

Hispanic Serving Institution (HSI) Faculty Seed Grants

REQUEST FOR PROPOSALS

SUBMISSION DEADLINE: Friday, April 14, 2023; 5pm

DETAILS:

Administrator(s): Faculty Affairs & HSI Initiatives
Category: RESEARCH: INNOVATION & IMPACT INTERNAL
FUNDING PROGRAM
Award Cycle: 2023-2024
**Number of Applications
Allowed per Applicant:** 1

DESCRIPTION:

Research, Innovation and Impact (RII) and the Office of the Provost are excited to announce the 2023 RFP for the Hispanic Serving Institution (HSI) Faculty Seed Grant Program. The goal of the fund is to support scholarly research and creative work among faculty which enriches the UArizona's designation as an Hispanic Serving Institution (HSI), advances scholarship that directly impacts QT BIPOC (Queer, Trans, Black, Indigenous, and People of Color) populations, and fulfills UArizona's Purpose and Values.

Applications from single investigators for up to \$15,000 are welcomed. Multidisciplinary applications from two or more eligible investigators representing different departments and disciplines may request up to \$25,000. A total of \$200,000 is committed to funding for AY 2023-2024.

Eligibility

The HSI Seed Grant Program is open to all faculty including tenure eligible / tenured, continuing-eligible / continuing status, and/or career track faculty across all disciplines and ranks. Early career scholars will be prioritized. Proposals will also prioritize existing partnerships or collaborations with other Minority Serving Institutions (MSIs), including Hispanic Serving Institutions (HSIs), Historically Black Colleges and Universities (HBCUs), Tribal Colleges and Universities (TCUs), and Asian American and Native American Pacific Islander Serving Institutions (AANAPISIs). Proposals are reviewed on their commitment to advance scholarly research and creative work impacting QT BIPOC populations, and merit. The selection process is guided by a commitment to a shared governance faculty peer review process. The faculty review committee will be selected based on their own scholarship or creative work dedicated to racial justice.

Use of the Funds

UA-related research expenditures are allowed for use of funds. Awards may not be used to replace current sources of support for personnel. No funds may be used for salaries for personnel from other institutions.

When there is a collaborating institution or organization (e.g. another MSI or community organization), the proposal must indicate, through letters of support (i.e., institutional commitment), a summary of the commitments that the collaborating institution or organization is making toward the proposed effort. Consultants may be used in very limited, exceptional, and well-justified cases.

The following provides a list of generally allowable costs:

- Short-term hourly student wages and associated ERE
- Research technical staff, including graduate students, and associated ERE and tuition and fees (when applicable)
- Extremely well-justified release for faculty with a greater than 2:2 teaching load OR faculty pursuing large/complex research efforts (this requires a letter of support from your department head and should be used judiciously)
- Honoraria or participant stipends
- Meeting costs, e.g., room rentals, meals/breaks, etc.
- Supplies, including research supplies and/or items such as musical scores and art supplies
- UA RII Core Facility use (include an iLabs quote for use of the Core, if applicable)
- Domestic travel (international travel funding is only available in very well justified cases or as part of the International Research Grant Program or projects related to Borderlands research)
- Specialized equipment (capital and other) pertaining specifically to the project
- Proposal support limited to graphic design, speaking coaches (for site visits), and technical editing and reference formatting

Funds must be spent during the following time frame: August 1, 2023 – July 31, 2024.

Questions can be directed to Dr. Judy Marquez Kiyama, Associate Vice Provost for Faculty Development at jkiyama@email.arizona.edu.

Timeline:

April 14, 2023	Proposals due by 5pm
June 1, 2023	Decisions Communicated
August 1, 2023	Funds available for expenditure

Proposal Format

Proposal narratives **must not exceed** 6 pages (double-spaced, 11-point font (smallest), 1inch margins). Proposals that include narratives longer than 6 pages will not be evaluated. All documents must have 1” margins, and no smaller than 11 pt. font. The following are acceptable fonts: Arial, Times New Roman, Calibri, or Tahoma. Reduced font sizes in figures and legends are acceptable although font sizes should be legible. Reducing margins or font size will result in administrative return without review. All documents, except the budget sheet, must be saved and uploaded as PDF files. The budget sheet should be uploaded as an editable Excel document.

Full Proposal

Proposals require the following: Cover Sheet, Proposal Narrative, and Required Supplemental Documents.

Full Proposal Sections (including step-by-step upload into the submission system):

