

UNIVERSITY OF HOUSTON  
2005-2006 GUIDELINES  
GRANTS TO ENHANCE and ADVANCE RESEARCH

Proposal Submission Deadline: January 31, 2006

Submit signed original plus five copies to: Division of Research  
Room 316 E. Cullen

## PURPOSE

The Grants to Enhance and Advance Research (GEAR) serve two purposes: 1) to support University of Houston faculty in initiating high-quality scholarship and research projects which by virtue of their quality and impact 2) will lead to expanded proposals for external funding. GEAR proposals that meet both of these aims will be given preferential consideration.

## ELIGIBILITY

All full-time faculty members who are tenured or in the tenure-track are eligible to apply for GEAR funds. Individual faculty members or groups of faculty members may apply. Research faculty may serve as co-investigators. Please refer to the Faculty Handbook for the Policy and Procedures Governing Specific Faculty Groups for the definition of Research Faculty <http://www.uh.edu/fs/fachand.html>.

## CRITERIA FOR AWARDS

A GEAR proposal must supply convincing evidence that the following criteria have been met or, in the case of 3. below, will be met:

1. The proposed activities must represent high-quality research of significant benefit to the University, the larger scholarship/research community and to society
2. The results of the proposed activities will support a subsequent formal proposal for funded research to be submitted to an external agency.
3. The formal proposal for external funding will be submitted no later than one year after the completion of the GEAR project.
4. Since your proposal may be reviewed by colleagues who are not specialists in your field, it is VERY IMPORTANT that the significance of your research is conveyed also to a non-specialist academic audience.
5. Applications from the following areas (in alphabetical order) qualify for review:
  - Applied Science/Engineering/Technology
  - Arts/Humanities
  - Biological Sciences/Biomedical Sciences/Bioengineering

- Computational Science/High Performance Computing
- Materials Science
- Physical Sciences/Math
- Social & Behavioral Research
- All other categories, specify on the cover page of the application form

## TYPE OF SUPPORT

GEAR awards may be used for virtually any purpose as long as it supports the proposed research program and enhances the ability of the Principal Investigator(s) to obtain external funding. Funding requested may range from \$10,000-\$30,000 depending upon the type and scope of research being proposed.

Total support for faculty salaries is limited to \$6,000 per grant or less.

Budgets will be reviewed critically. The more realistic the budget, the better will be the chances of the proposal's competitive success. All budget items should have written justifications. Fringe benefits should be included. A fringe benefit calculator is available on the Division of Research web site <http://www.research.uh.edu/> click on Contracts & Grants.

Support for instructional development activities will not be given.

Support received may be State funding and therefore subject to all State of Texas guidelines for expenditures. This may affect the amount of travel that can be funded.

Expenditure documents for the GEAR program do not require the prior approval of the Division of Research.

## APPLICATION DEADLINE

Six copies of the complete proposal with original signatures on one copy must be received in the Division of Research, (Room 316E Cullen Bldg.) by **5:00 p.m.**, Tuesday, January 31, 2006. **No late applications will be accepted.**

## EFFECTIVE DATE AWARDS

Awards will be effective September 1, 2006 for twelve months.

Decisions on GEAR awards will be made by the Vice President for Research based on the recommendations of the UH Research Council. Applicants will be notified by June 1, 2006.

## APPLICATION FORMS AND FORMAT

Application forms may be downloaded from the Division of Research web site [www.research.uh.edu](http://www.research.uh.edu/) and click on Internal Grants. Paper copies are available in the Division of Research, room 316 E. Cullen Bldg. or may be requested by calling x39204.

## HUMAN SUBJECTS REVIEW/ANIMAL USAGE

All projects involving human subjects must be reviewed and approved by the Committee for the Protection of Human Subjects (CPHS) before an award can be established. Awardees must obtain CPHS review and approval of their project within 90 days of notification of an award or the award will be withdrawn.

All projects involving the use of animals in research must be reviewed and approved by the Institutional Animal Care and Use Committee before the grant will be established.

## ASSISTANCE

Any questions about this program should be referred to the Division of Research X39215.

## REPORTING AND ACKNOWLEDGMENT

Each grantee must submit a report not more than 90 days after termination of the grant describing the outcome of the project. It is also the responsibility of each award recipient to furnish information to the Division of Research concerning external applications which are submitted or awards received as a result of GEAR funding. Such information should include date of submission, title of the project, inclusive dates, agency, total amount requested, and the status of each application. Failure to comply with this reporting requirement will disqualify an individual for future consideration in all internal funding programs.

Notice must be given of publications, presentations, exhibitions, or performances resulting from the award. The grantee must acknowledge GEAR support in all publications resulting from the award and provide one copy of the publication to the Division of Research, mail code VPR-2015.

