



**The University of Texas at San Antonio**  
**Tenure -Track Research Award Competition**  
**(TRAC AWARDS)**



**“Guidelines”**  
**FY 2011-2012**



**The Office of the Vice President for Research**

**Main Building Room MB 2.106**

**San Antonio, Texas 78249**



## **Tenure -Track Research Awards Competition (TRAC) FY 2011/2012**

### **Purpose:**

The TRAC Awards Program is part of UTSA's coordinated efforts to promote research and scholarship of the highest quality. It is to stimulate junior faculty to perform research in their area of interest. The Office of the Vice President for Research is providing up to \$132,000 (contingent on state funding) for grants to start new and innovative research programs for full time, tenure-track, junior faculty (**Assistant Professors**).

Junior faculty competing for these awards may have associate and full professors on their team but the junior faculty member must be the PI.

### **Award Process:**

Proposals will be submitted by the PI to the Office of the Assistant Vice-President for Research Development (MS 4.03.55) NLT 5:00 pm, 8 March 2010. The Tenure-Track Research Award Committee (TRAC) will then rank the merit of each proposal according to the scoring criteria listed below. Awards from \$5,000 up to \$22,000 each are anticipated (contingent on state funding). Funding will be used exclusively for research activities and not for administrative salaries. Funding from this program must be expended by 31 July 2011 or returned. Researchers can expect funding September 2010.

Individuals or teams awarded TRAC funding cannot also receive Collaborative Research Seed Grant Program (CRSGP) funding. In addition, individuals who received TRAC or CRS GP funding in FY 2010-2011 are not eligible for this competition.

**NOTE:** PIs cannot put in for both the TRAC and CRS GP awards in the same year. The PI on one award however can be involved in the other award but not as a PI or Co-PI. Last year's TRAC and CRS GP PI award winners are not eligible for this award.

### **Strategic Plan:**

The below five areas of collaborative excellence represent areas in which the University is further developing expertise and activities. While not restricting academic endeavors in unrelated areas, they provide focus for interdisciplinary research and educational opportunities and expanded strategic alliances with external partners, both public and

private. TRAC proposals however, must address one or a combination of the below areas.

- **Health:** The biomedical knowledge, technology, human resources, education, and policies needed for the maintenance and improvement of health, including fighting disease and the adverse effects of aging, are of critical importance in our global society.
- **Security:** A pervasive concern for security that has broad implications in today's rapidly changing world demands the knowledge, technology, resources, and policies necessary to ensure a safe environment for individuals, communities, and businesses.
- **Energy and Environment:** The challenges of ensuring the future availability of energy resources and a clean environment on a global basis while nurturing productivity require technologies, policies, and education.
- **Human and Social Development:** Holistic exploration of human and social development through education, economic and policy development, technology, the arts and humanities, and the sciences fosters discoveries that nourish both individuals and society.
- **Sustainability:** While facing the demands of our rapidly changing world, we must address issues of sustainability the importance of preserving our resources, infrastructure, and heritage for future generations, while ensuring their present availability for all people.

### **Tenure-Track Research Award Committee:**

The TRAC Awards Committee will be comprised of representatives from each university college. The committee will make recommendations to the Vice President for Research (VPR) who will then make all final funding decisions.

### **Application Process:**

Applications and instructions are available to download in January 2010 at:  
<http://vpr.utsa.edu/>

Completed applications must be received by the Office of the Assistant Vice President for Research Development (Main Campus, MS Building 4.03.55) no later than 5:00 P.M. on 8 March, 2010. Funding decisions will be announced during the spring semester, NLT May 2010. The completed application package will include the application form, a separate budget, a maximum five page narrative (excluding citations, see attachment 1 for administrative details), and the PI's CV.

**Criteria:** The below 5 criteria will be the basis for evaluating applications and for assigning a single score for each proposal. This criteria is for the most part the same as the NIH scoring criteria. The score should reflect the overall impact that the project could have on the advancement of science.

**1. Potential and Significance.** Does the project address an important problem or a critical barrier to progress in the field? If the aims of the project are achieved, how will scientific knowledge, technical capability, and/or standard practice be improved? How will successful completion of the aims change the concepts, methods, technologies or services that drive this field?

**2. Contribution to the professional development of the investigator.** Does the project seem to challenge the investigator. Is there potential to drive the PI to new areas of interest? Is the project stimulating to expand his/her intellectual capacity and achieve new heights?

**3. Innovation.** Does the application challenge and seek to shift current research or practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, and instrumentation? Are the concepts, approaches or methodologies, and instrumentation novel to one field of research or novel in a broad sense? Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies and instrumentation proposed?

**4. Approach.** Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the project? Are potential problems, alternative strategies, and benchmarks for success presented? If the project is in the early stages of development, will the strategy establish feasibility and will particularly risky aspects be managed? If the project involves clinical research, are the plans for 1) protection of human subjects from research risks, and 2) inclusion of minorities and members of both sexes/genders, as well as the inclusion of children, justified in terms of the scientific goals and research strategy proposed?

**5. Clarity of the Proposal for non-specialized audiences.** Is the proposal clear, concise, well written and makes sense to the laymen? Can your mind's eye clearly see what the PI is proposing and from a rational standpoint it makes sense?

