



## Sponsored Programs

A&M-COMMERCE

## Office of Sponsored Programs

Part of the Division of Research and Economic Development

### About Us

- ◆ The Office of Sponsored Programs (OSP) leads and promotes the research enterprise and other sponsored activities at Texas A&M University-Commerce.
- ◆ The OSP staff assists with grant proposal development and submission.
- ◆ The level of extramural funding at A&M-Commerce has been steady over the last few years with 62 submissions in fiscal year 2023.
- ◆ In 2023, federal agencies represented 58% of our total funding, followed by 22.5% from private agencies, 19.3% from state agencies, .0% from foreign agencies, and 0% from local agencies.

### Resources

- ◆ Maestro: proposal and project management
- ◆ Budget Calculator
- ◆ Templates
- ◆ External Reviewer/Editor
- ◆ Trainings



### Before Submitting a Proposal

- ◆ All proposals are submitted through OSP on behalf of faculty, staff, and students.
- ◆ All proposal submissions require internal approvals from all key personnel, the department head, college dean, and the Vice President for Research and Economic Development.
- ◆ All internal approvals are obtained and routed electronically through Maestro.
- ◆ The indirect cost rate (IDC or F&A) is 36% of modified total direct costs.



DIVISION OF

**Research and  
Economic Development**

A&M-COMMERCE

## Advancing Your Research

### Proposal Preparation and Development

- Assist in locating funding opportunities
- Find potential collaborators
- Prepare grant application forms and packets
- Develop and review grant budgets
- Route for internal university approvals
- Submit grant applications

### **Kaylee Kinnaird, CRA**

Senior Proposal Administrator II  
Nursing & Health Sciences, Room 337  
Phone: 903-886-5162

[Kaylee.Kinnaird@tamuc.edu](mailto:Kaylee.Kinnaird@tamuc.edu)

### **Donna Russell, CRA**

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For Additional Assistance:

[OSP@tamuc.edu](mailto:OSP@tamuc.edu)

# University Information

## APPLICANT'S ORGANIZATION & ADDRESS

**Texas A&M University-Commerce**  
Office of Sponsored Programs  
PO Box 3011  
Commerce, Texas 75429-3011

*(Physical Address) in Hunt County*  
**Texas A&M University-Commerce**  
2600 West Neal St.  
Commerce TX 75428-4311

## TYPE OF ORGANIZATION

Non-profit, state supported institution of higher education

## TAX STATUS

University Tax Exemption Letter

TAMUC is a non-profit exempt from Federal Income Tax. TAMUC is exempt under the Internal Revenue Code Section 115 as an instrumentality of the State of Texas and are not required to file a Form 990.

**TAMUC is not a 501(c)(3) organization.**

## INDIRECT COST (F&A) RATE: 36%

TAMUC uses **Modified Total Direct Cost** for IDC.

### Indirect Cost Rate Agreement

## INSTITUTIONAL OFFICIAL

**Dr. Brent Donham, Ed.D.**  
Vice President for Research and Economic Development  
PO Box 3011  
Commerce TX 75429-3011  
Phone: 903-886-5964  
Email: [Brent.Donham@tamuc.edu](mailto:Brent.Donham@tamuc.edu)

## INSTITUTIONAL FISCAL AUTHORITY

**Ms. Stephanie Pinckard**  
Project Administration Manager  
PO Box 3011  
Commerce, TX 75429-3011  
Phone: 903-468-6028  
Fax: 903-886-5057  
Email: [Stephanie.Pinckard@tamuc.edu](mailto:Stephanie.Pinckard@tamuc.edu)

## INSTITUTIONAL OFFICIAL TO NOTIFY OF AWARD RECEIVED

Office of Sponsored Programs  
P O Box 3011  
Commerce, Texas 75429-3011  
Phone: 903-886-5964  
Email: [osp@tamuc.edu](mailto:osp@tamuc.edu)

## AUTHORIZED ORGANIZATIONAL REPRESENTATIVES - GRANTS.GOV

### **Kaylee Kinnaird, CRA**

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Office of Sponsored Programs  
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## **GOVERNMENT DISTRICTS**

Texas A&M University-Commerce is in the following districts:  
Federal Congressional District - TX-004  
State House District - TX-002  
State Senatorial District – TX-002

