Spring 2021 College of Education and Human Development Research FAQ

New Policies and Incentives

1. **Spring:** All COEHD Departments will use the HEBA RSC, as there are now only two RSCs (HEBA/ours and Science/Engineering), and the Downtown RSC space serves as a satellite for the HEBA and Science/Engineering RSCs. New HEBA RSC Director, Michael Wood, starts 4/28; Jesse Hernandez has been promoted to Asst. Director of HEBA RSC. Notify the HEBA RSC of your intent to submit a proposal as early as possible, no later than a week before proposal due date to funder, using this webform in the Research Dashboard.
2. **Spring**: All proposals using grant funds to buy out faculty time from their 9-month contract (for course buyout or research time buyout) need to upload a Buyout Worksheet into CAYUSE 5 days before funder due date. For course buyouts, both the Department Chair and Investigator must sign the form.
3. **Spring:** Newly piloted Runner Research Press provides an online depository for faculty scholarly contributions https://lib.utsa.edu/services/runner-research-press (more info coming). Emily Johnson is the contact. Here is the RRP intake form and a RPP guide.
4. **Spring**: REDKE encouraging all faculty to establish an ORCHID account to increase accuracy of scholarly citations in WebofScience and Scopus, which count toward NRUF.
5. **Spring**: Effective Jan. 1, 2021, Conflict of Interest training is required annually, and evidence of completion and declarations of Conflict of Interest and Conflict of Commitment must accompany all outgoing requests for proposals for funding. LINK
6. In Fall, the RSC stated it would now require approval from the PI's Department Chair and Associate Dean for Research for submissions not meeting the 5-2 rule (i.e., proposal materials are due to RSC 5 days before submission date; 2-day min. routing for approvals).
7. College of Education and Human Development incentivizes faculty meeting the 5-2 rule consistently and maintaining updated account reconciliations by returning to PIs a percentage of recovered salary funds from course buyouts and research buyouts.
8. Improved academic analytics (e.g., updates in digital measures go directly into AA)
9. Expanded research dashboard (key examples include the PI portal with F&A tracker)
10. New intake form (no longer using WuFoo): link within https://comal.it.utsa.edu/osp is here
11. IRB (Human Subjects Compliance) is now online
12. Research Service Centers assigned to each College: HEBA Research Service Center (RSC) serves COEHD Departments, Centers and Institutes. No longer do downtown Departments use the "Downtown RSC"
13. All post-award services are provided by a new Office of Post Award Administration (OPAA) in the Division of Research Finance and Operations.
14. Variety of trainings available, including the use of a host of Adobe applications

FAQs about Proposal Development and Submission

Q: Where can I find out about current RFPs (Request for Proposals)?
A: COEHD Research Newsletter (emailed from Iwan Notowidigdo bi-weekly); in CAYUSE opportunities list, the REDKE site, and postings at COEHD Research (Wix) site here. Also see

Academic Analytics (Discovery Site or Faculty Insight Site) for funding opportunities in your research area (based on your prior publications, presentations, grants, etc.).

Q: What help is available from COEHD for developing a proposal?
A: The Senior Grants Development Coordinator can help with proposal development, RSC helps with budget development and manages the upload to Cayuse (and the grant application site) as well as routing the proposal for sign-offs by UTSA leadership.

Q: Who in the RSC manages pre-award support (e.g., budget assistance and proposal preparation for submission) RSC?

Who does what in the RSC?

(THESE LINKS ARE OUTDATED AND NEED TO BE UPDATED AS OF 4/12/21 (the REDKE link below should be updated by end of April, and the the COEHD Research Handbook also will be updated), following the hiring of 6 new staff in RSC/Pre-award and Post-Award offices. http://research.utsa.edu/whotocontact

A: All COEHD faculty now use the HEBA, contact either Kristee Phelps (Kristee Phelps, ***Research Pre-Award Administrator II,*** Kristee.Phelps@utsa.edu) or Jesse Hernandez (Assistant Director) in the HEBA RSC.

