



**UT Arlington Research Enhancement Program Grants**  
*For projects to be undertaken between June 1, 2025 and August 31, 2026*

**POLICIES, PROCEDURES, AND APPLICATION INSTRUCTIONS**

The system will **open** for submissions at **1:00 PM, November 04, 2024**.  
The system will **close** to all submissions at **4:00 PM, December 06, 2024**.

**Program Overview**

Research Enhancement Program grants are specifically for the support of research and professional creative activity. The grant serves as seed funding for launching new research and serves as a foundation for future research and funding from external sources.

**Program Scope**

The Research Enhancement Program (REP) provides short-term, one-time support for faculty research projects according to the policies set forth in this announcement.

**Eligibility and Limitations**

Any full-time tenured or tenure-track faculty member of The University of Texas at Arlington is eligible to apply for a Research Enhancement Program grant. Preference will be given to proposals from faculty who meet one or more of the following criteria:

- a. Faculty who are **new to UT Arlington** (e.g., hired on or after June 1, 2020) and initiating a new program of research or creative activity
- b. Faculty who are initiating a new program of research or creative activity that represents a **collaborative effort**
- c. Faculty who have an established record of scholarly activity (as assessed in the context of the applicant's discipline) but are seeking to **initiate a new area of research** or creative activity that would ultimately lead to new external support

**Only one** proposal (including co-authored proposals) will be accepted for review from each faculty member during a funding period.

Those who received REP funding in the past may reapply three (3) years *after the end* of their previous REP funding. Their likelihood of receiving funding will depend in part on evidence presented in the proposal of external grant activity, publication, and other measurable research outcomes that followed from their previous REP grant.

**Allowances.** Research Enhancement Program grants are given specifically for the support of research and creative activity. REP grant funds may be used to provide capital research equipment, materials and supplies, salary for graduate research assistants, wages for hourly employees, summer salary for faculty, incentives for research participants (where appropriate in human subjects' studies), and research travel. See "Grant Budget Guidelines" (below) for further details.

**Exclusions.** REP grants cannot be used for the following purposes: travel to research conferences, engaging consultants, preparing textbooks, revising courses, preparing class notes, performing editorial duties, compiling non-scholarly bibliographies and catalogs, engaging in research for or preparation of the applicant's thesis or dissertation, pursuing graduate degree studies, or purchasing instructional equipment. Moreover, REP grant funds are not designed to provide continuing support for an existing project nor are they intended to support an individual's or a department's total research effort. The applicant must expend all funds awarded for the specific project described in the application. Funds are not transferrable to other individuals, other projects, or other academic/administrative units.

**Future Development through External Support.** Because REP grant funds are designed to support research and creative activities that hold promise for future development, proposals for projects with good prospects for continuation or expansion through external funding sources are especially encouraged. As a condition of acceptance of an REP award, each award recipient is required to submit a grant proposal to an external funding agency within one year after the REP funding period ends. The external grant proposal will normally be related to (e.g., an extension of) the research carried out under the REP grant. External awards are administered through the [Office of Grants and Contract Services](#), which will work with recipients in meeting the required submission of a proposal to an external funding agency. (The University Research Committee is aware that in certain disciplines and for some types of highly specialized research / creative projects, obtaining external funding can be extremely difficult; as such, the Committee will not withhold funding from an otherwise meritorious proposal solely on this basis.)

### **Application Procedure**

All applications to the Research Enhancement Program must be submitted via **MENTIS** online system site at <https://mentis.uta.edu/public/#rep>.

The online REP application must include the following:

1. Title page (1 page)
2. Proposal description (3 pages maximum, *including any references*), single-spaced, 11 or 12 font size, and written in clear, **jargon-free** English. Proposal descriptions should provide the following information.
  - a. Background information on which the proposal is based (with references)
  - b. Importance of the proposed project's contribution to its field of study
  - c. Project objectives
  - d. Methods or activities required to carry out the research or creative work
  - e. Significance of the expected project results
  - f. How the project will increase the principal investigator's potential for external funding, giving specific reference to external funding agencies and competitions that will be approached for funding based on the REP study or creative activities results
3. Budget and Budget Justification (2 pages maximum). Faculty with current grant funding, and those with startup funds remaining, should include an explanation of why those funds cannot be used to fund the requested activities.
4. Curriculum Vitae (2 pages maximum per investigator), including recent applicable publications and all past external and internal research funding (including start-up funds and prior REP awards). The omission of relevant information is unethical and will result in the suspension of all funding.

Applications completed by the published deadline will be electronically routed to the appropriate committees at each level (department, school/college). Evaluation reports must be complete before they will be routed to and evaluated by the subsequent committee.

