Research Enhancement Funds Guidelines and Procedures

TAMU-CC College of Education and Human Development
(Last revised July 1, 2020)

These guidelines and procedures shall be in effect from the time they are accepted by the faculty of the College of Education and Human Development.

A. Upon notification of award from Office of Research Commercialization and Outreach (RCO), the COEHD Dean's Office will send out an RFP detailing procedures for application (timelines; format; award amounts and distribution of funds) based on competition among COEHD faculty. Faculty will also be informed about scoring rubrics and evaluation process.

B. All applications will be received by the Associate Dean, who will convene a Research Enhancement Review Committee (RERC). The Committee will consist of the College's two representatives from the University Research Enhancement Committee, plus one elected faculty member from each of the College's departments. Departmental representatives will be ineligible to receive funding from this initiative.

1. The Research Enhancement Review Committee (RERC) committee appointed by a designated Associate Dean from COEHD is responsible for receiving and evaluating grant proposals for research enhancement funds.
2. This committee will review applications and make recommendation to the Dean until all funds are allocated.
3. The following recommendations may be made by the RERC:

   a) Funded as presented;
   b) Partially funded; or
   c) Not funded.

C. Eligibility for Funding

1. Tenured and tenure-track faculty members will be eligible to apply.
2. No member of the RERC may submit a grant proposal for college research funds. A committee member who wishes to do so must resign his or her committee position.
3. Only projects meeting the criteria set forth for "Scholarship" in University Rule 12.01.99.C0.04 (Descriptions of Teaching, Scholarship and Creative Activity, and Service). Rule 12.01.99.C0.04 may be supported by Research Enhancement Program funds.
4. Funds may not be used to support doctoral dissertation research.
5. Awards from these funds may not duplicate funds awarded from other granting agencies.

6. Proposals for the same, or substantially the same, research project may be submitted to both the University Research Enhancement Committee and RERC, but funding cannot be received from both sources.
7. In order to support the research efforts of as many faculty members as possible, an eligible faculty member may submit only one research proposal per year as principal investigator for consideration at the College level.

D. Selection Criteria

When evaluating Research Enhancement grant applications, the University Research Enhancement Committee considers both the scholarly merit and feasibility of the project. Included in such considerations are such issues as:

1. The project's adherence to the criteria for "scholarship" in University Rule 12.01.99.C0.04 (Descriptions of Teaching, Scholarship and Creative Activity, and Service);
2. Overall clarity of the research proposal;
3. Soundness of the research methodology;
4. Indication that the project will contribute to the advancement of knowledge in the field;
5. Reasonableness of the work plan;
6. Appropriateness of the proposed budget in terms of the work plan and anticipated outcomes;
7. Potential that the project will result in a research product that will be presented to the external scholarly community in the field;
8. The record of previous project completion and budget management in the case of applications who have previously awarded university or college Research Enhancement grants;
9. Benefit to the College of Education and Human Development

E. Application Process

1. At the beginning of each spring semester, the designated Associate Dean will announce the deadline for college level applications.
2. Applicants should submit Two (2) copies of the application to the Associate Dean who will convene the RERC and distribute rubric and scoring sheets for independent review. The applicant's name and other identifying information should appear on only one of the copies, to allow for a blind review process.
3. The applicant will be notified in writing by the associate dean of its recommendation. Only those projects recommended for funding will be forwarded to the dean for final approval.
4. Official notification of college level awards will be made in writing by the dean.
5. Copies of successful applications shall be kept by the Dean's Office for 3

years. These will be available for examination by potential applicants in the future.

F. Completion of the Project

6. A final written report should be submitted to associate dean stating to what extent the objectives of the original application have been met.
7. A final accounting of the budget should be submitted to the Dean's Office within 30 days after the completion date in the application.

Application forms and guidelines can be found on the College web site.