

2011-2012 SPECIAL RESEARCH GRANTS for Tenured and Tenure-track Faculty

Awards up to \$750.00

Purpose: To provide modest research support for specific projects of individual tenured and tenure-track faculty members. These grants are intended to cover unanticipated costs or special needs and should not be considered a means of supporting on-going projects.

Funding: Funds for Special Research Grants are provided by and are administered by the Office of the Vice President for Research. Funding is limited, so early applications (accepted beginning September 1, 2011) are more likely to be funded than those submitted later. When designated SRG funds are depleted, no additional awards can be made. Applications will not be accepted after May 31, 2012. SRGs cannot exceed \$750.

Application: Submit a complete, signed application, via campus mail, to the Office of the Vice President for Research, FAC 29, Mailcode: G1400 (our physical location is FAC 426), and the required one-page curriculum vitae. Applications are available at:
<http://www.utexas.edu/research/about/awards-fellowships-grants>

Review Criteria:

- Special Research Grant applications will be reviewed on the basis of merit to the discipline and relevance to The University of Texas at Austin's research mission.
- A SRG recipient can receive *only one* SRG per academic year and no more than three in any five-year period.
- An applicant cannot receive both a VPR Research Grant (RG) and a Special Research Grant (SRG) in the same academic year (i.e., September 1, 2011, through August 31, 2012).
- Requests for funding of on-going projects will not be approved.



Allowed and Not Allowed Uses of SRG Funds:

SRG funds MAY be used for:

- ☺ Travel to research site (beyond the Austin area)
- ☺ Research equipment, supplies, and materials*
- ☺ Highly specialized computer software required for the project*
- ☺ Salary for research assistants, translators, transcribers, or technicians

SRG funds MAY NOT be used for:

- ⊗ Researcher's salary or fringe benefits
- ⊗ Fellowships, scholarships, tuition, or fees
- ⊗ Books, journal subscriptions, music tapes, CDs, or DVDs
- ⊗ Any expense related to textbook publication
- ⊗ Page charges, reprints, or subventions for printing or indexing
- ⊗ Computer time, hardware, software (unless highly specialized), or computer peripherals
- ⊗ Travel or registration costs for professional conferences, meetings, or symposia
- ⊗ Professional membership fees
- ⊗ Entertainment expenses (e.g., refreshments, etc.)
- ⊗ Office supplies unless specifically required for the proposed project

*The University retains ownership of *all* equipment and/or software acquired with SRG funds, which will remain the property of the researcher's department.

Disbursement of Awarded Funds: SRGs become effective upon transfer of funds into the department's account. If applicable and an award is made, required IRB (human subjects), IBC (biohazardous material), or IACUC (animal subjects) approval ***must*** be submitted to the Vice President for Research ***prior*** to disbursement of SRG funds to the recipient. The funded project cannot begin until approval is granted by the appropriate institutional agent and proof of approval provided to the Vice President for Research.

All SRGs terminate August 31, 2012; carryovers are *not* possible.



Administration of Awarded Funds: Special Research Grants are *not* cash awards. Funds are made available through an account established by the Office of Accounting in the department's name specifically for containing VPR awards. In expending these funds, all regulations governing expenditures of State funds must be observed.

Reimbursement for items purchased with personal funds is *not* permitted from SRG funds, except in the case of travel expenses. Travel expenses paid from SRG funds are subject to the same regulations as travel expenses paid from State-funded departmental travel accounts. Requests for Travel Authorization (VE5) must be completed at least two weeks ***prior*** to travel.

Employment of research assistants, technicians, and other research support staff must be in accordance with established University regulations. Please note that, although fringe benefit costs do not apply to the award account, ITS core data and network charges do, at \$500 per FTE. Travel is not authorized for anyone but the award recipient.

Production of fiscal documents (purchase orders, requisitions, travel vouchers, personnel appointment forms, vouchers, etc.) and accounting for the grant is the responsibility of the award recipient and his/her departmental accounting contact. All documents must be signed by the grant recipient and the departmental designated approver.

More Information: Contact Liza Scarborough at liza@austin.utexas.edu or (512) 471-2877.