* Please familiarize yourself with the current guidelines and application requirements *

The primary emphasis of the Enhancement Research Grant (ERG) is to support activities that strengthen faculty efforts to obtain external funding and to assist faculty to develop professionally. The Office of Research and Sponsored Programs (ORSP) and the Faculty Research Council (FRC) jointly oversee the selection process of this program.

**The Enhancement Research Grant Program offers funding between $5,000 and $15,000 for one year.**

The purpose of these grants is to support activities that will enhance the competitiveness of an application to be submitted to an external funding agency. Therefore, in addition to the ERG proposal, applicants must provide a 2-4 page (one-sided, single-spaced, size 12 font) concept paper on a specific research topic related to their ERG proposal unless otherwise exempted by ORSP. *Rather than a concept paper, the PI can choose to submit one of the following:* 1) a summary of an external funding submission (directly related to this ERG application), or 2) a summary of a rejected external funding submission (directly related to this ERG application). In either option the paper must adhere to the guidelines of 2-4 pages (one-sided, single spaced, size 12 font).

Exemptions are based on an individual project and may include: writing and publishing a book, art projects, performances, and/or projects for which external funding is unavailable. However, there are no standard exemptions and applicants should not assume exemption for their project without written approval by ORSP.

ORSP encourages faculty interested in applying for the Enhancement Research Grant (ERG) to contact our office and request assistance with project conceptualization, program design, budget development and proposal submission.

**Eligibility:**

* Tenure and tenure-track faculty.
* Full-time researchers and scholars employed by the University for 2 years or more, with a terminal degree in their field.
* Applicants who have received prior funding from the Enhancement Grant Program will be considered eligible only if they submit a new research project.
* FRC members can submit an application but must step down from the FRC for one year; their respective dean must name an interim replacement.
* New tenure-track faculty are especially encouraged to apply for the ERG since the review emphasis is on the potential and promise of the project rather than past productivity.

**Processing:**

Written approval for the ERG submission must be obtained from the principal investigator and co-investigator’s department/division chair and academic dean prior to the deadline of October 1, 2015, allowing ample time for the chair and dean to fully review the proposal.

Enhancement Research Grants awarded to faculty members who terminate their employment with Sam Houston State University during the funding period cannot be transferred.

A Final Research Report must be submitted to the Associate Vice President for Research and Sponsored Programs on or before August 31, 2017. All Final Research Reports will be bound and available at ORSP and the Newton Gresham Library. Failure to submit a final report on a project previously funded by the Faculty Research Council will result in automatic disqualification of all subsequent applications to the SHSU Internal Grant Program.
Policies and Procedures:
The Faculty Research Council will arrange for three experts in the field to review the proposal on 1) scholarly merit, 2) achievability, 3) significance of results, and 4) appropriateness of the budget. Based on internal and external evaluation, the FRC will collectively prioritize the proposals for funding. Levels of funding for each proposal may be less than or greater than that requested by the applicant.

Recommendations for funding are made to the Academic Policy Council by the FRC through the Office of Research and Sponsored Programs. Based on the recommendations of the Academic Policy Council, the President will consider and approve funding.

ORSP will notify each applicant with regard to the disposition of their proposal by mid-March 2016.

If the primary investigator is unable to accept an award for any reason, he/she must inform the Associate Vice President for Research and Sponsored Programs within ten (10) days of notification.

Compliance:
IRB/IACUC: Prior to release of funds, investigators whose projects involve human subjects and/or animals are required by federal law to obtain full approval from the Internal Review Board (IRB) and/or the Institutional Animal Care and Use Committee (IACUC). Evidence of an IRB or IACUC application (copy of application title page) must be provided as part of the grant submission. The pending application must reflect the exact title of the submitted ERG proposal. There can be no exception to this policy. IRB and IACUC guidelines are available on the ORSP web site.

Export Controls: Although research may be exempt from Export Controls under certain exclusions, the University must demonstrate that the appropriate export control reviews were performed. Therefore, there are a series of six questions included in the ERG application that must be answered by the investigator. If you answer “Yes” to any of the questions, then your research may be subject to Export Controls and an assessment will need to be done. The Office of Research and Sponsored Programs will help determine if an Export License is required.