**NOTE: Failure to adhere to guidelines and procedures may result in exclusion from consideration for funding.**

### **Grant Period**

The award period for the Research Enhancement Program grants will be the **15-month period beginning June 1, 2025 and ending August 31, 2026**. Grant funds cannot be carried forward. *On September 1, 2026, all unspent funds will revert to the Research Enhancement Program.*

## Grant Funds

The budget for a Research Enhancement Program grant proposal submitted by a single investigator may not exceed \$12,000; a proposal submitted by two or more investigators may not exceed \$16,000, regardless of the number of collaborating faculty. See the Budget Guidelines for allowable costs. Funds will be expended from research accounts set up by the Accounting and Business Services office in conjunction with the Grants and Contract Services office.

## Grant Budget Guidelines

All budget items must be carefully justified as to purpose and necessity. The types of items acceptable for inclusion in Research Enhancement Program grants are given below.

1. **Graduate Research Support.** Funds may be requested for:
  - a. Graduate Research Assistantships (GRA), in stipend amounts based on the standard assistantship scale, applied in the College/School where the work will take place.
  - b. GRA Tuition Support, up to an amount required to cover the cost of no more than six (6) student credit hours.
2. GRA funds are not transferable to other budget categories. GRA funds not used by the grantee for the grant revert to the Research Enhancement Program for support of other GRA appointments. GRA funding requests on REP grants require fringe benefits.
3. **Wages.** Support for hourly employees, including work-study students, to provide routine, technical, and semi-technical research services; fringe benefits required. Excludes fees and expenses for consultants or routine secretarial work.
4. **Summer Research Salary.** Summer salary for each faculty investigator not to exceed \$5,000; fringe benefits are required. Should the project require additional effort during the fall or spring semester, it is permissible to shift the Summer Salary funds to the semester in question *in lieu of* a summer payout. (Note: The salary rate of an awardee cannot exceed his or her salary rate for the previous academic year. Grantees receiving Summer Research Salary will not be permitted to teach more than the equivalent of a single three (3)-semester credit hour course during the summer in which the Summer Research Salary is received.)
5. **Fringe Benefits are required for all personnel.** Undergraduate students, P/T, and hourly employees should be budgeted at 8.3% of wages/stipends/salaries. Graduate students should be budgeted at 10% of wages/stipends/salaries. Actual fringe costs should be budgeted for faculty and staff, where this information can be obtained (e.g., from departmental administration); otherwise use 30% of salaries.
6. **Capital Expense.** Specialized equipment specifically related to achieving the purposes of the proposed research.
7. **Research Travel.** Costs of travel essential to conducting the proposed research (and not for presenting the work), including travel to other universities, libraries, laboratories, or museums, or for conducting fieldwork.
8. **Materials and Supplies.** Items required for the proposed research and not normally covered by departmental budgets.
9. **Other.** Other expenditures required for completion of the project not otherwise captured in the budget categories enumerated above. All items must be allowable by general university policies (consult with the Office of the VPRI if there is a question).

## Proposal Submission Procedures

All proposals must be submitted through **MENTIS** via the online submission system at <https://mentis.uta.edu/public/#rep>. Log into the system using your Net ID and password. Detailed instructions for preparing and submitting a proposal appear below under the heading, “**Application Procedures**” section above

**Deadlines for Proposal Submission and Review**

The deadlines for the **2025-2026** REP cycle are listed below. All deadline dates are firm, including specific times where indicated.

<b>Deadline Dates/Times</b>	<b>Applicant and Review Committee Responsibilities</b>
Monday, Nov. 04, 2024, at 1 pm	Online system opens to applicants
Friday, Dec. 6, 2024, at 4 pm	Online system closes to applicants. <i>No materials may be submitted or changed beyond this time.</i>
Friday, Jan 10, 2025, 4 pm	Online system closed to department-level reviewers. <b>College research committee begins review and rankings.</b>
Friday, Feb. 07, 2025, 4 pm	<b>Online system closed to all college/school level reviewers.</b> University Committee begins review and rankings.
Friday, March 21, 2025	University Committee submits funding recommendations to the Provost.
Friday, April 4, 2025 (approximate)	The Office of the Vice President of Research and Innovation, on behalf of the President, notifies applicants.
June 1, 2025	Award Period Starts
August 30, 2025	Award Period Ends

**Review Criteria**

A proposal submitted to the Research Enhancement Program will be evaluated at each review level using the following criteria.