### **Scoring:**

Each of the 5 criteria will be scored on a basis from 1-9 by each voting member of the SGRC. The scoring system will utilize a 9-point rating scale (1 = exceptional; 9 = poor). The overall impact score for each application will be determined by calculating the mean score from all the committee members' impact scores, and multiplying the average by 10; Thus, the overall impact scores will range from 10 (high impact) to 90 (low impact). Any ties will be broken by the VPR using research relevance and UTSA portfolio balance.

### **Program Schedule:**

8 March 2010, 5 pm, application/proposals are due to the Assistant VP for Research Development (MS 4.03.55)

15 March – 9 April 10, TRAC awards committee review process

May 10, TRAC awards announced

1 September 10, “effective date” funding is released

31 July 11, all funding must be expended

31 August 11, grant is terminated

30 September 11, final report is due (30 days after award termination) to the Assistant VP for Research Development’s office

### **Grantee’s Responsibilities:**

See attachment 1 for rules and administrative details.

Proposals will be routed through CAYUSE

A CV is required from the PI, (NIH format is fine).

The grantee must follow all applicable UTSA regulations and policies regarding the conduct of research to include department account rules and requirements.

A separate state account (14 account) will be set up in the PI’s department and the grantee must follow all applicable 14 account rules and regulations. For example:

No student stipends, tuition, scholarships, fellowships or travel;

Student wages are fine as is faculty summer salary.

Applicable web sites include:

<http://www.utsa.edu/financialaffairs/opguidelines/index.html>

<https://fmx.cpa.state.tx.us/fmx/travel/texttravel/index.php>

<http://www.utsystem.edu/bor/rules.htm>

Expenditures must comply with Regent’s rules and regulations and the state purchasing act. ([www.cpa.state.tx.us/procurement/procedures.html](http://www.cpa.state.tx.us/procurement/procedures.html) )

PI’s department will manage the new account.

No project may be started until relevant compliance regulations have been met regarding person or animal test subjects (if applicable).

The VPR will schedule one or two (2) program reviews during the life of the grant to get a project update and financial expenditures report.

A final report detailing the research conducted under these grants must be submitted to the Office of the Vice President for Research within 30 days of award completion.

PIs are responsible for yearly follow-up to the VPR for 2 years detailing successes and initiatives stemming from the TRAC award.

Any questions regarding this grant may be directed to Vice President for Research contact: Mr. Jim Massaro, phone, 210-458-6691, E-mail [Jim.Massaro@utsa.edu](mailto:Jim.Massaro@utsa.edu). See attachment 1 for rules and administrative details.

**Note: Submitters should realize, depending on committee workload, there may not be feedback comments.**

## **Attachment 1** **Rules and Administrative Details:**

The emphasis of these grants is on research, quality and professional development. F&A costs are not permitted.

Proposal routing should be accomplished through CAYUSE.

No administrative or non-research costs may be paid from this grant.

Narrative will be single spaced

**12 point font**

Times New Roman

1" margins

The Narrative is to be no more than 5 pages in length (disqualifying if longer and excludes citations); and written in layman's terms (see criteria #5).

PIs may have outside reviewers look over the proposal.

No limit on the number of TRAC proposals a PI may be on.

No limit on collaborators.

Monies can be shared: supplies, travel (ex., conferences) etc.

No-cost extensions will not be given.

Awardees funding will be transferred to his/her department for management.

Any money not used by 31 July 11 will be returned to the VPR's office.

Individuals who receive funding from this grant are not eligible to receive CRSGP funding as well.

Individuals who receive funding from this grant are not eligible to receive SALSI funding as well.

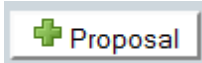
Awardees may not apply for this grant two years in a row.

### **CAYUSE INSTRUCTIONS:**

Ensure you have a profile set up in Cayuse.

Login to Cayuse using your network ID (example: abc123) and current password.

Select the "Proposal" tab at the top of the page.

Select  to create a proposal.

In the pop up window select the following

- 1) Opportunity type: Nonfederal
- 2) Proposal Name: Must start with "CRSGP:" "TRAC:" "Connect:" etc
- 3) Principal Investigator: Select the PI's name from the drop down list
- 4) Organization: The University of Texas at San Antonio
- 5) # of Budget periods: 1
- 6) Validation Type: Nonfederal
- 7) Select "Create Proposal"

Do not complete the RR Performance sites, RR Key Persons or RR budget forms in Cayuse.

Go to the Documents section under 'Proposal Summary.'

In PDF format - Upload the Following:

- 1) Routing Form
- 2) Proposal Application
- 3) Budget Form(s)
- 4) Budget Justification
- 5) Project Narrative
- 6) Statement of Work for outside collaborators
- 7) CV(s)

Under "Proposal Management:"

Select permissions.

Select - add user/group.

Select from a pull down menu, Jim Massaro and Carmen Romo.

Under "Routing & Approval"

CRSGP routing follows UTSA's standard routing chain (with one exception see below).

Edit the routing chain and add Carmen Romo and Jim Massaro between the College and OSP reviewer.

For any questions regarding CAYUSE, please contact the Office of Sponsored Programs.