UT Dallas Catalyst Grants
For projects to be undertaken between June 1, 2010 and August 31, 2011

POLICIES, PROCEDURES AND APPLICATION INSTRUCTIONS

Purpose
Annual research expenditures at UT Dallas have been increasing steadily in recent years. We have gone from $43.1 million in research expenditures in FY2005 to $65.8 million in FY 2009. It is no secret that increasing research funding is a required component of UT Dallas’ plan to reach Tier One status and the University is certainly moving in the right direction. Catalyst grants are an initiative of the Office of VP of Research to provide seed money to professors who are just beginning to apply for federal and state funding with the goal of making subsequent proposals more competitive.

Program Scope
The UT Dallas Catalyst program provides short-term, one-time grant support for faculty research projects according to the policies set forth in this announcement.

Allowances. Catalyst grants are given specifically for the support of research and creative activity that is eligible for federal and state funding. Catalyst grant funds may be used to purchase capital research equipment, materials and supplies, salary for graduate research assistants, wages for hourly employees, summer salary for faculty, and research-related travel. See “Grant Budget Guidelines” (below) for further details.

Exclusions. Catalyst 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, pursuing graduate degree studies, or purchasing instructional equipment. Moreover, Catalyst 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. All funds awarded must be expended by the applicant(s) 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. Catalyst grant funds are designed to support research and creative activities that hold promise for future development. As a condition of acceptance of a Catalyst award, each award recipient is required to submit a grant proposal to an appropriate external funding agency by December 31, 2011. The external grant proposal will normally be related to (e.g., an extension of) the research carried out under the Catalyst grant. Recipients are expected to work with the AVP Research Development in the Office of VP Research and participate in the fall 2010 UT Dallas faculty grant writing course in developing the required submission of a proposal to an external funding agency.
**Eligibility and Limitations**
The purpose of Catalyst grants is to provide initial funding for junior Assistant Professors who will be able to use the outcomes of the Catalyst funded research to secure future competitive funding.

Applicants should:
- have been hired since June 1, 2006,
- not have received previous federal funding or be initiating a significantly new program of research/creative activity,
- agree to actively participate in the UT Dallas faculty research grant writing course during the fall 2010 semester.

Only one proposal (including co-authored proposals) will be accepted for review from any faculty member during any one funding period. Applicants who have received Catalyst funding are not eligible to apply again. If an applicant has applied but not been awarded a Catalyst grant, they may reapply one time.

**Grant Period**
The award period for Catalyst grants will be the 15-month period beginning June 1, 2010 and ending August 31, 2011. Grant funds cannot be carried forward; on September 1, 2011, all unspent funds will revert to the Office of the VP for Research.

**Grant Funds**
Catalyst grants are limited to a maximum of $40,000 per individual investigator. 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 Contracts and Grants Administration office.

**Proposal Submission**
Researchers will submit proposals via Research Explorer in Word or PDF format.

If you have any questions regarding the Catalyst program, contact Dena L. Jackson, Assistant VP for Research Development at dena.jackson@utdallas.edu or 972-883-2138. For technical assistance on the Research Explorer site, contact the Research Explorer Web Team at explorer@utdallas.edu or 972-883-4561.

**Application Procedure.** All applications for Catalyst grants must be submitted via Research Explorer before 5:00 p.m., Friday, March 12, 2010. Login at https://explorer.utdallas.edu (Catalyst tab) to access the program. Failure to adhere to guidelines and procedures may result in exclusion from consideration for funding.

The application includes:
- Cover page (1 page) including abstract. This is electronic on Research Explorer.
- Proposal description (5 pages maximum, including any references), single-spaced, 11 or 12 font type, and written in clear, jargon-free English. Proposal descriptions should include: a)
reference to background information on which the proposal is based, b) the importance of its contribution to its field of study, c) its objectives, d) the methods or activities required to carry out the study, e) the significance of its expected results and f) how it will increase the principal investigator's potential for external funding, including the external agencies that will be approached for funding based on the study’s results.

- Budget and budget justification (1 page each)
- Curriculum vitae including recent applicable publications and all past external and internal research funding, including Catalyst.