## **FEDERAL IDENTIFICATION NUMBERS**

**Employer Identification Number (EIN):**  
75-6001353

**CAGE (Commercial and Government Entity Code) Code:** oHZJo

**SAM Unique Entity Identifier (UEI):** FRCKHD9EKUY9  
Expires: 12/16/2023

**Dun & Bradstreet (DUNS) Number:** 07-313-1419

**SAM Legal Business Name:**  
TX A & M UNIVERSITY COMMERCE

**Department of Health & Human Services Institutional Review Board Number:** IRB00003504

**Federal wide Assurance Number:** FWA00005062

**Vendor ID Number:** 37517517510

**TEA CDN:** 116501  
**TEA Vendor ID:** 375175751

## **COGNIZANT FEDERAL GOVERNMENT AUDIT AGENCY**

Department of Health and Human Services  
Contact: Uyen Tran, 214-767-3261

Address:  
1301 Young Street  
Room 732  
Dallas, TX 75202

Short Version: Department of Health and Human Services, Uyen Tran, 214-767-3261

## OTHER INFORMATION OFTEN REQUESTED

**Audit Report Package (used when TAMUC is sub under another prime)**  
<https://fmx.cpa.texas.gov/fmx/finrpt/singleaudit/index.php>

**Fringe Benefit Letter-FY 24**

**FY 2024 Budget Calculator - Internal Only**

**Subrecipient Commitment Form**

**TAMU System Policy on Cost Sharing**

**State of Texas Comprehensive Annual Financial Report 2019**  
(for the Year Ended August 31, 2019)

**GA Salaries** (20 hours per week  
maximum)

**Graduate Assistantship Fact Sheet**

## Office of Sponsored Programs (OSP)

- OSP should be notified as soon as you have determined the sponsored program for which you will apply.
- OSP has many templates to make your job easier.
- OSP will assist you in preparing your budget.
- OSP will initiate internal routing in Maestro for approvals from key personnel, Department Head, Dean and Vice President for Research and Economic Development.
- OSP may submit your documents to an external reviewer if documents are received early enough. The reviewer can increase your competitiveness for external funding by providing technical assistance.
- OSP will gather all of your documents, review them for content and submit the proposal to the sponsor when it is ready.

Who submits the final application to the sponsor? **OSP!**

All final proposals submitted to the sponsor must be submitted by OSP.

The PI (Principal Investigator) may be able to submit a Letter of Inquiry or Concept Paper to the sponsor directly IF no budget is included nor commitments made on behalf of TAMUC.

OSP will assist with:

- Review of sponsor guidelines to ensure proposal follows requirements of sponsor
- Coordinating assistance from external reviewers
- Identifying the required documents for the application
- Establishing internal deadlines for completing the required application documents
- Providing samples and templates
- Providing assistance for developing the budget

Booklet created January 10, 2024

For more information visit our website at [Office of Sponsored Programs](#) or contact our office for assistance.

# Research Rules and Procedures

## **15 RESEARCH PROGRAMS**

[15.01.01.R0.01 External Funding Requests](#)

[15.01.01.R0.02 Facilities and Administrative Costs](#)

[15.01.01.R0.03 Internally Funded Research Grants](#)

[15.01.01.R0.05 Sponsored Research Incentive Programs](#)

[15.01.02.R0.01 Federal Procurement Integrity Act](#)

[15.01.03.R1 Financial Conflicts of Interest in Sponsored Research](#)

[15.01.04.R0.01 Time and Effort Certification](#)

[15.02.99.R1 Export Controls Program Management](#)

[15.99.01.R1 Human Subject Protection](#)

[15.99.03.R1 Ethics in Research, Scholarship, and Creative Work](#)

[15.99.03.R0.02 The Use of Copyrighted Material](#)

[15.99.06.R1 Use of Biohazardous Material in Research, Teaching, and Testing](#)

[15.99.07.R1 Use of Vertebrate Animals](#)

## Research Definitions

**Authorized Signature** – The Vice President for Research and Economic Development is the person delegated at TAMUC to accept and sign legal sponsored research grants, contracts and agreements. **PIs cannot sign any agreements for the university.**

**Consultant** – A company or individual paid by the award recipient to do a portion of work on an awarded project. The consultant can have no say in the research or planning of the work to be done.