1. Conception, definition, and design of the proposed research
2. Importance and degree of innovation of the proposed research
3. Clarity and understandability of the proposal
4. Prospects for successful completion during the grant period
5. Quality of the applicant’s previous work, or promise of quality as expressed in the applicant’s publications or creative work; or, in the case of new faculty, the potential for future development of high-quality scholarly activity
6. Degree to which the funds requested, and the personnel employed, are justified by the nature and scope of the proposed research or scholarly activity
7. Prospects for attracting further funding, including the applicant’s demonstrated efforts to obtain external funding for the proposed project and for other research or creative activity as recorded by the Office of Research or as reported in the proposal’s one-page CV

8. Degree to which the funds being requested are justified and in compliance with budget guidelines (See “Grant Budget Guidelines” for more information.)

### **Department and College/School Research Committees Online Review Process**

The Department Research Committee is responsible for reviewing proposals and ranking all proposals submitted by faculty members in the department. The ranked proposals from each department are then reviewed and ranked by the College/School Research Committee. Department and College/School review committees are provided deadlines by which *all* proposals submitted by their faculty must be reviewed, ranked, and forwarded to the next level using the **online review system** unless voluntarily withdrawn by the applicant. Proposals not reviewed **and ranked** by each review committee will not be considered for funding by the University Research Committee, URC. To access the online review system, log in using your Net ID and password at <https://mentis.uta.edu/public/#rep>. The University Research Committee uses prior reviews and ranks to identify the most competitive proposals from each College and then makes its recommendations for funding from this subset of all proposals.

Faculty members who have submitted an REP Proposal are not eligible to serve as a reviewer at any level of the review process.

### **University Research Committee Review Process**

The University Research Committee (URC) is composed of the associate deans for research from each college plus two or three members appointed by the Provost from recommendations made by the VPRI. The URC reviews and evaluates proposals ranked by schools/colleges and advises the VPRI on awarding grants and on developing policy and procedures. Each member of the committee represents a different college/school to ensure a range of expertise; however, members do not serve in an advocacy role for their units.

### **University Research Committee: *Kate Miller, Vice President for Research and Innovation, ex-officio,***

Todd Castoe, Co-Chair (College of Science), Rebecca Deen, Co-Chair (College of Liberal Arts), Austin Allen (College of Architecture, Planning, and Public Affairs), Eileen Clements (UTARI), Wendy Casper (College of Business), Gautam Das (College of Engineering), Paul Fadel (College of Nursing and Health Innovation), Jeremy Forsberg (Office of the VPRI), Daniel Robinson (College of Education), Katherine Sanchez (School of Social Work), Diana Huffaker (Office of the VPRI)

### **Award Notification**

The Vice President for Research and Innovation will notify award recipients after the review process is completed.

### **Responsibilities of Grantees**

**External Grant Writing, Publication, and Documentation of Results:** Recipients of Research Enhancement Program grants **are obligated** to seek external funding in the form of at least one application to an external granting agency within the first year after completion of the REP grant. In addition, awardees are encouraged to publish the results of their research in professional journals, monographs, or books. Demonstrated evidence of the accomplishments of research and creative efforts supported by the Research Enhancement Program is essential to receive consideration for future REP funding, as well as to the continuation of Research Enhancement Program funds. **Grantees are expected to participate in the documentation of this evidence by submitting a final report to the Vice President for Research and Innovation no later than two months following the end of the grant period (by November 2, 2025, in the 2023-2024 cycle). The final report should include the following elements.**

1. Information on federal or state agency or private foundation grants applied for as a result of Research Enhancement Program supported projects.
2. List of reports, publications, or titles of papers presented at professional meetings.

3. Copies of publications (or drafts of publications) resulting from Research Enhancement Program funded projects.

In addition, REP awardees may be invited to present their work in a special session after the work has been completed and final report submitted. Further details will be provided.

**Fiscal Management of Grant Funds:** Because the Research Enhancement Program is funded from State sources; all REP grant expenditures are governed by the same regulations that control other University budgets. The recipient of a Research Enhancement Program grant is responsible for the fiscal management of the grant funds. Specifically, the grantee must complete the following in managing the grant.

1. Sign all requests for the purchase of supplies and equipment from grant funds.
2. Maintain an accounting of the grant budget and limit expenses to the amount of the grant (grant overdrafts cannot be honored).
3. Initiate the proper personnel transaction forms for graduate assistantships and other personnel appointments on grant funds.
4. Comply with Research Enhancement Program policy and procedure on the expenditure of travel funds.

**Research Compliance:** All REP grant awardees must be in full compliance with all applicable policies and regulations governing the use of human subjects in research, the use of animals in research, and biosafety. More information may be obtained from the [Office of Regulatory Services](#).

To submit an REP grant proposal (*starting November 7, 2022*), visit  
<https://mentis.uta.edu/public/#rep>.