Time Lines:
The funding term of the 2016 Enhancement Research Grant (ERG) will be June 1, 2016 through May 31, 2017 thus spanning two fiscal years. For this reason the budget will be allocated into two funding periods: 1) from June 1 through August 31, 2016 and 2) from September 1, 2016 through May 31, 2017. It is important to keep these time lines in mind when planning the ERG budget and to have a clear idea as to the funding amount needed before August 31, 2016 and the amount needed after September 1, 2016. Approved budgets are considered binding.

Copyrights and Patent Policies:
Policies regarding copyrights and patents are set forth in the Intellectual Property Policy Revisions adopted by the Board of Regents of the Texas State University System and may be obtained from the SHSU Academic Affairs’ web site http://www.shsu.edu/dept/academic-affairs/faculty-handbook/SHSUFacultyHandbook.pdf#page=32.

Publications:
Publications of ERG projects must acknowledge the support provided by Sam Houston State University.

Equipment:
Since the funds administered by the FRC are appropriated by the State of Texas, all purchases must be made according to the purchasing regulations for research funds as established by the State Board of Control.

Equipment purchased with research funds is the property of Sam Houston State University and will be listed on the inventory of the principal investigator’s department/division. At the termination of the grant period, the recipient of the grant no longer has the exclusive right to use the equipment unless an extension is awarded.
Proposal Format: The complete ERG application can be found on the ORSP web site.

Investigator Information
Complete for investigator and co-investigator.
Add Vita -- a maximum two (one-sided) pages for each investigator.

Project Title and Summary
Title limited to eight (8) words. Project summary limited to the space provided.

Project Description
Limited to six (one-sided) pages, single-spaced, size 12 font.
This section should explain the research activities that will be supported by the ERG and how these activities will strengthen the competitiveness of the planned application to an external funding entity, or how this project will help the investigator develop professionally.

Include a maximum of two (one-sided) pages of references cited in the proposal narrative and other information that may clarify the proposal's content. These pages are in addition to the six pages allowed for the project description. If applicable, include a brief summary of results of any previous internal grant funding.

Budget and Budget Justification
Prepare a detailed budget with justification.
- A maximum of one half of PI and/or Co-PI summer salary will be paid. When calculating salaries AN ADDITIONAL 30% MUST BE ADDED for fringe benefits.
- One-time pays and extra duty stipends are not allowed. Any consultant fee must be fully explained, including whether the consultant is an SHSU employee.

After the contract is signed, any requests for budget re-allocations that deviate more than 10% from the approved budget and/or involve student wages must be submitted in writing to the Associate Vice President of Research and will be considered only under special circumstances.

Facilities, Equipment and Other Resources
Identify specialized facilities, major equipment, databases and other support services available for the project.

External Funding Source Information
The concept paper for external funding should be two to four (one-sided) pages, single-spaced, size 12 font, and address the research area that is to be supported by the ERG. NOTE: Within 12 months of the end date of the ERG, an application must be submitted to an external funding agency, i.e., on or before May 31, 2018. The amount of the external funding submitted should, at a minimum, be equivalent to the amount of the internal grant received.

Exemptions for external funding are based on an individual project and may include: writing and publishing a book, art projects, performances, and/or projects for which external funding is unavailable. Approval to be exempt from submitting an external funding application must be obtained in writing from the Associate Vice President of Research prior to the ERG submission deadline.

Suggested Reviewers
List a minimum of five potential reviewers who are experts in the field with full contact information. It is the applicant's responsibility to ensure these experts can be contacted. If none are able to review, the burden is on the applicant to name an additional five within one week of notification. Reviewers cannot be current or former SHSU faculty and no more than two reviewers may be chosen from the same institution. Repeat applicants must provide five different names for each consecutive submission.

Conflict of Interest
Individuals who may present a conflict of interest to the review process must be identified. These include advisors, co-authors, collaborators and competitors. In addition, list others who should be excluded from reviewing the ERG submission. Leaving this section blank will disqualify the application.