**Cooperative Agreements** – A federal sponsor creates these when they want to have active oversight in the project. They will request more frequent reporting and have more involvement in the project.

**Contracts** – Contracts have more restrictions than do grants. They must be signed by both parties and require deliverables on a scheduled basis. **Cost reimbursable contracts** have a maximum amount the sponsor will allow and are usually paid via invoices. **Fixed price contracts** are for a set amount no matter the cost to complete the work. If the PI can do the work for less, TAMUC may keep the difference. However, if the costs are higher, TAMUC must still complete the work and the PI has the responsibility of paying the difference.

**Cost-Sharing** – Sponsors may require that the proposer include a contribution towards the total award. TAMUC does not voluntarily cost match unless it is required in the FOA. A separate budget must be compiled to show where the funds are kept. OSP will need an account number that contains the funds to be used.

**CRA** – Certified Research Administrator. This is a nationally recognized certification. It provides proof that an individual completed a 250-question exam conducted by an independent organization and proved to have the knowledge essential to perform the tasks of a research administrator.

**Data Use Agreements (DUAs)** – A contract for access to and manipulation of nonpublic data from a provider to a recipient. DUAs are a research-related agreement and must be reviewed and signed by the Vice President for Research and Economic Development.

**Deadlines** – Final documents should be sent to OSP 3 or more business days before the sponsor's deadline date. This will give OSP the time to review the documents, ask for any needed revisions, and route for approvals internally prior to submitting the proposal to the sponsor. **Late proposals will not be given priority over other proposals where the PI has complied with the required lead times. We do not guarantee the submission of any proposal where insufficient time is given.**

**Effort** – Also known as Time & Effort. A set percentage of a faculty member's contract time that will be used to perform their duties towards the project. Please check the FOA for any limits on the amount of effort that can be claimed.

**Equipment** – Any one item that has a purchase cost of \$5,000 or more and a useful life of one year or more is considered equipment. Equipment can also be multiple items of

a lesser amount that will be put together to create one piece of equipment that has a total value of \$5,000 or more. Any items under \$5,000 are considered supplies. These include computers. Included shipping and installation in the cost.

**Facilities and Administrative Costs (F&A)** - Also known as Indirect Costs (IDC). Federally negotiated percentage of the overall costs for a proposal or project. These costs go toward covering the costs that cannot readily be tracked such as electricity, office space, computers, administrative assistants, Office of Sponsored Programs, and more. **TAMUC's rate is currently 36%**. This will be added to be included in the total cost of the proposal unless the funding agency expressly prohibits or limits it.

**Funding Opportunity Announcement (FOA)** – Document distributed by the sponsoring agency with guidelines for their grants, or cooperative agreements, which is usually a competitive process. Also known as Request for Proposals (RFP), Request for Applications (RFA), or solicitations.

**Gifts** – Gifts to the university do not have stipulations that would classify it as a grant. Funding that is not used does not need to be returned and there is no reporting. Gifts are handled by Philanthropy and Engagement at TAMUC.

**Grants** – Most of awards at TAMUC are considered grants. Grants will have reports that will be due at set intervals, reporting of expenditures, progress reports, final reports, and a return of any unspent funding.

**Indirect Costs** – Paid by sponsors to the university for expenses to do with research infrastructure that are not easily trackable. There is a rate for on-campus and off-campus research. Off-campus rates would only apply if the majority of time and effort are conducted at a site not owned by the university.

**Intellectual Property** – Property that includes intangibles such as patents, designs, artwork, or inventions. [17.01.99.R0.01 Intellectual Property \(tamuc.edu\)](http://17.01.99.R0.01.Intellectual_Property(tamuc.edu))

**Key Personnel** – Faculty who will be contributing to the project in a measurable and important way. Effort must be applied to the project.

**Limited Submissions** – An opportunity that only allows a certain number of proposals to be submitted by an institution, college, or department. Please review the FOA to see if there are limits.

**Pre-award** – The OSP staff who assist the university with proposal submission and negotiations from the sponsor. A PI should contact OSP early in the process to let them know they are working on a proposal.

**Post-award** – Project Administration/Financial Services staff who assist the PI once they have received an award. They will help the PI submit reports and updates to the funding agency and close-out the award when it is completed. They will monitor all expenditures from the PI's account and create invoices as needed.

