**GUIDELINES FOR RESEARCH COUNCIL
AND RESEARCH ENHANCEMENT AWARD
SUL ROSS STATE UNIVERSITY**

SRSU Policy: Research Enhancement Proposal Guidelines

SRSU Policy ID: FH 2.18

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: November 18, 2033

Next Review Date: November 18, 2028

I.   PURPOSE

The administration of Sul Ross State University is committed to faculty excellence in instruction, research, and service. To promote research, the University provides opportunities through the Research Enhancement Program.

A. Research Enhancement Program

The purpose of the research enhancement program is to encourage and provide support for research conducted by faculty members. The Research Council on the SRSU Alpine campus and the Research and Faculty Development Council at Rio Grande College are the designated faculty committees at Sul Ross State University for the implementation of these mandates.

B. Intellectual Property

Any intellectual property, which may result from research supported by the Research Enhancement Program, is subject to the copyright policy stated in Chapter III, Section 11 and the patent policy stated in Chapter III, Section 12 of *Rules and Regulations, Texas State University System*.

II. MEMBERSHIP

A. The SRSU Research Council will consist of eight faculty members: representing the College of Education and Professional Studies, School of Health Sciences, The College of Agriculture, Life and Physical Sciences, and Rio Grande Campuses. Efforts should be made to ensure that the membership represents the diversity of disciplines offered at SRSU.

B. The faculty members will be appointed by the Faculty Assembly and Faculty Senate for three-year terms. If there are issues filling vacancies in the membership, previous recipients of research enhancement grants will be asked to fill those vacancies, but it will be a priority to maintain disciplinary diversity on the Council.

III. FUNCTIONS

A. It shall be the function of this Council to:
1. Receive proposals for funding
2. Review and evaluate proposals
3. Decide which projects will be supported and at what level of funding
4. Notify recipients of their award and the corresponding obligations
5. Maintain records of grant awards and follow-up reports
6. Annually review the guidelines of the Council
7. Serve as an advisory board to the faculty and administration on research and faculty development related topics

IV. OPERATING PROCEDURES

A. The Council shall determine its own operating procedures relative to the awarding of funds.

B. The Council will determine its own deadlines for proposals which will appear on the application form. Announcement of awards will be made as soon as possible after the completion of the Council's deliberations. Funds which are awarded and not expended revert to the Research Council for reassignment

C. The Council shall elect from its membership a chairperson to preside over meetings and to formally represent the Council in matters dealing with the applications.

D. Annually, the Council will set a maximum amount for grants. The faculty will be informed of the maximum in the call for proposals.

E. Priority will be given to faculty members who have not received funds.

F. At its discretion, the Council may request an appropriate outside opinion on the merits of the applications.

G. Copies of approved proposals will be kept on file in the Office of Grants & Research Services and will be available for review.

H. Research Council Chair–roles and responsibilities
   a. Report to Faculty Assembly & Faculty Senate
      i. New fall membership openings
      ii. Research Enhancement Grant announcement
   b. Deliver Guidelines to Deans regarding inclusion/exclusion criteria, *submit updates to website and proposals
   c. Find out annual budget from Provost and report by Sept. 30
   d. REG Proposal
      i. Provide funding recommendations to Provost
      ii. Screen initial proposals for exclusion criteria
      iii. Coordinate faculty review of proposals

iv.   Notify applicants of previous cycle Awardees about End-of-Project Accountability Reports

       V.   Coordinate with Dean of Research Sponsored Programs and Provost on any additional matters Research and Faculty Development Council at Rio Grande College, and Faculty Assembly SRSU for business relating to the council as a whole if necessary

I. Members (all)
   a. Vote annually in April on Research Council Chair
   b. Inventory existing members in April
   c. Familiarize themselves with the outlined requirements in the guidelines
   d. Review guidelines to ensure they are clear.
   e. Provide additional requests to support the research council (e.g., coordinate web update etc.)
   f. Review proposals and provide feedback
   g. Offer suggestions to the council to improve workflow, increase organization and meet the needs of new faculty research
   h. Provide additional support relating to the endeavors of the council as agreed upon and delegated by the council
   i. Review website and recommend updates to be submitted to the Faculty Assembly Secretary

