**Autonomous University of the State of Mexico and**

**University of North Texas Health Science Center**

***Joint UAEM-UNTHSC Faculty Research Pilot Grant Program***

**Application for 2014-2015 Awards**

This program supports joint research projects that strengthen the close academic relationship between the two institutions and enhances the research training of graduate students.

Request for Proposals

UAEM and UNTHSC researchers are encouraged to submit joint proposals for scientific research, technological development, and/or creative projects that include the academic exchange of scholars and graduate students from both institutions. The term “home institution” will refer to the university at which a scholar is employed or at which a student is seeking a degree. The term “host institution” will refer to the university that a scholar or student is visiting. Faculty who received an award from this program in previous cycles are not eligible to apply.

Submission Process

The UNTHSC faculty member will submit this application in English to UNTHSC. Simultaneously, the UAEM collaborator will submit a proposal for the same joint project to UAEM in Spanish.

UAEM-UNTHSC Award Application Procedure:

Faculty wishing to apply for the UAEM-UNTHSC award must:

* Complete and sign the application form that follows, certifying that the described project will be undertaken.
* Obtain signatory approval of department/division chairperson and of the school/college dean.
* Ensure that your vita is up to date on the Faculty Profile System.
* Submit the signed application to Aurelio.Rodriguez@unthsc.edu **no later than 5 PM, on December 8**.

**Proposals must be submitted electronically in Adobe PDF format**. Send ONE file that includes a scanned copy of the signatures page to Aurelio.Rodriguez@unthsc.edu, Questions regarding proposal submissions may also be directed to the Research Funding Development Manager, Aurelio Rodriguez at Aurelio.Rodriguez@unthsc.edu.

**Guidelines**

Proposals must address the following guidelines:

1. The proposals can be in any field in which faculty at the two universities have complementary expertise.

2. Every project must have at least a principal investigator from UAEM and a principal investigator from UNTHSC.

3. Projects must be simultaneously submitted at both institutions, in Spanish at UAEM and in English at UNTHSC.

4. Proposals must include at least one graduate student (studying for a master’s or doctoral degree). Ideally the work on the project will be part of the graduate student’s thesis or dissertation work.

5. Proposed projects must include at least one two-week visit by one or more of the investigators (the PIs and/or the participating student(s)) from one university to the other university. The costs of this travel are to be included in the proposed budget. Generally, the cost of airfare should be covered by the budget portion associated with the home institution; lodging, food, and other expenses related to the visit should be covered by the budget portion associated with the host institution.

6. Proposals should address how the project will further the program of study of the involved students as well as further the collaboration between faculty and students at the two universities.

7. Application Procedures: UNTHSC applications must be submitted to Aurelio Rodriguez and must include the following:

• A description of the project (5 pages maximum, plus references).

• A justified budget.

• A signature page indicating approval from the relevant UNTHSC chair and dean.

8. The evaluation mechanisms for each proposal will be defined at each university.

9. **Deadline for applications at UNTHSC is 5 PM, Monday, December 8, 2014.**

10. The budget for each project should not exceed $25,000 USD requested from UAEM and $25,000 USD requested from UNTHSC. Thus, total collaborative budgets cannot exceed $50,000 USD. Budgets of approved projects may be adjusted at the time of award to allow the funding of a maximum number of high-quality proposals.

11. Notification of awards will be communicated to the applicants by March 2, 2015.

12. Principal investigators whose projects are approved will sign agreements before funding will be released.

**Application begins on next page**

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***Joint UAEM-UNTHSC Faculty Research Pilot Grant Program***

**2014-15 APPLICATION**

1. **Applicant:**

**UNTHSC PI** (one name only) EMPLID #

Department/Division

College/School

Email Phone #

**UAEM PI** (one name only)

Department/Division

College/School

Email Phone #

1. **Proposal Title:**
2. **Overview and Benefits** (5-pages Maximum, plus references)

 Briefly describe the project and the expected benefits of the project for UNT and UAEM

1. **Budget Summary** Give a brief description of the anticipated expenses

Eligible expenses include:

**Travel** (airfare, ground transportation, lodging, food, and incidentals) for faculty and/or student investigators’ project-related visits to the other university. $\_\_\_\_\_\_\_\_\_\_\_\_\_

Travel budget description (**brief** breakdown of how the requested funds would be expended):

**Project-related operations** costs to execute the project, such as: laboratory and office supplies to be directly utilized in the project; personnel (research assistant, etc.) live specimens; ground transportation for project completion; laboratory operations and maintenance; tools, minor equipment/materials for experimental tests; printed and electronic materials; information services; and specialized software.

 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project-related operations budget description (**brief** breakdown of how the requested funds would be expended):

**Note: The resources authorized for the Principal Investigator from one of the institutions are not transferable to the other institution.**

**All signatures required**

UAEM-UNTHSC JOINT AWARD APPLICATION—SIGNATURES

***Applicant:*** Your signature below attests to the accuracy of the information in this proposal and your certification that if the award is made, the described project will be undertaken, and that full-time UNT employment will continue for the academic year following the award.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of Applicant |  | Date |

***Chair:*** Your signature below attests to your support of the applicant’s request for a UAEM-UNT HSC Joint Award, and affirms that, UNT HSC employment for the applicant is expected to continue for the academic year following the award.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of Chairperson |  | Date |

***Dean:*** Your signature below attests to your support of the applicant’s request for a UAEM-UNT HSC Joint Award.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of Dean |  | Date |

***Update your vita on the Faculty profile system and submit application to Aurelio Rodriguez,*** ***Aurelio.Rodriguez@unthsc.edu*** ***no later than 5 PM, on December 8.***