**Principal Investigator (PI)** – Also known as a Program Director (PD). An individual in charge of an awarded or proposed project who is responsible for the funding, reporting,



and research. A Co-PI is also a researcher on the project, but is not in charge, but does assist in reporting and research.

**Proposal Administrator (PA)** – Staff member from OSP who will assist the PI in finding a funding opportunity, help prepare a budget, review documents and submit the final proposal to the funding agency.

**Publication Costs** – Publishing the results of a research project in a journal are standard for the final year of a budget. You need to justify why there is a need for these costs.

**Retention** – All university employees must follow the records retention policy with regards to managing and disposing of state records. [Records Retention](#)

**Statement of Work (SOW)** – A detailed description of the planned work to be conducted in answer to the FOA. They are usually about one page.

**Subaward** – A legal agreement for another university, or business, to conduct part of the research on a awarded project. Extra time is needed when subawards are involved. There are documents and budgets needed from them and signatures to be given to OSP.

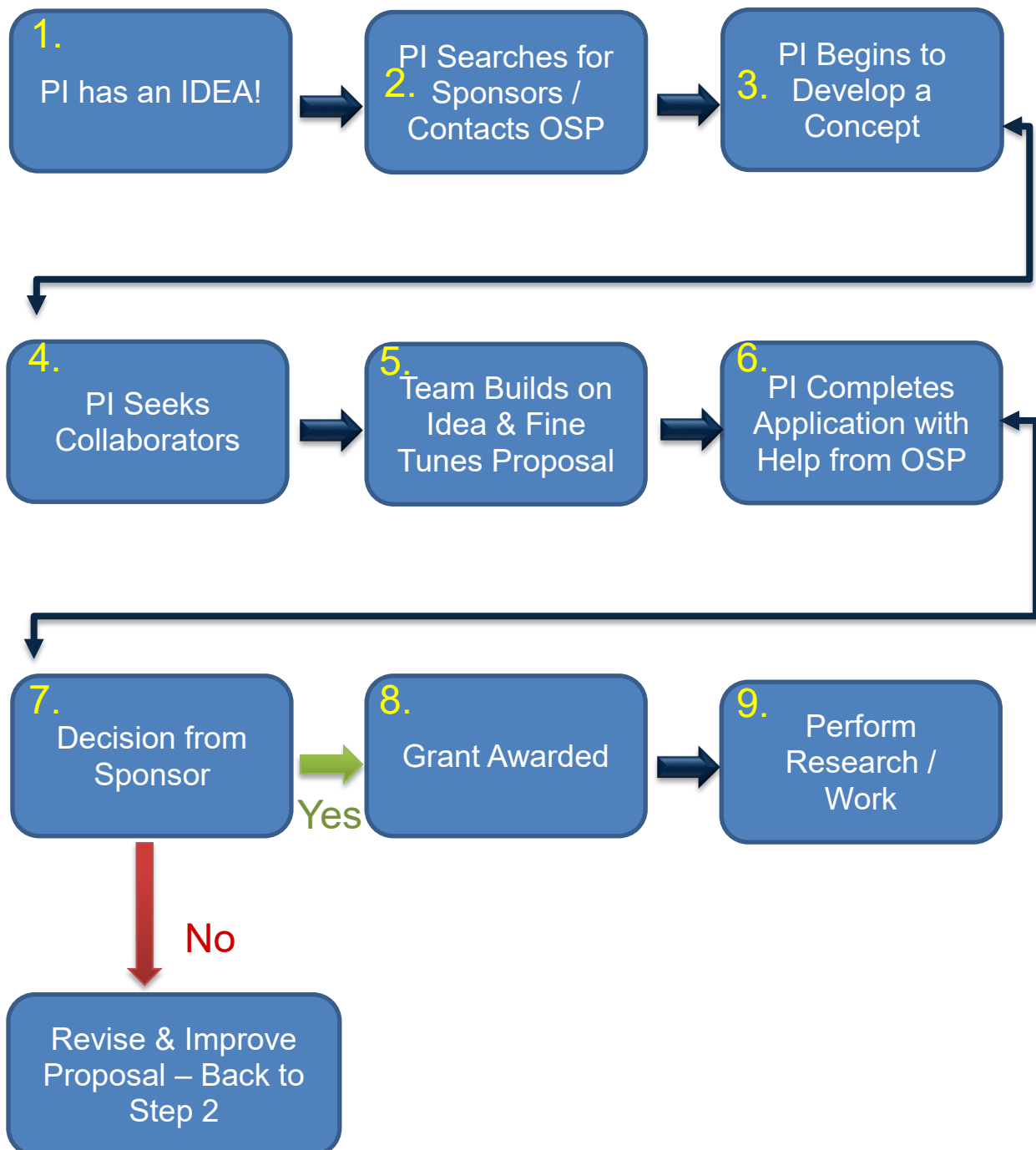
**Subrecipients** – A collaborating university or company involved in the research of the project. The binding agreement will allow them to be issued a subaward under the prime recipient. Subs must send the prime documents to use in the submission of the complete proposal. Their budget will be included in the prime university's complete budget.