J. Timeline
   a. August: Provide a list to Faculty Assembly of potential members to serve on the research council
   b. August: Fall recommendations and contact to Faculty Assembly for Vacancies (take out)
   c. August: Dean and Department Chair annual send-off of guidelines (talk about getting rid of we all agree get rid of it)
   d. August: Research council updates to faculty assembly (education/No
   e. August: Ensure Website updates
   f. September: Monies available to researchers Spring Award go out
   g. September: Review policies and procedures for the following year
   h. September/October: Research Council reminder about REG
   i. November 1: Call for proposals
      i. Faculty Assembly Alpine
      ii. Email through Provost
      iii. Contact RGC Faculty Senate
   j. March 8: Deadline for receiving proposals for upcoming academic year
   k. March 15: Initial screening of proposals for inclusion for further review
   l. April 5: Research Council recommendations for funding to be made to the Executive Vice President and Provost.
   m. April 30: Announcement of research grants awarded for September.
   n. April: Review of Membership for the next cycle
   o. April: vote for new chair
   p. End of Project Accountability Report due May 31th (section X)

V. ELIGIBILITY FOR RESEARCH ENHANCEMENT GRANTS

All tenured, tenure-track faculty members and librarians are eligible to apply for research enhancement grants. In accepting a Research Enhancement Grant from the University Research Council, faculty members agree that they will be employed on a full-time basis at Sul Ross State University in the following academic year. Faculty members can receive an award for up to 2 consecutive award cycles and they must not participate in the third year to allow greater fund distribution. In the event that an individual resigns from the faculty prior to the start of the academic year, the amount of the Research Enhancement Grant must be returned in its entirety to the University.

      A. The following are exclusions from and expectations for maintaining eligibility for this program.

          1. Faculty members are not eligible to apply for the Research Enhancement Grant if they have or are listed on an active research grant or contract that supports their summer salary during the award period.

          2. Faculty members are obligated to withdraw their application after submission if they receive notification of funding for an external grant or contract during the award period.

          3. Exclusion Criteria Stipends: Stipends are payments of salary to the principal investigator or applicant and are excluded from Research Enhancement Grant Consideration. Stipends are subject to the current tax rates established by the Internal Revenue Service and the State of Texas and could place the applicant in a different tax bracket. At this time, the Research Enhancement Grant will not honor stipend requests for the principal investigator. Such requests will meet immediate exclusion criteria without further consideration. Acceptance of a research award constitutes an agreement by the recipient to abide by the conditions to fulfill the responsibilities described in the following sections.

VI. AWARD TYPES AND CONDITIONS OF AWARDS

A faculty member, alone or with other faculty members, may submit one or more proposals in a given year. Each proposal, solo or joint, may not receive more than $5,000, and a faculty member may not receive more than a total of $5,000 no matter how many proposals a faculty member submits. Awards for joint proposals will be divided equally among applicants. To illustrate, for a joint proposal by two faculty members, each will receive one-half, for three faculty members, each will receive one third, etc.

Research Grants of up to $5,000 are given to help defray costs such as the purchase of equipment and supplies, publication expenses, financing research, connected travel to complete research only, wages for administrative assistance, etc. Grants are not given to supplement the faculty member and may not be used to pay dues or tuition fees, or to purchase books or journals for the grantee's library, non-expendable material (equipment, tools, instruments that remain with the University) but may be connected to travel for research. The Research Council will generally not support requests for computer purchases. These grants are sponsored to support research and not to be used as salary supplements.

Recipients of a Research Grant will be required to furnish the Dean of Office of Research and Sponsored Programs, receipts and expenditures. If not provided during the academic year, all such receipts must be provided by May 30th of the academic year for which the grant is tenable.

Any awardee unable to accept an award should immediately notify the Office of Research and Sponsored Programs in writing, so that the funds may be reallocated.

VII. RESPONSIBILITIES OF GRANT RECIPIENTS

Research Enhancement Grant Awards provide seed monies to faculty in order for them to compete more successfully for external sources of support. By recipients accepting the Research Enhancement Grant award, when it is feasible, they are obligating themselves to apply for external sources of funding within one year of completion of the grant. Award Recipients therefore should contact the Office of Research and Sponsored Programs during this period for assistance. In the event that an individual resigns from the faculty prior to the start of the academic year, the amount grant must be returned in its entirety to the University.

