

UNIVERSITY of HOUSTON | CLASS

Research Progress Grant- Established Faculty

Overview

The Research Progress Grant for Established faculty is intended to provide assistance in furthering faculty research projects. Individuals are eligible for up to \$4,000 while groups are eligible for up to \$12,000 (Maximum of 3 applicants). Rationale for group proposals need to be delineated clearly, the specific contributions of each individual faculty must be made clear.

Faculty are not allowed to submit more than one RPG application in any given academic year.

For example, if a faculty member submits an individual application, they cannot apply as an applicant on a group proposal in the same year. Faculty will be awarded funds based on the academic merit of their work. Applications are reviewed by the CLASS Research Committee who then submit recommendations for funding to the Associate Dean for Research.

Eligibility

- CLASS Tenured Faculty

What the Grant Will Fund

- Travel towards:
 - Archival searches
 - Participant interviews
- Data and information collection
- Graduate/undergraduate assistants
- Payments to experimental subjects
- Supplies

What the Grant Will Not Fund

- Travel for:
 - Conferences/workshops as well as any associated registration fees
 - Pursuit of extramural funding
- Faculty salaries
- Submission fees
- Publication subvention (for funding of this sort, interested applicants should refer to the Book Completion Grant)
- Transcriptions
- Article Publication support

Application Requirements

Applications shall consist of:

- Signed Cover Page (Template provided)
- Project Description- Maximum 2 pages, double space, 12 point font
- Project Budget and Justification (Template provided)

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- Applicant(s) CV- Maximum 2 pages per applicant

Incomplete applications will not be reviewed.

Evaluation Criteria

Project Description

- **Rationale**- Explain why the project is important.
- **Project Goals**- Describe what products the project will result in, and how the project will enable the faculty to enhance their research and scholarly trajectory.
- **Project Objectives**- State your objectives, including what will be accomplished and how; also include a timeline of activities for the one year of support.

Budget

- **Budget Justification**- Be sure to give a detailed budget justification on all expenses listed in the project budget.

Application Submission

Please email all application materials to CLASSGrt@uh.edu (exactly as written; do not use the CENTRAL.uh.edu address) by October 9, 2023. Please write in the subject line "RPG- Established Faculty". **Late submissions will not be accepted.**

Human Subjects Review/Animal Usage

Please be advised that all projects involving human subjects must be reviewed and approved by the Committee for the Protection of Human Subjects **before** the cost center will be established. Proof of approval is required.

All projects involving the use of animals in research must be reviewed and approved by the Institutional Animal Care and Use Committee **before** the cost center will be established. Proof of approval is required.

Reporting

All grantees must submit a project report by the January 2025. Failure to do so will result in disqualification from future consideration in CLASS internal funding programs. Project report templates can be found on the Internal Grants page of the CLASS website.

Schedule

October 9, 2023

Deadline for applications

November 2023

Announcement of Awards

January 1, 2024- December 31, 2024

Project Period

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Cover Page

| | | |
|---|-------------------|-------------|
| Contact Name: | Rank: | ID #: |
| Name: | Rank: | ID #: |
| Name: | Rank | ID #: |
| Contact Email: | Phone #: | Alt Phone#: |
| Department: | Amount Requested: | |
| Please list internal funding received within the last 5 years. List award year as well as amount awarded. | | |
| Project Title: | | |

Faculty Member

Date

Department Chair

Date

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Budget

| | Funds Requested | Other Funds | Total |
|--|-----------------|-------------|-------|
| SALARIES & WAGES <small>(identify function)</small> | | | |
| Research Assistants | | | |
| Student Wages | | | |
| Non-Student Wages | | | |
| FRINGE BENEFITS | | | |
| | | | |
| | | | |
| MAINTENANCE & OPERATION <small>(e.g. chemicals, supplies, services, copying, postage)</small> | | | |
| | | | |
| | | | |
| TRAVEL <small>(may be subject to State of Texas guidelines)</small> | | | |
| | | | |
| | | | |
| Equipment <small>(specify items over \$1,000 each)</small> | | | |
| | | | |
| | | | |
| TOTAL PROJECT COST | | | |
| | | | |

Budget Justification **required**. Attach additional sheet if necessary. Please provide supporting documentation.