



## Summer Grant Fellows Program

### Description

The Division of Research and Innovation is offering a grant-writing workshop during Summer 1, 2022 (June 1- July 2.). This initiative is focused on proposal development by PI-eligible researchers from across the university, without restrictions on discipline or funder, for developing an institutional research proposal (i.e., submitted through the university; eligibility includes applications for prestigious fellowships). The sessions will be co-taught by faculty member, Dr. Chuck Etheridge from Liberal Arts and by Research Development Officer, Dr. Larisa Ford. Dr. Eugene Billiot from Science and Engineering will also provide his expertise and feedback to the fellows. These individuals have track records that include their own successful grant applications, mentoring others in grant-writing, and teaching grant-writing. Current planning has these sessions as virtual, but we may reconsider this decision prior to early summer.

Over a five-week period, participants will draft and revise a grant proposal, as well as read and provide peer critiques of other fellows' drafts, and workshop proposal drafts. At the end of week four, participants will submit the revised proposal narrative and related materials to the instructors for a mock review panel conducted by experienced review panelists made up of TAMU-CC faculty and research staff. Due the time demands of this program, applicants who are selected will forego teaching in Summer I and receive a \$2,000 stipend\* which carries the requirement that applicants complete the workshop and provide the agreed-upon deliverables.

In addition, R&I will include compensation for a subsequent peer critique of the proposal in the amount of \$500, prior to proposal submission (reviewer subject to R&I approval, ideally a researcher who has been funded from or served as a reviewer for the target funder) if submission is within 12 months of the end of the grants course. The number of applicants approved for the Fellows Program will depend on funding availability but anticipate funding at least 8-10 fellows and up to 18 fellows.

Application Information: <https://www.tamucc.edu/research/ord/internal-funding.php>

In addition, prospective applicants can arrange for appointments with R&I staff and/or the faculty instructors of the course to discuss the two-page description of the project required of applicants. (Please email [researchdevelopment@tamucc.edu](mailto:researchdevelopment@tamucc.edu) to arrange appointments for additional support or for answers for questions not answered in the FAQ at the end of this document or in the info session recording.)

### **Submission requirements**

- A CV
- Approval of the department chair/unit head and affirmation by chair/head and researcher that the applicant will forego Summer I teaching (copy of an email is permissible).
- A three-page maximum description of your proposed research project. Typically, strong project summaries include an introduction, a description of the key facts known about your topic, a description of the knowledge gap or critical need that your project will address, your central hypothesis or statement of problem/need, your rationale, your objectives, and the significance and expected outcomes of the project.
- Up to 300 words on how the proposed activities are relevant to key university priorities and goals and will increase the national and/or international visibility of TAMU-CC.
- Identification of 1-3 potential funding programs (Note: R&I personnel are available to help investigate agencies and foundations prior to the application deadline.).
- Draft budget and budget justification (1 page maximum).
- Any reports required for prior rounds of R&I funding must have been submitted.

### **Required Course Deliverables for Summer Grant Fellows**

- Identify funder, program and deadline, and the required materials for submission.
- Notify R&I's pre-award team in OSRA of submission deadline.
- Draft and revise a grant narrative of the proposed project throughout each of the four weeks.
- Participate in peer critiques and proposal revisions.
- Draft appropriate supporting materials (work plan, logic model, data management plan, postdoctoral mentoring plan, etc.).
- Completion of biosketch(es), a proposal summary, a revised grant narrative, and a draft budget by the conclusion of week 4 of the course, to be reviewed by a mock panel of faculty experts in week 5.
- Participate in the mock review panel as an ad hoc reviewer of another Fellow's proposal and to hear feedback on one's own proposal.
- Revise budget and justification as needed.

### **Resources Available to Summer Grant Fellows**

- Identification of and consultation with appropriate sponsored research administrator for pre-award activities (getting proposals ready to be submitted)

- Budget guidance and consultation from R&I's Office of Sponsored Research Administration
- College-specific tips for post-award consideration
- Additional visits or one-on-one appointments from relevant R&I personnel as needed for disciplinary/agency coverage
- Support for creation of Fastlane and grants.gov IDs as applicable
- Financial support for a peer critique in preparation for a submission (\$500 budgeted per fellow)

## **Review Criteria**

Applications will be evaluated by a panel. The panel may include College or other sponsors as evaluators. Evaluation and ranking of proposals will use the following criteria:

- Overall clarity of the research proposal
- Preparedness for carrying out the proposed work (applicant's "track record")
- Degree of responsiveness between an applicant's research project description and the identified funding opportunities.
- Potential of proposed activities to advance TAMU-CC's reputation and/or the university's institutional priorities
- For applicants who have previously been awarded internal funding, consideration of the applicant's record of previous project completion (including filing final reports), adherence to timelines, and budget management
- Likelihood of the project resulting in a successful submission
- Appropriateness to the College/Center/Institute's mission and goals (applicable for applicants affiliated with a College and/or asking for consideration by a Center/Institute)

### *\*Additional note on stipend*

For applicants who are receiving other sources of income in addition to the stipend (administrative supplements, summer salary, etc.), the total effort cannot exceed 100%. In cases where appropriate, the funds designated for the stipend will instead be administered as research support funds. For collaborative projects (where two applicants to the program are working on a single collaborative grant proposal), the stipend amount will be \$1,500 each.