    A. One copy of the completed application must be sent by the closing date to the Office of Research and Sponsored Programs via the email address: grants@srsu.edu. The application should contain a clear, complete and comprehensive account of the work proposed. All parts of the application must be completed. The goals of the research as well as the methodology should be described as thoroughly as possible.

    B. By May 30th of the academic year for which a Research Grant is tenable, recipients must file with the Dean of Research and Sponsored Programs, a final comprehensive formal report on the outcome of their research. Any publications or formal presentations directly resulting from the funding by the Council should be described in the report. Failure to file a final report of the project will jeopardize eligibility for future awards from the university's Research Council.

    C. Research resulting in publication will acknowledge funding support from a Sul Ross State University Research Enhancement Grant.

    D. Recipients of research enhancement grants are obliged to observe the policies and procedures of the University as they relate to the rights of human subjects participating in research projects and to the concerns for the care and use of animals in research projects. Accordingly, approval from the Institutional Review Board for Human Subjects Research or from the Animal Care and Use Committee must be obtained before the initiation of the research funded by the University Research Council.

        1. Proposals involving animals as subjects must be submitted to the Research Council with signed approval of the Institutional Animal Care and Use Committee (IACUC).
        2. Proposals involving human subjects must be submitted to the Research Council with signed approval of the Institutional Review Committee (IRC).

    E. Faculty who accept a research enhancement grant from the Research Council agree to be placed in the candidate pool for membership on the Council for subsequent years and to serve on the Council if needed.

F. Each year the Dean of the Research and Sponsored shall provide to the Council a list of former recipients of stipends and grants. An account of those completing the necessary reports will also be provided.

G. Any capital equipment purchased with the research enhancement monies is the property of Sul Ross State University.

H. End-of-Project Accountability: In addition to reports which are required by the State of Texas or any other funding agency the grantee must submit to the committee one of the following:

> (1) A copy of a manuscript based upon the research findings to be submitted for publication or

> (2) A detailed report of the project due by May 31. Failure to comply with this accounting will result in the rejection of subsequent proposals until the requested document is submitted to the Research Council.

VIII. APPLICATION

A. General Information
1.The Call for Research Enhancement Grant Proposals will be made by email through the Provost's Office and Faculty Assembly November 1. The guidelines and a point of contact (e.g. Research Chair's email) will be provided in the announcement.
2. Proposals must be electronically submitted by 11:59 p.m. of the due date. No late submissions will be accepted or considered.
3. Recipients will be notified no later than April 30.
4. Proposals must be entirely typewritten and combined into a single PDF file.
5. Proposals should clearly describe the proposed project and use of funds and include the following items and sections:

   a. SRSU Application Form (1 page) Appendix A
   b. SRSU Cover Form (1 page) Appendix B Cover Sheet. The cover sheet must follow the format of the sample cover sheet located in the Appendix. One copy must bear the signatures of the principal investigator, departmental chair, and dean. The departmental chair and dean may comment on the proposal.
   c. Abstract: (1 page)-The abstract should be written for an educated lay audience. Please keep in mind that the reviewers represent a broad range of disciplines and professions drawn from the entire University community. The Abstract then, as well as the proposal itself, should be written free of jargon or technical terms known only to the specialist. Failure to observe this suggestion has been one of the most common reasons for rejection of applications to the Council. By submitting the proposal, you agree that the abstract may be shared with other university offices for and may become a publicly available document.
   d. Purpose(s) or Objective(s): It is necessary to state the purpose of your study briefly, but in observable terms (ref. Blooms taxonomy) which

communicate clearly to professionals not familiar with the technical aspects of your field of study. The objectives should be specific and measurable (able to be assessed).

    e. Significance: Provide a discussion of the significance of the project. Applicants can choose to discuss how this award will assist their career development path as a faculty member at Sul Ross State University. Past recipients of a SRSU award should emphasize how this application will assist with their pursuit of an alternate line of inquiry in accordance with Section IX.B.2.

Additional point of emphasis may include but are not limited to:

What additions to knowledge will be gained?

Why is this project important to the discipline?

How is the approach to be undertaken creative, innovative, meaningful and/or effective?

