



# RESEARCH & INNOVATION

Below are the Division of Research and Innovation’s (R&I) frequently asked questions about the Texas Comprehensive Research and Research Enhancement Funds (TCRF/RE) proposals and other internal funding. Please contact us regarding these or any other questions you may have.

Questions:	Answer:
<b>General Questions</b>	
<b>Are TCRF and RE funds only for the sciences?</b>	No. TCRF funds are available for all tenured and tenure track faculty and research scientists. However, the RE program is limited to tenured and tenure-track faculty only. Please check other program calls for eligibility requirements.
<b>My field is in: (educational research/business/liberal arts, etc.) can I apply for funding?</b>	Yes, if you meet the other requirements for the specific internal funding programs, the competitions are open to all disciplines.
<b>What does PI eligible mean?</b>	PI (or "Principal Investigator") eligible is defined by the University at <a href="https://research.tamucc.edu/assets/file/PIE.pdf">https://research.tamucc.edu/assets/file/PIE.pdf</a> . Generally, it refers to tenured and tenure track faculty, and non-faculty who have been approved through their supervisory chain. Contact your Chair and Dean, or equivalent, for more information and to determine your status.
<b>What is the deadline for internal funding proposals?</b>	<b>The Research Enhancement program must be advertised by December 1 of each year, and the deadline for submission is always March 1.</b> Additional calls can be made if funds available have not been expended, the deadlines for any subsequent calls will be announced via email, PIVOT and the Research and Innovation website for internal funding opportunities. <a href="https://research.tamucc.edu/research-office/ri_funding_programs.html">https://research.tamucc.edu/research-office/ri_funding_programs.html</a> . The other programs do not have mandated deadlines, but deadlines now appear on the R&I website (see link above).
<b>Who reviews the proposals and makes the final decision on funding?</b>	For the RE competition, the Research Enhancement Committee provides the review; two members from each College are elected to the Committee. The Committee meets to discuss their reviews and make funding recommendations to the VP for Research and Innovation (VPRI). For the TCRF, proposals are reviewed by the Division of Research and Innovation, an ad hoc committee, and/or external reviewers. If a competition requests reviewer suggestions, the PI is

	encouraged to submit reviewers with the requisite expertise. Reviewers who have a conflict of interest with the PIs or CoPIs will not be used.. For other internal funding, the point of contact for the program may assist with any questions.
<b>Who is the audience for my proposal?</b>	Because the reviewers (see above) are representatives across colleges, <b>proposals should be prepared in a voice that is easily understandable across disciplines.</b>
<b>How will my proposal be reviewed?</b>	The proposals are reviewed by the review committee and scored on scholarship and specific criteria in the call. Comments on strengths and weaknesses are also provided and returned to the applicant whether they are funded or not.
<b>What criteria will be used to review my proposal?</b>	The proposals are scored on scholarship as defined by the University and the specific criteria listed in the call for proposals.
<b>I've submitted a proposal in the past and the reviewers didn't understand the methods used in my discipline. How can I be more competitive?</b>	Reviewers are from across colleges, so it is important to summarize your methods in lay audience terms and then provide the details. You can also request that a Research Development Officer provide input on your proposal prior to officially submitting the proposal. We advise planning to provide a draft no later than five business days in advance of an internal funding deadline.
<b>I submitted previously and did not get funded. What could help me put together a stronger application?</b>	Note in the project description that the proposal is a resubmission and briefly describe how you addressed the previous reviewer's comments. You can also request that a Research Development Officer provide input on your proposal prior to officially submitting the proposal. You can also ask a colleague who has previously been awarded funding to provide you a review of your proposal before you officially submit the proposal.
<b>How do I find collaborators in another College?</b>	You can contact our office and we can help find collaborators. Also, you can use PIVOT using the "Collaborators" function, and R&I will advertise and/or host periodic events to help foster cross-college collaborations.
<b>Are there any page limitations for proposals?</b>	Yes. Please refer to the guidelines/application document on the specific details.
<b>Do state rules have to be followed?</b>	Yes. TCRF and RE are state-funded programs and <b>ALL</b> state rules <b>MUST</b> be followed.
<b>What research compliance is required?</b>	All research compliance rules and regulations apply to internal funding. All projects selected for funding must be cleared through the Office of Research

