

THE UNIVERSITY OF TEXAS AT AUSTIN  
OFFICE OF THE VICE PRESIDENT FOR RESEARCH

**2011-2012 Research Grants Application**  
*Awards up to \$6,000*

**Deadline for Submission: Tuesday, September 6, 2011**

**APPLICATION ASSEMBLY INSTRUCTIONS**

The completed application must be submitted to the Office of the Vice President for Research no later than 5:00 p.m. on Tuesday, September 6, 2011. Incomplete applications will not be considered and late applications cannot be accepted.

1. Assemble the **ORIGINAL PROPOSAL** in the following order:

**A. Research Grant Application Form**

1. Cover Sheet with applicant's signature
2. Summary Statement
3. Detailed Budget and Budget Justification
4. Other Support Requested or Received for the Proposed Project
5. Uses and Results of Previous UT Research Grant Support

**B. Curriculum Vita**, in outline form (not to exceed two pages) and listing no more than five recent publications relevant to the proposed work.

**C. Description of the Proposed Research**, not to exceed six (6) single-spaced or twelve (12) double-spaced pages, with typeface no smaller than 11 pt.

**D. Plans to Obtain Future Funding for this Project**, including funding agencies to which proposal(s) will be submitted, amount(s) requested, research topic(s), and anticipated timeline for submission and result.

**E. Bibliography**, not to exceed one page.

2. **SUBMIT ORIGINAL PLUS TWO (2) COPIES OF THE COMPLETE PROPOSAL.** Applicants should keep an additional copy of the application for their records. PLEASE DO NOT USE A FOLDER OR COVERED BINDER.

3. **REPORTING REQUIREMENTS:** A one-page report will be due by February 15<sup>th</sup> of the year following receipt of the award. This report should include a brief description of what was accomplished to date; a listing of papers submitted/published; relevant presentations; and proposals submitted or funded as a result of the UT Research Grant received.

**THE UNIVERSITY OF TEXAS AT AUSTIN  
OFFICE OF THE VICE PRESIDENT FOR RESEARCH  
2011-2012 RESEARCH GRANT APPLICATION**

PLEASE TYPE or PRINT LEGIBLY

NAME \_\_\_\_\_  
Last First Middle

DEPARTMENT \_\_\_\_\_ COLLEGE \_\_\_\_\_

FACULTY RANK \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

CAMPUS MAIL CODE \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_ FAX \_\_\_\_\_

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DESCRIPTIVE TITLE OF PROPOSED RESEARCH \_\_\_\_\_

FUNDS REQUESTED (≤\$6,000) \_\_\_\_\_

PHYSICAL LOCATION OF RESEARCH \_\_\_\_\_

DOES THIS PROJECT INVOLVE **HUMAN SUBJECTS**? \_\_\_\_\_ Yes \_\_\_\_\_ No

If “yes,” a copy of your approved Application for the Review of a Project Involving Human Subjects must be submitted to the Office of the Vice President for Research *prior* to disbursement of RG funds *if* approved for funding. For more information, please visit <http://www.utexas.edu/irb> or contact the Office of Research Support, 471-8871.

DOES THIS PROJECT INVOLVE **BIOHAZARDOUS MATERIAL**? \_\_\_\_\_ Yes \_\_\_\_\_ No

If “yes,” please visit <http://www.utexas.edu/research/rsc/ibc/> or contact the Office of Research Support, 471-8871, for more information regarding the form(s) required to conduct research with biohazardous material. A copy of approval must be submitted to the Office of the Vice President for Research *prior* to disbursement of RG funds *if* approved for funding.

DOES THIS PROJECT INVOLVE **VERTEBRATE ANIMALS**? \_\_\_\_\_ Yes \_\_\_\_\_ No

If “yes,” a copy of your approved Animal Utilization <http://www.utexas.edu/research/rsc/animalresearch/forms.php> must be on file in the Office of the Vice President for Research *prior* to disbursement of RG funds *if* approved for funding. For more information, please visit <http://www.utexas.edu/iacuc> or contact the Office of Research Support, 471-8871.

SIGNATURE OF APPLICANT \_\_\_\_\_ Date \_\_\_\_\_

NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

### SUMMARY STATEMENT

Briefly describe the objectives, methodology, and expected results of the proposed research project. The Summary Statement should be written **in plain language, free of jargon. Applications may be evaluated by peer reviewers whose research interests may not lie in areas related to the applicant's general field of study.** The Summary should not exceed the space provided and should be easily readable. It may be single- or double-spaced. This Summary Statement is *not* a substitute for the required Description of the Proposed Research.



NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

**DETAILED BUDGET & BUDGET JUSTIFICATION**

Using the space below, please provide a detailed budget and budget justification for the proposed research project. Wages for research assistants and technicians, research-associated travel, supplies, items of research equipment, and any other expense should be specified in detail. Briefly describe the basis for estimating the budgeted amount. *Do not include funds for salary for yourself; student tuition or stipends; manuscript preparation costs; indexing; page charges or reprints; books, CDs, DVDs, or videos; travel expenses for attendance at professional meetings, conferences, or symposia; computer hardware, computer time, or computer peripherals, as these are not allowable expenses.* Highly specialized research software is allowable *only* if fully justified by the scholarly demands of the proposed work.

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**BUDGET ITEM & JUSTIFICATION**

**AMOUNT**

NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

**OTHER SUPPORT REQUESTED OR RECEIVED FOR THE PROPOSED PROJECT**  
[Copy if you need additional pages]

Project/Proposal Title \_\_\_\_\_

Source of Support \_\_\_\_\_

\_\_\_\_\_ Received Total direct costs awarded \_\_\_\_\_

\_\_\_\_\_ Pending Expected date of notification (approximate)/Funds requested \_\_\_\_\_

\_\_\_\_\_ Future Submission Submission date/Funds requested \_\_\_\_\_

Location of Research \_\_\_\_\_ Period Covered \_\_\_\_\_

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Project/Proposal Title \_\_\_\_\_

Source of Support \_\_\_\_\_

\_\_\_\_\_ Received Total direct costs awarded \_\_\_\_\_

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Location of Research \_\_\_\_\_ Period Covered \_\_\_\_\_

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\_\_\_\_\_ Future Submission Submission date/Funds requested \_\_\_\_\_

Location of Research \_\_\_\_\_ Period Covered \_\_\_\_\_

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NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

**USES AND RESULTS OF PAST RESEARCH GRANTS RECEIVED FROM THE OFFICE OF VICE PRESIDENT FOR RESEARCH SINCE THE 2004-2005 ACADEMIC YEAR**

In the space provided below, briefly summarize the uses and results of past Research Grant (RG) funds received from the Office of Vice President for Research since the 2004-2005 academic year, including publications and the generation of extramural support. Specify the date of the award and amount received.

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**ADDITIONAL MATERIAL REQUIRED FOR THE UT RESEARCH GRANT APPLICATION**

The following material should be included with the application form. Please arrange items in the following order, on 8-1/2" x 11" paper. Please ensure that the materials are easily readable.

1. **Curriculum Vita, in outline form and not exceeding two (2) pages**, consisting of a record of the applicant's educational and professional experience; a list of his/her most important academic honors, including grants and fellowships; and a selected list of his/her recent (last five relevant) published works.
2. **Description of the Proposed Research in narrative form and not exceeding six (6) single-spaced pages or twelve (12) double-spaced pages with type no smaller than 11 pt.** Since the proposal will be evaluated by Faculty reviewers who, while generally acquainted with the applicant's field of study, cannot be specialists in each particular research area, it should be written such that a non-specialist can understand it in plain language and free of jargon. It should be clearly focused and organized and should cover the following:
  - (a) The **significance of the project**, including the nature of the general problem and the specific aspect to be investigated, the importance of the problem to the research area, and what difference the expected results of the project will make and to whom. Applicants should not assume that their project will automatically appear significant to others, but should explain this significance explicitly and cogently.
  - (b) The **conception and definition of the project**, including the specific program of study or research planned for the award period and the basic ideas or questions to be explored; the approach or line of thought to be taken; the relationship of the proposed project to the applicant's previous, immediate, and long-range research objectives; and the relationship of the proposed project to the work of other scholars in the same general area.
  - (c) The **plan and method of the proposed work**, including the specific tasks to be performed and the expected results and publication plan. If the study involves travel or residency off-campus, explain why the travel is essential to the success of the project.
3. **Plans to obtain future funding for this project.** Specifically, discuss your plans for obtaining funding for this project in the future. How will the proposed project, if funded, provide a foundation for your future research? What agencies outside the university do you plan to approach for future funding for this project? If the current project will not lead to future grant proposals, please indicate why.
4. **Bibliography.** The bibliography should be a list **not to exceed one (1) page** of primary materials and publications offering the greatest relevance to the proposed study.