

Scholarship Catalyst Program (SCP)

Internal Grant Competition Frequently Asked Questions

1. Does my CV have to be included as part of the application?

No. Please follow the biosketch instructions available at <http://www.depts.ttu.edu/vpr/award-ops/SCP/downloads/SCP-Biosketch-Instructions.pdf>.

2. May I submit my biosketch and application text as two separate documents?

No. Please submit these as a single document and as a pdf. There should be one pdf file and one excel file submitted.

3. Level One awards are only for people who have NOT submitted anything for 2 years?

Correct. Level one awards are geared toward faculty in fields with few opportunities for external funding, and also to support researchers who have little or no startup funds. These funds are intended as a type of “seed funding” (for example, opportunity to collect pilot data). Level One awards should not be misconstrued as support for faculty who do not try to get external funding. To the contrary, the primary purpose of the SCP is to promote and encourage future proposal submissions, as well as to bolster the funding rate and scholarly activity at Texas Tech.

4. Where can I find information on the reviewers for this grant competition?

All reviewers that are participating in this activity will be listed on the OVPR web site, once finalized.

5. May I pay undergraduate students on the grant?

Yes. Undergraduate or graduate student salaries may be included, however, please work with your college or department business manager to determine actual costs (fringe, etc.).

6. Is there an alternate site where I can submit my application?

No. All proposals and correspondence should be submitted to proposals.vpr@ttu.edu. Any proposal not meeting the requirements may be disqualified. A final “Acknowledgement of Receipt” for each complete proposal will be sent after the submission deadline.

7. Are course buyouts or salary requests permitted?

No. Course buyouts, summer salaries, etc. will not be considered in the FY2015 SCP program

8. May Visiting Assistant Professors participate in this competition?

Yes, but only as co-investigators, viz., in collaboration with tenured or tenure-track faculty.

9. How many pages should be sent in for the proposal?

A level 1 proposal should be a 5 page PDF and a 1 page Excel document.

(Cover Page-1 page, Narrative-1 page, Budget Justification-1 page, Biosketch-2 pages, Excel Research support-1 file)

Level 2 proposals will be allowed 1 additional pdf page for the critique response and the “UNEDITED critique” will not have a page limit. Please send only the critique and no portion of the original proposal submitted.

10. To whom should I direct questions?

Please contact Dustin Delano in the Office of the Vice President for Research at dustin.m.delano@ttu.edu or submit inquiries to proposals.vpr@ttu.edu.

11. Is the deadline 5 PM Monday, September 15, 2014 absolute?

Yes. This is necessary to ensure timely processing of the applications.

12. When will the decision on proposal review become available?

Planned announcement and funding distribution will begin mid to Late October, with the intent of funds availability on November 1, 2014.

13. If awarded, when and how will I get the funding?

A budget transfer will be processed transferring the funds into a departmental FOP under your signature authority.

Each awardee (Lead PI) and respective business manager will be emailed details on creating a FOP and approving the budget transfer. The Lead PI and business manager should expend these funds as described in the proposal budget and in accordance with University Guidelines prior to Aug. 31, 2015. With the deliverables report due on or before September 30, 2015.

15. What is this “Deliverables Report”?

The deliverables report is something that the OVPR has required on all internal grant opportunities (FY12-Present).

After completion of the proposal/funding expenditures/etc., the lead PI will be responsible for submitting a report (1-page minimum) detailing the results. The SCP reports, specifically, should include details on which grant application(s) were/will be submitted with detail for verification through the Office or Research Services. Each report should also

include a summary of progress and advances made toward the applicant's(s') creative works and research/scholarly-related activities.