Does the project touch upon an unrecognized or new research area?

F. Methodology: Provide a description of procedures and a time schedule to achieve the objectives. Details as to the operational sequence and procedures should be provided for the full length of the project. The methodology should be appropriate and well thought out in relation to the stated objectives. A literature review is helpful in providing significance but not meant as a replacement of methodology. Citations of scholarly/professional literature and/or references to computer databases and software programs should indicate that the researcher is aware of the latest developments in the discipline. The time frame must be realistic and must be completed prior to May 31 reporting deadline. Should applicants have additional questions about methodology specific to their discipline, they are encouraged to contact the chair to be put in contact with a member of the council with discipline specific questions about methodology.

2. Result(s) or Outcome(s): Describe your assessment of the proposed research. You will be responsible for providing and accountability report by May 31 of the following cycle of the award. The outcome should provide physical evidence of your success to complete the research proposed. In other words, look at your stated objectives, how will you demonstrate achieving the objectives? How will your evidence promote Sul Ross State University since it is a condition of the award. State what importance this research has for the scholarly discipline or field of study and discuss how the results might enhance the academic reputation of the University. Also list paper presentations, publications or proposals to external agencies which may result from the research. Be specific.

G. Budget (1 page) (Appendix C): A budget is required only for Research Grant applications. The budget page should follow the format of the sample budget sheet located in the Appendix. Estimates should not be rounded off. Each piece of capital equipment with a value of over $500.00 must be itemized on the budget page and justified in the narrative section of the proposal. The budget may include any items for which funds are normally expended by state agencies, including a faculty stipend. The items, as indicated by the sample budget, must be normal categories used by the Sul Ross State University accounting system. The one-page budget for a

Research Grant should include an explanation for the selection of any of the following eligible cost items:

    a. Salaries or fees: Indicate if any of this money will be used to hire other individuals, e.g., graduate students, undergraduate student workers, and what their functions will be.

        i. Faculty should note that payroll deductions are taken from salaries funded by the Research Enhancement funds. FICA costs need not be calculated for student workers or faculty and need NOT be included in the proposed budget.

        ii. Salary costs for student workers should be calculated on the current minimum-wage, hourly basis used by the University. Graduate assistants should be paid on a monthly basis where feasible. Undergraduates should be paid on an hourly-wage basis. The budget must clearly show to which positions the wages are going. Monies must be spent or encumbered by the end of the fiscal year (August 31). All grants will be reviewed by the Business Office to assure good accounting practice and overhead figures where applicable.

        iii. f. A faculty recipient cannot receive a salary stipend from the grant during a time that the or she is employed at 100% by the University.

    b. Supplies: Be specific.

    c. Research related travel: Identify destination and purpose of travel. Travel should be related to methodology and not presentation of research.

d. Equipment. Provide details on type and use of equipment.

e. Travel and per diem will be paid at State of Texas rates for grants from institutional funds. Any travel budget must be clearly justified in the narrative of the proposal and detailed in the budget (e.g. mileage).

H. Vita (Two-page Maximum): Should highlight educational background, teaching experience and research interests.
The vita should include:

    a. Most recent publication(s) or submission(s) for publication (title, publisher, date). Paper presentations or activities germane to the proposed activity should also be included.

    b. Other grant or fellowship support received or currently being sought. State date of application, source, status and notification deadline if known. If the applicant obtained previous support from the Council, provide the names of the projects, the dates of the award and the results of the activities.

    c. IMPORTANT NOTE: If you were a past recipient of a SRSU award, please give the specific titles, dates and results of all past SRSU awards on the vita (Refer to Section VIII, F, 3 for additional requirements).

IX REVIEW CRITERIA

The criteria by which the Council will review proposals are provided in the table below. All proposals will be scored on a scale of 1-100 with the highest scoring proposals recommended for funding. Final funding decisions are made by the Provost.

Criteria	Questions	Points
Purpose and Activities	Does the proposal clearly identify or state the goals of the project? Does the proposal clearly describe the proposed activities and analyses? Do the proposed activities and analyses address the research question(s)? Are the proposed activities feasible?	
Significance	Does the project address a significant problem/issue? Does the project offer a creative, innovative, meaningful and/or effective approach or solution to the stated problem? Does the project touch upon a rarely recognized or overlooked problem/issue?	
Methodology	Does the proposal provide a clear and strong description of the proposed methodology? Does the project utilize a sound methodology designed to answer the research question(s)? Is the proposed methodology feasible?	

