

15.01.01.R0.03 Internally Funded Research Grants

Revised November 6, 2023

Next Scheduled Review: November 6, 2028



Procedure Summary

The encouragement and financial support of research and creative activity on the part of its faculty members and professional staff is a basic responsibility of East Texas A&M University (the University). In the implementation of this responsibility, the University provides grants for specific research interests or creative activities of its faculty and professional staff.

This procedure supplements System Regulation *15.01.01 Sponsored Agreements-Research and Other* by the establishment of the process for internally funded research grants at the University.

Procedures and Responsibilities

1 REVIEW OF APPLICATIONS FOR INTERNAL FUNDING OPPORTUNITIES

The Vice President for Research and Economic Development (VPRED) may create opportunities for faculty to seek internal funding for their research and creative activities. For each such opportunity, the VPRED will chair an ad hoc committee with at least two faculty members to review the applications and select the awards.

2 ELIGIBILITY

In general, all full-time faculty and professional staff are eligible to apply for research support unless the particular award applied for specifies particular subgroups. Certain internal funding opportunities may be limited to certain disciplines or categories of research or creative activities.

3 USES OF GRANTS

Research and creative activities grants are to be utilized to provide support for specific individual or group research projects. Utilization of grant funds can be made for, but are not limited to, the following:

3.1 Reduction in the teaching load of a faculty member by providing adjunct funding;

3.2 Employment of student research assistants;

3.3 Purchase of supplies and/or equipment;

3.4 Travel necessary to conduct research; and

3.5 Items or services of a special nature.

4 GRANT LIMITATIONS

Grants cannot be used for the following: to support work to be used in obtaining an academic degree or professional certificate; to travel to professional meetings; or to prepare and publish textbooks.

5 SELECTION GUIDELINES

The ad hoc review committee members will utilize the established selection guidelines when evaluating applications for internal grant funding. The guidelines will be distributed to faculty.

6 AWARDING OF GRANTS

The relevant ad hoc review committee will discuss and evaluate internal grant proposals before recommending meritorious proposals for funding. Final funding decisions rest with the VPRED, who will announce internal grant recipients. The committee will provide a written explanation of the reasons for an application failing to be funded. This written explanation will be sent to all applicants who were not selected for funding.

Related Statutes, Policies, or Requirements

System Policy [*Sponsored Agreements – Research and Other*](#)

Revision History

Approved September 1, 1996

Revised October 1, 2013

Revised November 7, 2024 (University Name Update)

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