**Supplies** – Expendable supplies include test tubes, PPE, teaching materials, etc. with a cost of less than \$5,000. Office supplies are not usually allowable. They are considered F&A.

**Visiting Scholar** – A person who is not employed by TAMUC, but who has been invited by a faculty member to visit our campus and collaborate on a research project for two weeks or more. This activity should benefit all parties involved. Research personnel must inform Research Compliance that they will have a visiting scholar and supply OSP with the visitor's vita. Research Compliance will perform a Restricted Party Screening to ensure that there are no issues with compliance.

## What is a Grant?

- A grant is basically a research paper where you are graded with funding!
- They are normally read by reviewers.
- Make sure that your proposal is reviewer-friendly and understandable by a layman.
- To receive funding, you must start with great research questions and problems.



## Why Should You Apply for a Grant?

- Fund your research
- Purchase equipment to perform research
- Host conferences, performances & exhibits
- Travel funds to present or conduct research
- Fund education reform
- Purchase technology
- Fund training
- Fund professional development
- Sometimes it is required for tenure
- Many more reasons!

## Proposal Development Overview

### **The OSP staff can assist you with the following:**

- ✓ Locating funding opportunities
- ✓ Finding potential collaborators (other researchers, community colleges, school districts, etc.)
- ✓ Obtaining previously funded proposals and other resource documents such as templates, samples, etc.
- ✓ Developing and reviewing budgets
- ✓ Preparing application forms and packets
- ✓ Utilizing Maestro to obtain internal approvals for application submissions
- ✓ Obtaining data for proposals (university, school districts, and community)
- ✓ Review of every application to ensure it follows sponsor guidelines for format, page limits, and required content, and the policies of the A&M-System, and A&M-Commerce
- ✓ Submitting applications on behalf of all faculty, staff, and students

### **Contact Information:**

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# Road to Submission

1.

**Identify Funding Opportunity -** Search for funding opportunities. Please see the OSP website or contact OSP staff for further guidance for locating external funding.



2.

**Review the solicitation -** Review the guidelines and review criteria of the sponsor to verify that your project aligns with the objectives of the sponsored program and that you can meet the submission deadline.

3.

**Contact the Office of Sponsored Programs -** Notify OSP of your intent to apply as early as possible. The OSP staff will:

- Help you develop your application according to the requirements of the sponsor
- Provide any needed resources for developing your proposal (templates, samples, rates for budget calculations, data, etc.)
- Provide technical assistance with utilizing Maestro (online portal for managing proposals and projects)
- Assist you in drafting a preliminary budget based on the needs of your project
- Establish internal timelines for completing and submitting the application



4.

**Submit final application documents to OSP for review –** (Note: a proposal should be routed for OSP review at least 3 business days prior to the sponsor's submission deadline)

- Application documents (Includes the budget) can be considered final once the applicant and OSP staff agree that no further changes are needed

5.

**Route your proposal for internal approvals –** (Note: a proposal should be routed for internal approvals at least 3 business days prior to the sponsor's submission deadline)

- Provide the information about the proposal in the Proposal Module in Maestro
- Upload the finalized budget and the draft narrative into the Proposal Documents Module in Maestro
- Submit the proposal in Maestro to OSP



6.