Results and Outcomes	Does the project clearly indicate the expected outputs and outcomes of the project? How do the expected outcomes enhance current knowledge about the topic of study? Will the project produce positive results and outcomes that promote the University?	
Previous Research Awards	Does the applicants Vita indicate confidence in the proposal and that the proposed outcomes will be realized? Has the applicant received any REG or other awards before and what are the outcomes of the previous awards?	
Proposal Application Materials	Do the proposal and other application materials conform to the Research Council guidelines? Are materials in the proposal well-organized and well-written?	

A. Additional Considerations

    1. This is an award to assist faculty in developing themselves as researchers in a given area. The council therefore aims to support first-time recipients, as well as past recipients who

        (1) are pursuing a genuinely new line of research, or
        (2) Convincingly demonstrate that the research is necessary for their professional development.

    2. Review Priorities: The Research Council/Research and Faculty Development Council will use the following priority system in reviewing proposals for funding:

a. First Priority - Research (basic or applied): any endeavor involving the collection of information in order to advance understanding or make judgments;

b. Second Priority - Presentation costs: costs associated with preparing information or presenting information previously accumulated by research efforts, page costs, manuscript preparation, meeting costs, and other expenses of like kind; and

c. Third Priority - Curriculum development: the acquisition or preparation of materials for instructional uses.

3. If an applicant has received a previous Research Enhancement Grant Award they must state what outcomes were achieved as a result of the previous award(s), including whether the project was completed, specific citations of publications submitted, professional presentations, and grant submissions for each award. In addition, the applicant must state why they merit another award for the current project application. If a previous award recipient does not provide all of this information, they will NOT be considered for an award this year (Section VIII, F, 3).

a. Applicants may include up to two additional double-spaced pages beyond the six-page limit in Section VIII D, E and F to provide the required information on previous Research Enhancement Grant awards. For more senior faculty (who are tenured, or have at least six years of service for those in colleges without tenure) who have received SRSU support in the past, the proposed research should represent a new project for the faculty member over the previously supported work. The application should clarify how the proposed research represents a new direction, in as accessible language as possible, so that experts in other disciplines can readily understand the novelty of the project.

4. Budget: The budget seems appropriate for the proposed research.

a. Research Grant requests should provide a good rationale for specific items.

b. In the event Council funds will be used for payment of wages to an individual other than the faculty researcher, e.g., secretary/editorial assistant or research assistant, a clear rationale should be provided.

b. See Section VIII, G for additional information.

5. Vita: The researcher indicates a familiar currency with the field and the requisite

expertise/experience to accomplish the proposed research. See section VIII, H for more information regarding Vita guidelines

PLEASE EXAMINE THE REVIEW CRITERIA TO SEE HOW YOUR PROPOSAL COMPLIES WITH THE APPLICATION CRITERIA USED BY THE COUNCIL. APPLICATIONS THAT DO NOT COMPLY WILL NOT BE REVIEWED.

Appendices:
Application
Cover Letter
Budget
Award Acceptance
Budget example
Post Award Checklist
Post Award Checklist

SUL ROSS STATE UNIVERSITY RESEARCH COUNCIL
APPLICATION FORM
(Rev. 2023)

FACULTY INFORMATION – PRINCIPAL INVESTIGATOR

NAME		EMAIL	
ACADEMIC RANK		PHONE	
COLLEGE		DEPARTMENT	

Have you received a Research Enhancement Grant within the last two years?
_____

If so, please indicate year and title of project:_____

Check the project area most likely to apply to this proposal:
  £ Research (basic or applied)
  £ Page costs
  £ Manuscript preparation
  £ Meeting costs
  £ Curriculum development
  £ Other: _____

In the attached proposal:

  £ I have included a cover sheet.
  £ I have included a budget page.
  £ I have included a concise summary of the proposal (Abstract).
  £ I have included a proposal narrative including: 1) objectives, 2) significance with
  literature review 3) methodology 4) Potential results or outcome according to guidelines
  £ I have included a brief *vita* of the principal investigator according to guidelines

Addition:

  £ I understand that funding / support of this project rests within the sole discretion of the
  President upon the recommendation(s) of the Research Council/Research and Faculty
  Development Council and of the Executive Vice President and Provost; that denial of
  this request does not deny me a property and/or liberty right of interest; that I have read
  and understand the University's Research Enhancement Proposal Policy; that support of
  my proposal by the University is conditioned upon my conforming in all respects to the
  requirements of such policy; and that nothing herein shall be construed to bind or
  obligate the University to initial or continued funding and/or support of this project.