**Grant Budget Guidelines.** All budget items must be carefully justified as to purpose and necessity.

The types of items acceptable for inclusion in Catalyst grants are:

- **Graduate research assistants (GRA):** Amounts for GRA stipends are based on the standard assistantship scale available in the Office of Graduate Studies or in the Human Resources Office. GRA funds are not transferable to other budget categories.
- **Wages:** Support for hourly employees, including work-study students, to provide routine, technical, and semi-technical research services. Excludes fees and expenses for consultants or routine secretarial work.
- **Capital expense:** Specialized equipment specifically related to achieving the purposes of the proposed research.
- **Research travel:** Costs of travel essential to the conducting proposed research (and not for presenting the work), including travel to other universities, libraries, laboratories, or museums, or for conducting fieldwork.
- **Summer research salary:** Summer salary for the P.I. (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 one three-semester-hour course during the summer in which the summer research salary is received.)
- **Materials and supplies:** Items required for the proposed research and not normally covered by departmental budgets.
- **Other:** Other expenditures required for completion of the project not otherwise captured in the budget categories enumerated above.

**External Grant Writing, Publication and Documentation of Results**

Recipients of Catalyst grants are obligated to seek external funding in the form of at least one application to an external granting agency by the end of the calendar year after completion of the Catalyst grant. In addition, awardees are encouraged to publish the results of their research in professional journals, monographs, or books. Grantees must submit a final report to the Vice President for Research via Research Explorer (https://explorer.utdallas.edu Catalyst Tab) by December 31, 2012. The final report should include:

a. information on federal or state agency or private foundation grants applied for as a result of Catalyst supported projects,

b. lists of reports, publications, or titles of papers planned or presented at professional meetings,

c. copies of publications (or drafts of publications) resulting from Catalyst funded projects.
Review Criteria
Reviews of Catalyst proposals will use the following criteria:

- 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 researcher’s CV,
- conception, definition and design of the proposed research,
- importance of the proposed research,
- clarity and understandability of the proposal,
- prospects for successful completion during the grant period,
- degree to which the funds requested are justified by the scope of the proposed research or scholarly activity,
- degree to which the funds being requested are justified and in compliance with budget guidelines. (See “Grant Budget Guidelines” for more information.)

Final funding decisions will be made by the Provost and VP for Research. The number of grants to be awarded will vary based upon the number and quality of the proposals received.

Fiscal Management of Grant Funds
Expenditures are governed by the same regulations that control other University budgets. The recipient of a Catalyst grant is responsible for the fiscal management of the grant funds. Specifically, the grantee must:

- sign all requests for the purchase of supplies and equipment from grant funds;
- maintain an accounting of the grant budget and limit expenses to the amount of the grant (grant overdrafts cannot be honored);
- initiate the proper personnel transaction forms for graduate assistantships and other personnel appointments on grant funds; and
- comply with University and Catalyst program policy and procedure on the expenditure of travel funds.

Research Compliance
All grant awardees must be in full compliance with all applicable policies and regulations governing the use of human subjects in research, use of animals in research, and bio-safety. More information can be obtained from the UT Dallas Office of Research Compliance.

Deadlines
- Funding announcement: Friday, February 12, 2010
- Applications due: Friday, March 12, 2010 (by 5:00 PM)
- Funding notifications: Monday, April 5, 2010
- Grants start: Tuesday, June 1, 2010
- Grants end: Wednesday, August 31, 2011
- Final reports due no later than: Monday, December 31, 2012
All deadlines are firm. Applicants are discouraged from waiting until the final hour to submit proposals via the online process.

**Award Notification**
The Office of the Vice President for Research will notify all applicants of the review outcomes by April 5, 2010. All awards will be announced via the UT Dallas News Center.

**Members of the University Research Committee (2009-2010)**
Philipos C. Loizou (Chair)
B. Hobson Wildenthal
Mark W. Spong
Bert S. Moore
Dennis M. Kratz
Myron B. Salamon
Bruce E. Gnade
Farokh B. Bastani
Diandra Leslie-Pelecky
Robert J. Serfling
Suresh P. Sethi
Duncan MacFarlane
Aage R. Moller
Todd M. Sandler
Mihai Nadin
Mustapha Ishak-Boushaki
Rafael O. Martin