**Request that the application be submitted on your behalf –** Once all application documents have been reviewed by the OSP proposal developer and the application has received the internal approvals for all key personnel, review the application in its final form, and send an email to the proposal administrator confirming that the application is final and can be submitted on your behalf.

# Maestro Overview

## What is Maestro?

- Maestro is an enterprise-wide system that supports researchers and research administration across the Texas A&M University System.

## For what purposes do I use Maestro?

- Obtain Internal approvals for application submissions
- View grant account balances and detailed transactions on funded projects
- Add research interests to database for collaborations
- Search for people within the A&M System with a specific area of interest
- Search for grants awarded to members of the A&M System
- Search inventory of all members of the A&M System
- Complete Conflict of Interest disclosures

## To access Maestro:

- Go to <http://www.tamuc.edu/research/maestro-overview/default.aspx>
- Log in with [Single Sign-On](#) (SSO) UIN and password
- Online Zoom Training for Maestro Researcher Portal Users at 1:30-3:00 on certain days. Go to [About Maestro](#) in the top blue bar for schedule.

Contact [Maestro Support](#) to request any of the following:

- Maestro Overview Presentation
- Customized Maestro Presentation specific to your departmental needs
- Request for specific training topics to be added to our scheduled classes, training videos or user documentation pages in Maestro

## **PSI – Proposal Submission Incentive**

**OSP** offers the **Proposal Submission Incentive (PSI)** that encourages faculty to submit proposals to external sponsors through internal funding of their research.

**PSI** awards are distributed monthly into a Research Account for both PIs and Co-PIs for **eligible submissions**.

**Funding is given even if the proposal is not awarded.**

### **PSI award based on External Proposal Submission Total**

<b>Amount Requested</b>	<b>PSI Amount</b>
> = \$1,000,000.00	\$1,500.00
\$500,000.00-\$999,999.00	\$1,000.00
\$250,000.00-\$499,999.00	\$750.00
\$50,000.00-\$249,999.00	\$400.00
\$15,000.00-\$49,999.00	\$200.00

PSI accounts will only be created if the proposal submitted followed the **OSP Submission Policy**.

#### **To Qualify:**

- **A final budget must be complete no less than five (5) days prior to sponsor deadline**
- **All final documents must be submitted no less than three (3) days prior to sponsor deadline**

Please refer to the OSP website for details, guidelines and [FAQs](#).

Note: PSI funds may be used for project expenses such as travel, project supplies, publishing fees, course release for research, student worker wages or for a graduate research assistant. No food or beverage purchases are allowed. Purchased items must follow TAMUC policies and procedures and are considered departmental property.

# **FRIPP – Faculty Research Incentive Pay Program**

The Faculty Research Incentive Pay Program (**FRIP**) which will recognize and reward recipients who have received external funding. FRIP will allow A&M-Commerce to provide incentive payments to faculty who receive external funding.

## **ELIGIBILITY**

To be eligible to participate in the program, the following minimum criteria must be met:

- The participant must be a Texas A&M University-Commerce tenure-track or tenured faculty member, director of a department, or an administrator with teaching responsibilities serving as a principal investigator on an externally-sponsored project on an extramurally-sponsored project that covers a portion of their 9-month salary.
- At least a portion of the participant's institutional base salary must be paid from state appropriated funds.
- Individuals who are split-funded from appropriated and other source shall be eligible to participate in that portion of their salary supported by appropriated funds.
- Grant or extramural funder must generate F&A cost.
- Grant or extramural funder must not require cost sharing.

## **PROVISIONS**

Incentive payments are contingent upon the faculty member meeting the eligibility requirements complying with the terms and conditions of the program. Incentive payments are limited to up to 50% of the "recovered" or "bought out" salary, and cumulative payments shall not exceed 25% of the faculty member's institutional base salary per fiscal year. The amount of the incentive payment shall be estimated prior to the beginning of the associated academic semester and reconciled to the actual amount of salary paid by the grant or external funding before a payment is issued. The incentive payment will be placed in a RIA or F&A account under the participant's name and may be used for research-related expenses. Examples include professional travel, publishing costs, undergraduate or graduate student stipends, and supplies. Neither food/beverage purchases nor faculty stipends are allowed. Purchases made with FRIP funds must follow university rules and procedures and will be considered university property.