	Compliance before the award can be made and spending can be allowed, so we recommend beginning your research compliance process prior to the funding program's application deadline.
<b>Budget Questions</b>	
<b>Are there budget restrictions?</b>	Yes. State funds are governed by state rules. The best practice is to consult your departmental business personnel about these restrictions when preparing your budget. The R&I Business Manager may be available for further consideration if needed.
<b>Is participant support allowed?</b>	Participant support may be allowed but the form and amount varies depending on funding program. Please make sure to consult your departmental business personnel about restrictions and proper amount, forms of support and handling process. The R&I Business Manager is available for further consultation if needed.
<b>Can the funds be used for one or more course releases?</b>	Yes, course releases can be requested in the budget, but the Chair of the Department and the Dean must approve the course release prior to submitting the proposal, because the Colleges and Departments have different policies as to whether they allow reassigned time, as well as the number and timing of course releases that are possible for a given academic year.
<b>Can I purchase a computer using internal funding?</b>	Generally, no. Your department or college should provide you with the hardware required to perform your duties.
<b>Do we need to submit itemized budget details?</b>	Yes. Include as requested on the application.
<b>Do indirect costs need to be included in internal proposals?</b>	No. Indirect costs do not need to be included.
<b>Does any TAMU-CC college/department cost sharing require prior approval?</b>	Yes. All cost sharing as stated in the TCRF or RE proposal <b>MUST</b> receive prior approval from the Department Chair <b>and</b> College Dean.
<b>Must benefits be included for Principal Investigator (PI) and graduate students?</b>	No. Fringe benefits should not be added to your TCRF or RE proposal budget detail. Note: if your hourly student worker is employed 20 hours or more per week for a certain period of time in a year, they may be eligible for benefits. R&I internal funding cannot be used to cover this expense—consult your department or college business to determine how you will pay this expense if incurred.
<b>Why is there a restriction on salary for the PI and/or CoPI?</b>	TAMU-CC has access to a limited amount of state research funds and must balance a variety of priorities; a cap on PI/CoPI salary is due in part to this. Many funders, such as the National Science Foundation or the National Endowment for the



# RESEARCH & INNOVATION

	Humanities, restrict salary levels for PI or CoPIs.
<b>Is it possible to budget salary for the Co-PI(s)?</b>	Yes, if the CoPI is from TAMU-CC and the total amount of senior personnel salary meets any limitations on the particular call for proposals. Salary is not permitted for a CoPI from another institution.
<b>Is salary for graduate students or post-doctoral fellows allowed?</b>	Yes, only if the graduate students or fellows are working on research directly associated with the proposal. Please refer to the guidelines/application document for specific details.
<b>Are travel funds available for the PIs?</b>	Yes, but only if the travel is integral to the research.
<b>Are travel funds allowed for a CoPI?</b>	Only for those from TAMU-CC.
<b>Are travel funds allowed for graduate students or undergraduate students?</b>	Only for certain funding programs, and only if the travel is integral to the research. For TCRF funds, no student travel is allowed. For RE funds, undergraduate or graduate student travel is permitted.
<b>Who is responsible for the award budget management?</b>	Each college's business/budget office is responsible for assisting faculty with spending and daily fiscal management of funding awards. Faculty should direct such inquires to their college's business/budget office. R&I oversees the overall budget and is available for further consultation if needed.
<b>Can I pay my student through a stipend instead of salary or hourly wages?</b>	Hourly wages or a salary are the way that student workers and research assistants are paid. Stipends are allowable only in certain circumstances. However, any proposal seeking to use stipends <b>MUST</b> include both additional justification for why salary/hourly wages are not possible and appropriate and prior approval from the departmental business manager(s) and Human Resources. Without such justification and prior approvals, budgets <b>MUST</b> use hourly wages or salary in calculating payments to students who are research assistants or otherwise employed by internal funding.
<b>What if changes happen during the course of my award and I need to rebudget funds?</b>	Rebudget requests with justifications can be sent to the office for review and approval at <a href="mailto:researchdevelopment@tamucc.edu">researchdevelopment@tamucc.edu</a> .
<b>Can I get an extension? How does that process work?</b>	Normally, extensions are highly discouraged. However, in extreme circumstances (E.g. COVID-19) extension requests with justifications can be sent to <a href="mailto:researchdevelopment@tamucc.edu">researchdevelopment@tamucc.edu</a> for review and approval. For TCRF in the second year of a biennium, extensions are not allowed/possible.

