

**BAYLOR UNIVERSITY
UNIVERSITY RESEARCH COMMITTEE**

GRANT PROGRAM GUIDELINES

I. OBJECTIVES

To promote and encourage faculty research and external funding of that research, the University Research Committee (URC) is charged with responsibility for distributing 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.

II. ELIGIBILITY

- A. Full-time Baylor faculty, regardless of rank, are eligible to serve as principal investigators for URC research grants.
- B. Visiting faculty, adjunct faculty, postdoctoral fellows, and research associates are not eligible to serve as principal investigators.
- C. The committee strongly encourages principal investigators to involve graduate and undergraduate students in URC-funded research.
- D. 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.

III. SUBMISSION PROCEDURES

- A. Applicants will submit proposals through an electronic proposal routing system and proposal directory issued by the Office of Sponsored Programs. Please contact the Office of Sponsored Programs grants and contracts coordinator assigned to the academic unit of the principal investigator. Please find assignments at:

<http://www.baylor.edu/research/osp/index.php?id=36122> well in advance of the submission deadline.

- B. Only complete applications will be forwarded for consideration by the URC. A complete application will consist of the following, with space limitations as specified in the online application form:
1. A completed project budget spreadsheet created by the Office of Sponsored Programs;
 2. A completed proposal routing form;
 3. A URC grant final report from your most recent URC award, if you have been funded by the URC in the past; and
 4. A completed proposal on the URC application form consisting of the following categories:
 - a. project demographics;
 - b. non-technical abstract;
 - c. project narrative;
 - d. references;
 - e. biographical sketch;
 - f. current and pending support;
 - g. budget justification; and
 - h. external funding expectations (for mid-range grants)
- C. 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.
- D. Please note that all proposals must be completed and approved by the unit chair and dean prior to the submission deadline. Late proposals, incomplete proposals, or unapproved proposals will not be forwarded to the URC committee for consideration.**

IV. PROGRAM RESTRICTIONS

- A. The project period corresponds to the Baylor fiscal year, June 1 through May 31.
- B. All project funds must be expended during the fiscal year in which they are awarded. No-cost extensions are not allowed.
- C. The maximum budget request for a small grant is \$4,500. The

maximum request for a mid-range grant is \$7,500.

D. 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. local travel (within 100 miles) accomplished within a one-day period;
5. expenses incurred prior to the beginning of the project period.

E. Budgetary considerations:

1. Student participation: The URC encourages employment of undergraduate and graduate students on URC grants.
2. 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.
3. Equipment: Upon project termination, any equipment purchased with project funds will remain under the jurisdiction of the department of the principal investigator.
4. Interdepartmental Services: 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.
5. Postage/Mailouts/Surveys: Bar codes must be attached to all mail leaving the university. Grant-specific mailing charges should be budgeted. Successful applicants should use the form at <http://www.baylor.edu/mail/index.php?id=46875> to order bar code sheets coded specifically to the grant. Though not encouraged, awardees may also use the bar code for their home departments and then recode charges to the grant.

V. AWARD CONDITIONS

A. 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.

B. Awardees are required to conduct the project in accordance with the

proposal and budget approved by the URC. Any change in research objectives or scope of work or a major budget revision requires the prior approval of the Office of Sponsored Programs. To initiate changes, contact the OSP coordinator assigned to your department (<http://www.baylor.edu/research/osp/index.php?id=36122>)

- C. 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.
- D. Duplicate funding. If external funding is awarded for the approved research, all remaining funds in the URC grant must be relinquished immediately.
- E. Published work. Any published work supported in whole or in part by a URC grant should acknowledge such support in the publication. An example acknowledgement of such support is, "This study was supported in part by funds from the University Research Committee and the Vice Provost for Research at Baylor University."
- F. 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.