## Deadlines and important dates

*(Note TBD times and/or dates will be scheduled when participants have been accepted)*

<b>April 6, 2022 at 12 pm CT</b>	Virtual zoom Info Session with instructors and R&I staff
<b>April 22, 2022, at 5 pm CT</b>	Deadline for complete application at 5 pm, emailed to <a href="mailto:researchdevelopment@tamucc.edu">researchdevelopment@tamucc.edu</a>
<b>April 23 – May 1, 2022</b>	If needed, requests for follow up information from applicants.
<b>May 15, 2022</b>	Deadline for applicants offered a position in the SummerGrant Fellows Program to return signed program
<b>May 2022, date TBD</b>	Orientation session for selected participants
<b>June 1, 2022</b>	Program begins, with meetings three times per week for up to two hours per meeting. Expected schedule: Mondays, Wednesdays, and Fridays, mornings, time TBD
<b>June 24, 2022</b>	Proposal materials turned in for week 5 mock panel review
<b>July 1, 2022</b>	Program concludes.
<b>June 30, 2023</b>	Fellows with grants submitted on or prior to this date may draw on \$500 to fund a peer critique of the proposal draft.

## Frequently Asked Questions

### **1. What if I am unsure which funders are appropriate for my planned activities?**

Email [researchdevelopment@tamucc.edu](mailto:researchdevelopment@tamucc.edu) to set up an appointment for a funder search.

### **2. Is there assistance if I am having trouble with my two-page draft for the application?**

Yes, R&I personnel and the instructors are all willing to serve as resources. Email [researchdevelopment@tamucc.edu](mailto:researchdevelopment@tamucc.edu) to schedule a discussion.

### **3. When do participants receive the stipend?**

Upon successful completion of the summer program.

### **4. Will my stipend reflect withholding or have other tax implications?**

Your stipend will be treated as wages and taxes will be withheld.

### **5. What if I have identified a grant I can submit as an individual and do not need to submit through the university?**

Eligible grant or fellowship submissions must be submitted through the university on behalf of the applicant. Some fellowship submissions (like a fellowship from the National Endowment for the Humanities) are submitted differently than this, but there are still university mechanisms for recognition of this that should be considered. Please consult us at [researchdevelopment@tamucc.edu](mailto:researchdevelopment@tamucc.edu) for such situations.

### **6. I am working with a colleague and we are collaborating on a grant. We would both like to apply to this program. Is that possible?**

Yes, many research grants and even fellowships allow for collaborative projects (where two applicants to the program are working on a single collaborative grant proposal). In this case, we anticipate funding the stipend amount at \$1,500 each and the funds designated for the external peer critique of the proposal will not exceed \$500 total.

### **7. I am looking at foundations for research support. Is this kind of grant application appropriate for the Summer Grant Fellows Program?**

Please reach out to [researchdevelopment@tamucc.edu](mailto:researchdevelopment@tamucc.edu) to discuss. If you have a specific foundation in mind, please include that information in the email.

**8. My work is in the arts and I would like to work on a fellowship application. Is this kind of application appropriate for the Summer Grant Fellows Program?**

Many arts grants meet the requirements of the program. Please reach out to [researchdevelopment@tamucc.edu](mailto:researchdevelopment@tamucc.edu) to discuss.

**9. Am I eligible if I have other sources of summer funds from the university?**

Applicants cannot exceed 100% effort in salaries. If you have other commitments during Summer I and are unsure about your situation in terms of effort eligibility, you must contact [researchdevelopment@tamucc.edu](mailto:researchdevelopment@tamucc.edu) prior to submission. Some of the fellow stipends may instead be usable as research funds supporting the fellow's efforts, depending on sponsor restrictions.

This enables applicants funded on 12-month appointments to participate, so contact us if there are questions.

**10. Will the Summer Grant Fellows Program be offered virtually or face to face?**

Due to COVID-19, we are currently planning the Program to be delivered virtually. However, face to face sessions may be scheduled. I am the only person from my disciplinary area planning to participate. How will I get or give useful peer critiques to other Fellows in the Program?

Readers of proposals from outside of the proposer's discipline often offer the most useful feedback because they are not too close to the material. In addition, the instructors will offer guidance to help you become a better reviewer. For the paid review, we will find a reviewer from off campus if needed to review your proposal.

**11. I have a prior commitment and will miss one week of the program. Should I apply?**

Due to the compressed time period and the role played by peer critiques in the course agenda, missing one week of the program would be detrimental to achieving the goals of the course and cannot be accommodated. It is not advisable to apply if you have pre-existing commitments during the time frame. However, R&I runs many research development events and workshops, so we suggest emailing [researchdevelopment@tamucc.edu](mailto:researchdevelopment@tamucc.edu) to obtain a schedule of other events that may better accommodate your schedule.