Compliance Questions	
<p><b>Do internal grants require approval if I am working with human subjects?</b></p>	<p>It depends on the specifics of the research procedures. Additional information on when IRB is required can be found at <a href="https://irb.tamucc.edu/review.html">https://irb.tamucc.edu/review.html</a>.</p> <p>If you are unsure, you can request an official determination as to whether committee review is required by submitting this form online: <a href="#">Not Human Subjects Determination Form</a>.</p> <p>Journals may require you produce an official determination from the office. The Office of Research Compliance or the IRB cannot issue a determination after the research has been conducted. So, it is highly encouraged to submit a determination when your research involves humans or data derived from humans.</p>
<p><b>What about other compliance regulations (Export Control, Firearms, Controlled Substances, Nepotism)?</b></p>	<p>There are many rules and regulations outside of IRB, IACUC and IBC that may apply to your project. Research, like other university activities, may be required to follow these rules, policies or review processes.</p> <p>Other compliance offices may be involved in reviewing and approving your research. (A list is given at the end of this document.)</p>
<p><b>How do I proceed if I am not sure whether IRB, IACUC, IBC or other compliance committees are applicable?</b></p>	<p>Each regulatory committee has regulations and policies that define the scope of when committee review is required and what type of review process a specific type of research must undergo.</p> <p>Some research may require review by more than one compliance committee depending on the nature of the research procedures. For example, if you are working with live vertebrates and exposing them to biohazardous materials, your protocol would likely require IACUC review (for the live vertebrates) and IBC review (for the biohazard use).</p> <p>You can find more information about when IRB, IACUC, or IBC review is required on the committee's website:            IRB: <a href="https://irb.tamucc.edu/review.html">https://irb.tamucc.edu/review.html</a>            IACUC: <a href="https://iacuc.tamucc.edu/review.html">https://iacuc.tamucc.edu/review.html</a>            IBC: <a href="https://ibc.tamucc.edu/review.html">https://ibc.tamucc.edu/review.html</a></p>

<p><b>What if I think committee review is not necessary?</b></p>	<p>Per regulations, investigators are NOT able to determine whether compliance review is required. Only the compliance committee can make that determination. Each committee has a process by which you can submit your proposed research and receive a determination that compliance committee review is not required.</p> <p>You can find the online submission forms to receive this determination on the compliance committee's website:          IRB: <a href="#">Not Human Subjects Determination Form</a>          IACUC: <a href="#">Determination if IACUC is Required</a>          IBC:  <a href="https://redcap.tamucc.edu/surveys/?s=KNWALAHHJA">https://redcap.tamucc.edu/surveys/?s=KNWALAHHJA</a></p>
<p><b>Do I need to have a particular title on an IRB, IACUC or IBC protocol for internal funding?</b></p>	<p>Not necessarily. However, we do need to be able to associate your IRB, IACUC, IBC approval with the funding project.</p> <p>For internally funded projects, we use the title and PI name to associate the compliance submission to the funding project. We highly recommend using the same title for the funding submission and the compliance committee submission for ease.</p> <p>For those projects that flow through Maestro, we do this by the Maestro number you enter on the IRB, IACUC, IBC submission along with the project title and PI name. If you only have a proposal number at the time of IRB, IACUC, IBC submission you can enter that for now, but will need to update your submission with the project number so the compliance office can upload your approval letters in Maestro to "clear" the compliance flag to allow OSRA to release your funding.</p>
<p><b>When should I secure documentation regarding IRB, IACUC, IBC or other compliance reviews and approvals? What if I think it is not necessary?</b></p>	<p>To avoid delays in receiving your funding, we would recommend you submit your research for committee approval as soon as possible. But we highly recommend you do not delay in your submission once you know funding is likely to be awarded.</p> <p>Each committee has their meeting dates posted online with recommended submission due dates to make that meeting's agenda.</p> <p>IRB: <a href="https://irb.tamucc.edu/meeting-schedule.html">https://irb.tamucc.edu/meeting-schedule.html</a>          IACUC: <a href="https://iacuc.tamucc.edu/meeting-schedule.html">https://iacuc.tamucc.edu/meeting-schedule.html</a></p>