_____
  _____

Applicant's Signature   Date

SUL ROSS STATE UNIVERSITY
RESEARCH ENHANCEMENT PROPOSAL
COVER PAGE

TITLE OF PROPOSED PROJECT	

PRINCIPAL INVESTIGATOR	
NAME	
TITLE	
DEPARTMENT	
AMOUNT REQUESTED	
PROPOSED START DATE	
PROPOSED END DATE	
DURATION TOTAL	

Principal Investigator	By Signing this, I attest that I have read and understand the University's Research Enhancement Proposal Policy; and that the proposed research meets the guidelines of such policy. I have provided the updated policies to my department chair and dean.
Department Chairperson	By Signing this, I attest that I have read and understand the University's Research Enhancement Proposal Policy; and that the proposed research meets the guidelines of such policy. I have reviewed the methodology section and it conforms with peer reviewed practices for research for our professional discipline.
Dean	By Signing this, I attest that I have read and understand the University's Research Enhancement Proposal Policy; and that the proposed research meets the guidelines of such policy. I have reviewed the methodology section and it conforms with peer reviewed practices for research for our professional discipline.

Received by:

_____
_____
Chairperson, Research Council   Date

SUL ROSS STATE UNIVERSITY
RESEARCH ENHANCEMENT PROPOSAL
BUDGET PAGE

	Total Funds Requested	Organizational Research	SRSU Department required if necessary
A. SALARIES			
Faculty (P.I.)			
Faculty (not P.I.)			
Student Research Assistant			
Staff Benefits			
Total Salaries			

B. OPERATION AND MAINTENANCE			
C. PERMANENT EQUIPMENT (Itemize)			
D. TRAVEL			
E. COMPUTER SERVICES			
TOTAL COSTS			

SUL ROSS STATE UNIVERSITY RESEARCH COUNCIL

AWARD ACCEPTANCE (Rev. 2023)

NAME		EMAIL	
ACADEMIC RANK		PHONE	
COLLEGE		DEPARTMENT	

REG NAME:_____

- I ACKNOWLEDGE THAT I HAVE NOT ACCEPTED ANY EXTERNAL ASSURANCES OR AWARDS FOR THIS RESEARCH PROJECT AND SHOULD THAT OCCUR I WILL NOTIFY RESEARCH COUNCIL CHAIR IN WRITING AND RETURN ALL FUNDS
- I WILL ADHERE TO POST AWARD REPORTING GUIDELINES FOUND UNDER END OF YEAR ACCOUNTABILITY SECTION
- I ACKNOWLEDGE THAT ACCEPTING THIS AWARD MEANS POTENTIALLY SERVING ON RESEARCH COUNCIL AND THAT I MAY NOT SOLICIT RESEARCH MONIES DURING THAT THREE YEAR TERM
- I ACKNOWLEDGE THAT I HAVE NOT RECEIVED PREVIOUS INTERNAL OR EXTERNAL FUNDING FOR THIS PROJECT
- I UNDERSTAND THAT I AM REQUIRED TO PROVIDE EVIDENCE OF THE ACHIEVEMENT OF OUTCOMES THIS PROJECT, MEANING THAT I HAVE EXECUTED A BODY OF WORK FOR PEER REVIEW OF MY DISCIPLINE THAT PROMOTES THE UNIVERSITY. EXAMPLES OF EVIDENCE INCLUDE DOCUMENTATION OF PARTICIPATION OF A JURIED ART REVIEW, DOCUMENTATION OF SUBMISSION FOR PEER REVIEW MANUSCRIPT, DOCUMENTATION OF AGREEMENT OF PUBLICATION.
- DOCUMENTATION/PUBLICATION/MANUSCRIPT OR ADDITIONAL BODY OF WORK WILL ACKNOWLEDGE SUL ROSS STATE UNIVERSITY AND RESEARCH ENHANCEMENT GRANT SUPPORT
- SHOULD I NOT BE ABLE TO ACCEPT FUNDS I WILL NOTIFY RESEARCH COUNCIL CHAIR IN WRITING