## **TERMS AND CONDITIONS**

Faculty Research Incentive Pay Program participants must comply with the following terms and conditions in order to receive incentive payments:

- The faculty member must fulfill all expectations for performance established through a written work assignment that is agreed upon in advance by the faculty member, the faculty member's Department Head or other immediate supervisor, and the faculty member's Dean, pursuant to the University Procedure 12.03.99.R1 Faculty Workload.



- The faculty member must exhibit satisfactory performance in all assigned duties as determined by his or her Department Head and Dean, including good fiscal and administrative management of all extramural funds for which the faculty member is principal investigator or co-principal investigator, and completion of necessary reports in a timely manner.
- The incentive program applies to salary that is funded by external sources during the on-contract period.
- Incentive payment(s) shall not be paid from sponsored project funds.
- Participation in the program is voluntary and is not mandated upon either the faculty member or the University. Participation is not an entitlement but may be made available to eligible faculty members when both the University and the faculty member determine that it is in their mutual best interest to do so. Furthermore, the University reserves the right to suspend or terminate this program or the participation of any faculty member at any time. No verbal commitment to participate or pay under the program is binding and only the final signatures of all required parties shall constitute a commitment under the program.
- Availability of any payments under the program is subject to the availability of state appropriations and to any applicable state or federal laws, regulations or policies.
- Modifications to any aspect of this program may be implemented at any time, as determined by the VPRED (Vice President for Research and Economic Development). Such modifications may occur through amendment of this program or through written notice to the deans of affected academic units.
- Final approval for participation in this program shall be granted by the VPRED.

## **INCENTIVE PAY CALCULATIONS**

The maximum amount of the incentive payment is 50% of the net salary savings to the appropriated funding source.

The following costs may be factored into the incentive payment calculation.

1. Compensation to the department for costs incurred to replace the faculty member's contributions to the department.
2. Other costs incurred by the department for support of the sponsored project that are not recovered elsewhere.

## **EXAMPLES OF INCENTIVE PAY CALCULATION**

### ***TEACHING WORKLOAD BUYOUT***

A faculty member with a 9-month appointment receives \$8000 in external funding to pay a portion of their salary to work on a sponsored project during the fall semester and negotiates with their Department Head to reduce their teaching workload proportionally. The amount of salary savings is \$8,000. The cost of an adjunct instructor to teach the faculty member's class is \$3,000.

Salary savings: \$8,000  
Instructor costs: \$3,000  
Net salary savings: \$5,000

**Result: The faculty member may receive up to \$2,500 in incentive pay (50% of the net salary savings), which will be placed in a RIA or F&A account.**

### ***PROCESS FOR CALCULATION AND DISBURSEMENT OF INCENTIVE PAYMENTS***

- At least one month before the start of the anticipated buy out period, the faculty member works with his or her Department Head and college Budget Specialist to complete the Faculty Research Incentive Pay Program Agreement form (link below).
- The Department Head signs the request to confirm that eligibility requirements are met, the request is consistent with the faculty member's written workload assignment, and any courses being bought out will be taught by another instructor.
- The FRIP Program Agreement form is routed to obtain the college Budget Specialist's and Dean's signature then forwarded to the OSP for review and approval.
- The VPRED signs the form and sends the original form back to the Department Head with a copy to the faculty member and the Budget Specialist.
- After the semester has ended, the Budget Specialist or departmental Administrative Associate initiates an incentive payment, which will be placed in the RIA or F&A account.

### **Faculty Research Incentive Pay Program Form**

### **15.01.01.R0.05 Sponsored Research Incentive Programs**

## Limited Submission Proposals Institutional Proposal Limits

If you are interested in submitting a proposal to an agency and the announcement (RFP) states that there is a limit on the number of submissions from a university, you will need to submit an **Internal Notice of Intent (INOI)** to the Office of Sponsored Programs.

OSP accepts Internal Notices of Intent (INOI) from PIs wishing to submit a proposal which has a limitation set on the number of applications from each university.

**Known deadlines for an INOI will be posted or emailed to deans and department heads. Only PIs who submit an INOI will be eligible to be selected to submit a full proposal.**

Your INOI should be a maximum of **one cover page, three pages of project summary narrative, and one preliminary budget page**. Also, include the CV of the PI (or a recent NSF Biosketch, if available). You do not need to submit CVs for Co-PIs. Submit your INOI to [osp@tamuc.edu](mailto:osp@tamuc.edu).