	<p>IBC: <a href="https://ibc.tamucc.edu/meeting-schedule.html">https://ibc.tamucc.edu/meeting-schedule.html</a></p> <p>If you have a funding deadline, we also recommend communicating that to the Office of Research Compliance so they can advise you of review options to try and meet that deadline.</p>
<p><b>I did not think that IRB, IACUC, IBC (etc.) review was applicable for my project. However, one of the panelists making funding recommendations said they thought it was applicable. How should I proceed?</b></p>	<p>While funding panelists may have an understanding of when compliance committee review may be required, only the applicable compliance committee (IRB, IACUC, IBC) has the authority to make the determination that committee review is not required.</p> <p>Each committee has a process by which you can submit your proposed research and receive a determination that compliance committee review is not required. You can find the online submission forms to receive this determination on the compliance committee's website:          IRB: <a href="#">Not Human Subjects Determination Form</a>          IACUC: <a href="#">Determination if IACUC is Required</a>          IBC: <a href="https://redcap.tamucc.edu/surveys/?s=KNWALAHHJA">https://redcap.tamucc.edu/surveys/?s=KNWALAHHJA</a></p>

**Compliance Officials involved in reviewing and approving your research**

<b>Compliance Item</b>	<b>Office Responsible</b>
IRB (human subjects)	<a href="#">IRB</a> (Office of Research Compliance)
IACUC (live vertebrates)	<a href="#">IACUC</a> (Office of Research Compliance)
IBC (biohazards)	<a href="#">IBC</a> (Office of Research Compliance)
DEA Controlled Substances	Environmental Health and Safety (EHS)
Radioactive Materials /Radiation Producing Devices	Environmental Health and Safety (EHS)
Transportation of Regulated Hazardous Materials	Environmental Health and Safety (EHS)
Explosives/Firearms	Environmental Health and Safety (EHS)
Highly hazardous chemicals	Environmental Health and Safety (EHS)
Unmanned Aircraft Systems	Environmental Health and Safety (EHS)
Renovations to Facility	Facilities
Nepotism	Employee Development & Compliance Services (Samuel Ramirez)
GDPR - EU General Data Protection	General Compliance Office (John LaRue)
Confidential/Restricted Data (PHI,PII, Student Data)	General Compliance Office (John LaRue)
Intellectual Property to be Developed	Research and Innovation (Sharmeen Ahmed)



# RESEARCH & INNOVATION

Pre-publication Approval Required by Sponsor	<a href="#">Export Control</a>
Sponsor Restrictions on Participation of Non-US Persons	<a href="#">Export Control</a>
International Collaboration	<a href="#">Export Control</a>
Project Performed at a Non-US Location	<a href="#">Export Control</a>
Items/Materials to be Shipped/Transferred to a Non-US Destination	<a href="#">Export Control</a>
Equipment, software or technology used in the project is designed for (or could be modified for) military use or use in outer space	<a href="#">Export Control</a>
Research contains source code for 128-bit encryption software or mass-market encryption products	<a href="#">Export Control</a>
DFARS 252.204-7012 (Safeguarding Covered Defense Information and Cyber Incident Reporting)	IT Security
Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment	IT Security
Scientific Diving	<a href="#">Dive Safety Officer, Office of Research Compliance</a>