dean prior to the submission deadline. Late, incomplete or unapproved proposals will not be forwarded to the OVPR for consideration.

APPLICATION CHECKLIST

1. Complete application form
2. Project budget form completed by your OSP coordinator
3. Complete proposal routing form electronically signed by chair and dean
4. Any supporting materials described in application/proposal
5. Final report from most recent prior URC grant (if applicable)

PROGRAM RESTRICTIONS

The URC project period corresponds to the Baylor fiscal year, June 1 through May 31. All project funds must be expended during the fiscal year in which they are awarded. No-cost extensions are not allowed.

Funds may not be requested for the following:

1. faculty salaries and fringe benefits;
2. supplemental pay for full-time Baylor faculty and staff;
3. travel to professional meetings or conferences to present project results;
4. expenses incurred prior to the beginning of the project period.

BUDGETARY CONSIDERATIONS

Travel

Travel is an allowable expense only when it is essential to accomplish specific project objectives. In the case of authorized travel, reimbursement for transportation, lodging and meals will be in accordance with current university travel policy.

Expense reports for travel conducted on internal grants must be approved by OSP. Department approvers must submit original and electronic version of expense reports to OSP, who will approve and submit to Accounts Payable for reimbursement.

Local travel (within 100 miles) accomplished within a one-day period is an allowable expense only with prior approval from the Office of the Vice Provost for Research.

Equipment

Upon project termination, any equipment purchased with project funds will remain under the jurisdiction of the department of the principal investigator.

Interdepartmental Service

Reimbursements for interdepartmental services essential to the accomplishment of project objectives (e.g., School of Education Evaluation Center, Center for Community Research and Development, Institute for Oral History) are allowable expenditures.

AWARD CONDITIONS

Grant Administration

Awards will be set up as TRAX accounts and administered through the Office of Sponsored Programs. Training on TRAX (the Baylor Financial Transactions System) is available through Information and Technology Services.

Awardees are required to conduct the project in accordance with the proposal and budget submitted with their application. Any change in research objectives or scope of work or a major budget revision requires prior approval. Please submit requests to your OSP coordinator.

Final Report

Awardees are required to submit a final project report to the Office of the Vice Provost for Research (OVPR) no later than 60 days after the project expiration date, including a brief summary of research results; extramural funding applications submitted or planned; manuscripts published, submitted or in preparation; and presentations at professional meetings. The OVPR will notify awardees and provide a format for the final report. Failure to comply with this requirement may render the investigator ineligible for future funding from the URC or the OVPR.

Duplicate Funding

If external funding is awarded for the approved research during the URC project period, all remaining funds in the URC grant must be relinquished immediately.

Acknowledgement

Any published work supported in whole or in part by a URC grant should acknowledge such support in the publication. Other publicity related to the project, such as Baylor PR articles, should also carry acknowledgment.

An example acknowledgement is: "This study was supported in part by funds from the University Research Committee and the Vice Provost for Research at Baylor University."

Applications for External Funding

Investigators awarded mid-range grants > \$4,500 are required to submit a research proposal to an external funding agency within 12 months of the termination of their URC grants. Failure to comply with this requirement may render the investigator ineligible for future funding from the URC or the OVPR.