- a) **Cover Sheet:** The following information will be copied into text boxes within the system. Special characters are discouraged.
 - i) *Principal Investigator:* Name, UA NetID, Department, College, Rank, Contact Information, ORCID ID (N/A if not applicable)
 - ii) *Co-Investigators (up to four Co-Is may be listed):* Name, UA NetID, Department, College, Rank, Contact Information, ORCID ID (N/A if not applicable)
 - iii) *Proposal Summary:* Include a 200-word summary of your proposal. A self-contained description of the proposed work and outcomes that would result if funded. Include the significance and potential impacts of the proposed work. This should be understandable to a scientifically or technically literate lay reader.
 - iv) *Keywords/Key phrases:* Include up to five keywords or key phrases.
- b) **Proposal Narrative:** The proposal narrative is limited to six pages (not including cover sheet and supplemental documents). The narrative should include the following sections:
 - i) Brief description of the specific aims or objectives
 - ii) Significance, expected outcomes, and description of how such outcomes will enriches the UA's designation as an HSI, and advances scholarly research that directly impacts Latinx/a/o and QT BIPOC (Black, Indigenous, and People of Color) students and communities. If the proposal includes partnership with another MSI, include a description of the partnership or collaboration.
 - iii) Methods and description of how the work will be carried out.
 - iv) Brief description as to why the PI and/or team is uniquely positioned to be competitive and how the grant will increase competitiveness
- c) **Required Supplemental Documents**
 - i) References cited (no more than one-page) using the discipline-specific reference standard, i.e. the reference style you would use when submitting a journal article in your field
 - ii) PI's CV – 2 pages max
 - iii) Budget using the budget template provided in the submission software
 - iv) Budget Justification (no more than one-page) providing details from the budget
 - v) Current & Pending Support: provide your current and pending sources of support, both internal (e.g., previous seed funding) and external.
 - vi) Budget Approval Form from the appropriate research administrator, business manager, or designated individual who can approve and submit budgets on behalf of your unit
- d) **Supplemental Documents, if Applicable**
 - (1) Letters of Collaboration (from unfunded research collaborators) or Support
 - (a) Dean's, Department Head, or Director's letters are only required if there is some form of institutional commitment associated with the proposal.
 - (b) If there is a collaborating institution or community organization, a letter of support indicating the institutional commitment of the collaborating institution or organization must be provided. That is, collaborating institutions must provide support for their faculty, this letter should document that support (see Budget Preparation section for additional information on allowable costs)
 - (2) If you have an existing protocol, upload a PDF of your current approval letter only (not the full protocol) related to human subjects or animal research. Any items proposed in the grant

that do not fall under the approval will be submitted as an amendment upon award recommendation. Note that all funded proposals are expected to comply with applicable institutional research policies, including but not limited to, human subjects, animal research, conflict of interest, HIPAA, export control, and laboratory safety.

Proposal Review

Proposers should allow up to six weeks for proposal processing and review. Submitted proposals will first undergo a compliance check that includes: confirmation of all required documents, page-limit and formatting compliance, and confirmation that the budget is allowable and within the amount specified for the solicitation. Once the proposal is reviewed as compliant it enters merit review. At this stage, applicants will only be notified if their proposal will be returned without review.

Review is conducted by UA faculty and qualified staff. PIs should write proposals that are jargon-free and understandable to an interdisciplinary audience. The following criteria will be considered:

- Overall Impact & Significance: Evidence of the project to address the UA's designation as an HSI and advance scholarly research that directly impacts QT BIPOC (Black, Indigenous, and People of Color) students and communities,
- Budget: Fit and reasonableness of the budget to the scope.
- Investigator/Research Team: Qualifications and expertise of the investigator or research team to conduct the proposed research, creative, or scholarly activity.
- Faculty status: early-career faculty will be prioritized.
- Existing partnerships or collaborations with other Minority Serving Institutions (MSIs) will be prioritized.

Award

The PIs of all proposals, whether awarded or declined, will receive a notification. Award notification will be sent to PIs, heads/directors, deans, and business offices. Reviewer comments will be sent only to the PI (or designated proxy in the system). Upon award, the PI must comply with all applicable institutional research policies, including but not limited to, those related to research with human subjects, animal research, conflict of interest, HIPAA, export control, and laboratory safety.

Final Report

Failure to meet the Award or Reporting expectations described here results in ineligibility for receipt of subsequent funding from RII.

Final reports are due within one month of the award's end date. PIs must submit final reports via Arizona Cultivate. Final reports are submitted via textbox, and therefore, special characters are discouraged. If you require the use of special characters, please contact us. Reporting requirements include the following:

- Start & End Dates of Funding
- Project Title
- Outcomes & Impact: 750 words. A statement on the research findings, creative or scholarly activity completed and the impact of the work in enriching UArizona's HSI designation and/or QT BIPOC students and communities.

- Partnerships & Collaborations Developed: 500 words. Describe and identify the new partnerships that have been developed due to this funding. These may include new research/scholarly partnerships, institutional collaborations, etc.
- Changes or Problems: 500 words. Describe any changes to your initial plan, including any problems that you encountered, and how you addressed these issues.
- Products or Publications (Completed or In Progress): 1000 words. Products include journals or juried conference papers, books, book chapters, other conference presentations/papers, other publications, technologies or techniques, patents, inventions, licenses, websites, other products.

The report will be shared with Dr. Judy Marquez Kiyama, Associate Vice Provost for Faculty Development. Faculty receiving awards will also be featured in the monthly [HSI Centering Servingness webinar series](#).

Applicant Acknowledgment Statement (Required for Submission)

In submitting my application for a Hispanic Serving Institution (HSI) Faculty Seed Grant, I acknowledge the following:

- I have read the most recent version of the Proposal Preparation Guide, and utilized the required templates provided in the Supporting Documents section,
- I have shared a copy of this proposal and budget with my Business Officer (or pre-award administrator, or similar) for their approval and their records,
- I have confirmed with each collaborator listed their participation.

Contact Dr. Judy Marquez Kiyama with questions.