Q: Who can I talk to if I have an idea for a study, but no funder identified?
A: The Senior Grants Development Coordinator can help to provide a grant opportunity search or you can conduct a search yourself through Pivot at https://research.utsa.edu/research-funding/opportunities/pivotguide/

Q: How do I let the college know I am ready to move forward in developing a proposal?
A: An Intake form must be filed. Go to the UTSA Research Dashboard and complete an intake form https://comal.it.utsa.edu/osp/pages/intake_form.php

Q: Do I follow the same process for external and internal (GREAT, INTRA, T2) awards?
A: Applications for internal seed grants are here http://research.utsa.edu/research-funding/opportunities/internal-seed-grant-programs/ Proposals must be routed and prepared in Cayuse.

Q: What is the difference between a research buyout and a course buyout in a grant proposal?
A: A Course Buyout on a grant is the allocation of 10% of ones 9-month salary to one's grant, rather than the University (per course "bought out"), whereas a Research Buyout is when a grant covers some portion of the faculty member's research time (up to maximum specified by workload). Course buyouts allow recovery of "state instructional funds" whereas research buyouts recover "state research funds". The College now distributes a portion of these recovered funds to the faculty member, her department, the College and eligible Organized Research Units (ORUs), like ATE, CAPRI, and the Urban Education Institute for each entity to use to support research activities beyond the grant that funded the buyouts.

FAQs about Grant Management

Q: Who manages grants post-award? What do the RSC's do in terms of post-award, and who do I contact?

Who does what in the RSC?
http://research.utsa.edu/whotocontact

A: Justin Marmolejo is the COEHD point-of-contact. He is the Senior Research Award Coordinator in the Office of Post Award Administration (OPAA) in the Division of Research Finance and Operations. The post award phase includes supporting grant implementation, monitoring expenses (the "burn rate"), reporting progress, billing, and completing the closeout process.

Q: How do I participate in the salary recovery distribution pilot program?

A: First, submit the completed/signed Buyout Worksheet with your proposal (all before 5-2 deadlines), indicating the inclusion of a course or research buyout in a grant budget (Course Buyouts require Chair signature);

Second, complete the course buyout notification form at the BSC website at the start of the semester or year the buyout is to be taken (click BSC forms after using DUO authentication to log into through a secure VPN connection);

Third, ensure eligibility by maintaining timely reconciliations of grant, F&A, & startup-(3105) accounts and adhere to university 5-2 guidelines when submitting proposals.

Q: What is F&A? How do you get it and what can you use it for?
A: F&A, or Facilities and Administration (also referred to as "indirect costs") on a grant reflect an added charge to grants to cover overhead, namely costs for essential space, services, and administrative activities that are difficult to place a specific "direct cost" on, such as office space, electricity, and accounting efforts that take place outside the college. There is a rate that is negotiated for federal agency grants (typically 50% or 26% for grants where actual research and service activities occur off-campus). This charge is separate from the direct costs (everything in your budget narrative, which includes salaries for administrative staff working only on a specific project, the % time of faculty working on a project, GRAs, supplies, etc.), and the indirect is applied as a % of the direct costs. So, a project with $100,000 in total direct costs, with an indirect rate of 50% will charge an additional $50,000 in indirect costs or F&A. The F&A is paid out or distributed the year after direct costs of the grant take place. Of the total F&A that is charged, 27% is distributed to the college, with 5% distributed among the faculty involved (according to their percent effort), 7% going to their department(s), 8% to their college, and 7% going either to the Organized Research Unit (Center or Institute) that runs the grant or otherwise to the college (go cover administrative costs, making the college total 15%). The rest is distributed to various administrative units of the university. The F&A funds that are generated go into faculty, department, college, and center/institute (ORU) F&A accounts. These must be used to support research activity, and are different from other funds in that the funds carry over from year to year as long as the accounts remain active (i.e., don't become dormant from lack of use).