## INTELLECTUAL PROPERTY

In accordance with University policy, faculty members and the University share in net income generated from intellectual property. For additional information see the Faculty Handbook or contact the Office of Intellectual Property Management x30451.

GRANTS TO ENHANCE AND ADVANCE RESEARCH  
APPLICATION FORMS

- I. COVER PAGE (detach and complete)
- II. PROPOSAL NARRATIVE (limited to seven double spaced, single sided pages & at least 12pt. type size) Please review the guidelines for the 2005-2006 GEAR program. **Only proposals that meet the Criteria for Awards, as stated in the guidelines, will be considered and/or reviewed for funding.**

The following outline should be used for the narrative portion of the applications. Be as concise as possible.

- 1. Abstract -- a brief, clear statement of the purpose and significance of the project.
  - 2. Introduction -- emphasize the importance of the project and summarize previous research in the field. In general, the introduction sets forth the major focus of the proposal. Specify how the proposal will meet the purpose and criteria of the program as described on page 1 of the GEAR guidelines.
  - 3. Objectives -- specific accomplishments and outcomes of the project keeping in mind the criteria for awards
  - 4. Procedures -- the detail of how you plan to carry out your research
  - 5. Time Frame – Detail the project schedule. Funds will be available for expenditure for twelve months, beginning September 1, 2006.
  - 6. Equipment and Facilities -- description of the equipment and facilities available for the project; justification of equipment and facilities requested in your budget.
  - 7. List funding sources and date when proposals continuing the research proposed here will be submitted. Summarize the external funding environment for this area of research.
- III. REFERENCES - No page limitation; references may be single spaced
  - IV. BUDGET (detach and complete)
  - V. CURRICULUM VITAE – Include for all professional personnel who will work on the project. Do not exceed two pages for each individual. Note the curriculum vitae should indicate the total number of publications and detail the 5 most significant for this research.
  - VI. List all current and pending support, both external and internal.
  - VII. If previous GEAR funding was awarded to any of the P.I.s, state the outcomes of the projects. List the titles and funding agencies of all grant applications submitted based on GEAR-supported work and state whether they were successful. For successful applications, provide dates and total costs. Provide full citations for all publications resulting from the project. Include attachments, if appropriate.

- VIII. SUGGESTED REVIEWERS – On a separate sheet, list the names, telephone numbers, e-mail and mailing addresses of three persons outside and two persons inside the University of Houston community who are qualified to review the proposal..(One outside reviewer and one inside reviewer from your list or another source, if necessary, will be chosen to review the application.) These should include external reviewers that are at arms length from the P.I.(s). Describe the nature and time period of any current or prior professional or collaborative relationships of the suggested reviewers with the P.I.(s), if any. In most cases, recent or current collaborators and dissertation supervisors should be excluded from the list of reviewers. (In any event, a list of current collaborators should be included with the application.
- IX. Appendix (Optional) - Example: NIH study section reviews indicating the need for pilot data.

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**NOTE: Applicant must submit six copies of the complete proposal with original signatures on one copy by to the Division of Research, room 316 E Cullen Bldg. by 5:00 p.m., January 31, 2006. LATE PROPOSALS WILL NOT BE CONSIDERED.**

Application to Grants to Enhance and Advance Research  
Cover Page

NAME \_\_\_\_\_

Department \_\_\_\_\_ College \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Total Funds Requested \_\_\_\_\_

Title of Project \_\_\_\_\_

Check research area that applies:

- Applied Science/Engineering/Technology
- Arts/Humanities
- Biological Sciences/Biomedical Sciences/Bioengineering
- Computational Science/High Performance Computing
- Materials Science
- Physical Sciences/Math
- Social & Behavioral Science
- All other categories, Specify \_\_\_\_\_

Check appropriate box(es) if this proposal includes any of the items listed below:

Animals

Research Involving Recombinant DNA

Human Subjects

Molecules

Radioisotopes

If any of the above are checked please indicate if the appropriate approval(s) have been:

applied for \_\_\_\_\_; approved on \_\_\_\_\_; not yet applied for \_\_\_\_\_

SIGNATURES:

\_\_\_\_\_  
PRINCIPAL INVESTIGATOR

\_\_\_\_\_  
DEPARTMENT CHAIR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEAN OF COLLEGE

**BUDGET REQUEST**

**GRANTS TO ENHANCE and ADVANCE RESEARCH**

**SALARIES & WAGES**

Faculty Salaries

Research Assistants

Students Wages

Non-student Wages  
(identify function)

\_\_\_\_\_

\_\_\_\_\_

**Fringe Benefits**

**Maintenance and Operations**

(e.g., chemicals, supplies,  
services, copying, postage,  
etc.)

**Travel (may subject to State guidelines)**

**Equipment (specify items over \$1,000 each)**

\_\_\_\_\_

\_\_\_\_\_

**TOTAL PROJECT COSTS**

**BUDGET JUSTIFICATION (\$)**