### NSF GUIDELINES

#### ***COVER PAGE***

1. Project Title
2. Type (Acquisition or Development)
3. Project Personnel: (PI, CoPIs, senior personnel, including name, title, department)
4. Estimated Total Project Budget

#### ***PROJECT SUMMARY (LIMIT 3 PAGES)***

1. Overview of Project: Brief description of primary research projects that will be enhanced by the equipment, including student involvement in each project and the sources of funding (current awards and planned proposal submissions) that support the research
2. Intellectual Merit
3. Broader Impacts
4. The extent to which the proposed project will make a substantial improvement in the organization's capabilities to conduct leading-edge research, to provide research experiences for undergraduate students using leading-edge capabilities, and to broaden the participation in science and engineering research (especially as lead PIs) by women, underrepresented minorities, persons with disabilities and/or early-career investigators.

5. Location: Proposed physical location of the instrument and any renovations/utilities needed.

### ***BUDGET PAGE***

1. Clearly show the amount requested for the acquisition of the relevant equipment.
2. Maintenance and operations costs may not be requested from the NSF. Please clearly state your estimate for ongoing maintenance and operations of the requested equipment, and provide the account number from which your department head or Dean says such costs could be paid.

## **NIH GUIDELINES**

### ***COVER PAGE***

1. Project Title
2. Type (Acquisition or Development)
3. Project Personnel: (PI, CoPIs, senior personnel, including name, title, department)
4. Estimated Total Project Budget

### ***PROJECT SUMMARY (LIMIT 3 PAGES)***

1. Project Summary/Abstract
2. Specific Aims
3. Research Strategy/Research Education Program PlanThe extent to which the proposed project will make a substantial improvement in the organization's capabilities to conduct leading-edge research, to provide research experiences for undergraduate students using leading-edge capabilities, and to broaden the participation in science and engineering research (especially as lead PIs) by women, underrepresented minorities, persons with disabilities and/or early-career investigators.
4. Location: Proposed physical location of the instrument and any renovations/utilities needed
5. Budget: Clearly showing the amount requested. **Any ongoing maintenance and operating expenses must be addressed.**

## **USDA GUIDELINES**

### ***COVER PAGE***

1. Project Title
2. Type (Acquisition or Development)
3. Project Personnel: (PI, CoPIs, senior personnel, including name, title, department)
4. Estimated Total Project Budget

### ***ABSTRACT (LIMIT 3 PAGES)***

1. Project Description / Overview following RFP criteria

2. The extent to which the proposed project will make a substantial improvement in the organization's capabilities to conduct leading-edge research, to provide research experiences for undergraduate students using leading-edge capabilities, and to broaden the participation in science and engineering research (especially as lead PIs) by women, underrepresented minorities, persons with disabilities and/or early-career investigators.
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## ALL OTHERS

### *COVER PAGE*

1. Project Title
2. Type (Acquisition or Development)
3. Project Personnel: (PI, CoPIs, senior personnel, including name, title, department)
4. Estimated Total Project Budget

### *PROJECT SUMMARY (LIMIT 3 PAGES)*

1. Overview of Project: Brief description of primary research projects that will be enhanced by the equipment, including student involvement in each project and the sources of funding (current awards and planned proposal submissions) that support the research
2. The extent to which the proposed project will make a substantial improvement in the organization's capabilities to conduct leading-edge research, to provide research experiences for undergraduate students using leading-edge capabilities, and to broaden the participation in science and engineering research (especially as lead PIs) by women, underrepresented minorities, persons with disabilities and/or early-career investigators.
3. Location: Proposed physical location of the instrument and any renovations/utilities needed
4. Budget: Clearly showing the amount requested. **Any ongoing maintenance and operating expenses must be addressed.**

If you have any questions, please don't hesitate to contact OSP. [Kaylee Kinnaird](#) and/or [Donna Russell](#) can assist you with your budgets and you are encouraged to contact them for that assistance.

The Deans of INOI-submitting colleges and the Vice President for Research and Economic Development will meet soon after the INOI deadline to decide which requests will be invited to develop full proposals. All who submit an INOI will be notified of the decision after the meeting.