- SHOULD I LEAVE THE UNIVERSITY PRIOR TO THE CONCLUSION OF THE GRANT AWARD CYCLE, I WILL NOTIFY RESEARCH COUNCIL CHAIR AND RETURN FUNDS

_____

_____

Awardee Name   Date of Acceptance

EXAMPLE AWARD LETTER

Dear

On behalf of the Research Council for Sul Ross State University, I would like to congratulate you on the full award of your Grant Proposal entitled, "

These funds will be available for award in September. Please contact the Provost's office to retrieve your funds.   Research Council is in the process of updating guidelines and an agreement form may be sent out by council for your signature. Whether or not this occurs, the following should occur in the spirit of the guidelines associated with your grant award, which include:

· Be aware of and adhere to post-award reporting guidelines, which will be due May, (2 years from award).
· Accepting this award means consideration to serve on Research Council
· Provide evidence of the achievement of outcomes of this project, meaning execute a body of work for peer review of your discipline that promotes the University. Examples of evidence include documentation of participation of a juried art review, documentation of submission for peer review manuscript, documentation of agreement of publication, presentation etc.
· Should you not be able to accept funds, notify the chair, XXXXXXX via email XXXXXXXX as soon as possible
· Should you leave the university prior to the conclusion of the grant award cycle, notify research council chair and either return funds or if body of work is generated, provide evidence and complete an accountability report before the due date.

It is with sincere best wishes the Research Council congratulates you on the award. If you have any questions, please reach out.

All the best with your research,

XXXXXXX

RESEARCH ENHANCEMENT REPORT, 20XX-20XX (FY20XX)

As a recipient of a Research Enhancement grant for 2008-2009, you are required to complete this form and return it to: Lisa Thompson Sousa, Chair, Research Council. **Failure to complete and return this form by the deadline will make you ineligible to be considered for a Research Enhancement grant.**

The enabling legislation for the Research Enhancement program asks that a committee of higher education
representatives evaluate the enhancement program's effectiveness. Accordingly, the state has created a committee which reports to the Coordinating Board. Every other year, the Coordinating Board surveys state universities to assess the Research Enhancement Program statewide. This survey is our effort to accumulate the information the state committee requested of Sul Ross University in past reports.

1. Project Name:

2. Investigators Name(s):

3. Academic Department of Investigators:

4. Amount of Award:

5. Description of project: (please include original description and details of what was actually done, noting any changes from the original project proposal)

6. Budget: (please include original budget from proposal and final budget details including copies of supporting documents for expenditures)

7. Number of undergraduate and graduate students that participated in or received financial support as a part of this project:

Students	Undergraduate	Graduate
Number received financial support:	_____	_____
Number participated without financial support:	_____	_____

8. Have any articles or books have been accepted for publication or published as a result of this project? Please give citation or attach reprint.

9. Have any scholarly/creative presentations have been presented as a result of this project? Please give citation or details.

Are any in preparation? Where will they be presented?

Has this project resulted in patents or external licensing?

10. Are you preparing or have you submitted any proposals for external funding as a result of having received Research Enhancement monies for this project?

11. If you submitted proposals for external funding (Question 8), how many of the proposals were funded, and what was the dollar amount of the outside awards?

12. Briefly describe any undergraduate/graduate curricular spinoffs from funded projects.

13. Briefly describe capital enhancements (facility and/or equipment) resulting from the funding of this project.

14. Briefly describe enhancement of library holdings resulting from this program.

The following questions were in the Coordinating Board's survey and may be included in the next survey. We would appreciate your comments so that we can develop the strongest replies possible.

15. What impact would the loss of Research Enhancement Program funds have on your institution?

16. Do you think that the Research Enhancement Program is effective in promoting research productivity on our campus? Explain.
17. How could the Research Enhancement Program be made more effective?