

**Alvarez College of Business
University of Texas at San Antonio (UTSA)
Faculty Research Excellence Fund Policy**

Purpose and Value Proposition

What do leading research colleges of business do? They consistently produce research of the highest caliber. To be responsive to changing research expectations and demands, and to equip faculty to produce cutting-edge research, the Dean is making available a discretionary research excellence fund for faculty.

The fund provides resources that are typically not covered by (or significantly exceed) annual research budgets, initial start-up funds, endowments, professorships or fellowships (individually, or collectively). Faculty, or teams of faculty, submitting a proposal must clearly outline the purpose of the initiative and how it is expected to lead to significantly improved research outcomes. The dollar amount requested should be commensurate with the expected impact of the investment, measured by the likelihood of improved outcome (e.g., publication in elite journals), number of faculty/projects benefiting from the initiative, time horizon to achieve the outcome (e.g., single vs. multi-year commitment, life-span of equipment acquired), among others.

Expenditures and Activities Covered by the Fund

Anticipating all possible uses is impractical. Examples of support provided by the fund include, but are not limited to, the following:

- a) Acquiring cutting edge, specialized technology (hardware or software).
- b) Acquiring specialized datasets that the library or the college do not subscribe to, and that would exceed the annual research budget of the faculty (or team of faculty members).
- c) Hiring a relatively large number of subjects or research assistants for quick data collection efforts over a specific period of time (e.g., one semester).

The funds cannot be used for travel, faculty/staff salary, teaching-related initiatives, or course buyouts. These grants are available to ACOB faculty only.¹

Submission Procedures

The faculty member's department chair should validate the proposal prior to submission (i.e., the proposal must contain a brief cover letter from the chair articulating the merits of the request). If a proposal is submitted by a team of faculty members from different departments, a

¹ Proposals related to projects that are already receiving funding (internal or external) will be considered, subject to the quality of the proposal, justification of why additional funds are needed, and availability of funds.

joint statement from the relevant chairs is needed. Preference will be given to proposals that can demonstrate that the funds will benefit multiple projects, multiple faculty members and/or PhD/ Pre-PhD students.

Proposals should be sent to Juan Manuel Sanchez (juan.manuel.sanchez@utsa.edu), Elizabeth Sandoval (elizabeth.sandoval@utsa.edu), and the sponsoring department chair. Decisions on funding the proposals will be made, on a rolling basis, based on the recommendation by a committee comprised of all department chairs and relevant associate deans. The Dean retains the right not to follow the committee's recommendations.

Proposals should include the following:

- 1) Name and assessment of the department chair(s).
- 2) Name of the Faculty (faculty members).
- 3) Title (or purpose) of the proposal.
- 4) An executive summary (max 2 pages) of the proposal.
 - a. Clearly articulate how this investment will lead to improved research outcomes.
- 5) Requested dollar amount.
 - a. If the proposal is already receiving partial funding from internal or external sources, an explanation of how this grant will complement the current level of funding is required.
- 6) Details for the use of funds as well as anticipated dates for the use of funds.
 - a. Should the use of funds cross semesters (e.g., a portion of the expenditures will take place in the fall semester and another portion in the spring semester) or fiscal years, it is important this is clearly delineated.
 - b. Clearly specify the horizon of the investment and whether the commitment requires multi-year commitments (e.g., a database provider may require a minimum of, say 2 years, of subscription).
- 7) Other pertinent information that may be useful for the proposal evaluation.

Criteria for Awarding Grants

- 1) Merit and expected improvement in research outcomes. As stated above, to aid the committee, the faculty must have the department chair provide assessment of the quality of the initiative. The assessment must be clearly labeled in the proposal.
- 2) Rank of the faculty member, with preference to junior faculty, or teams that include junior faculty members.
- 3) Dollar amount requested.
- 4) Previous requests/awards received, and the degree to which those were successful.
 - a. Duplicate (verbatim) requests (whether funded or not) are not allowed. If a proposal is rejected, a faculty member may make significant changes/improvements and resubmit for consideration, but a resubmission does not guarantee an award.
- 5) Availability of funds.

Reporting Responsibilities

Faculty who receive a grant will be required to provide a report to committee a year after proposal was approved with the following information:

- 1) Detailed accounting on the use of the funds (date, payee, amount,). Within reasonable constraints under the faculty's control, funds need to be spent during the period specified in the proposal.
- 2) A statement describing whether the faculty member was (was not) able to accomplish the goal/outcomes stated in the funding request. If the effort is ongoing, that should be clearly articulated.

Final General Points

General questions about the suitability of a proposal or questions about the policy should be directed to Juan Manuel Sanchez (juan.manuel.sanchez@utsa.edu), with a copy to Elizabeth Sandoval (elizabeth.sandoval@utsa.edu). This policy is subject to change, resource availability and dean's discretion over college's priorities.