Faculty/Graduate Student Research
International Grants Guidelines

Objective: This grant is to be used to support and encourage College of Business graduate student/faculty research relating to international issues. Faculty engaged in developing graduate/PhD student global business skills and knowledge are highly encouraged to apply for this research grant.

Who is Eligible to Apply:
- COB faculty members working in collaboration with a graduate/PhD student on research with an international and/or globalization content
- PhD students seeking support to present completed research at conferences

How to Apply: All proposals must be developed between participating faculty member and graduate/PhD student. Proposals should include the primary faculty name and contact information along with the experience and qualifications of each faculty member or members (Vitae, Citation, references, etc.) that will lead the proposed program or project. The graduate/PhD student’s name must be included along with a resume, contact information, and brief statement of interest relating to the proposed research. The completed proposal should be submitted to Dr. Hamid Beladi, Hamid.Beladi@utsa.edu and Annette Cox, annette.cox@utsa.edu for consideration by the International Grants Committee. In the event that a committee member submits a proposal for consideration, s/he must recuse him/herself from deliberation.

Proposal Requirements: Your final proposal must include the following details:

Note: proposals that do not meet all requirements will not be considered.

- A description of the research project and target participants; how the research project contributes to existing academic literature; and show specific inclusion of graduate students and the direct benefit to them. (i.e. working papers series, submission to a refereed academic journal.)
- An itemized budget and timeline. The budget must include a list of estimated expenses along with an explanation of how the budget requested is within a reasonable amount. The budget should delineate how expenses were reached, (i.e. references to websites, currency exchange rates, per diem rates, etc).
- International grants are awarded on a competitive basis and are limited to Tenure/Tenure Track faculty and Full time NTT faculty with research expectations who show:
  1. Evidence of ongoing quality research over the past three years.
2. Citations in academic journals, scholarly books, etc.
3. Results of previous International Grants (working paper series, publication in an academic journal, etc.) if applicable.

- In consideration for the approval of this grant, faculty should, in good faith, agree to remain at the UTSA, College of Business for at least one complete academic year to oversee the research project from start to finish.
- If for unforeseen reasons, a faculty member should leave the COB, reference to the university and college in publications derived from grant funded research is expected.
- Papers co-authored with students will list the student(s) as lead author(s).

Fee Requirements: Since these funds are generated by the global business skills fee there are restrictions on how the money is allowed to be spent. Research must include students who pay into the fee. It must develop student international business skills and contain international content/focus. Research may take place in an international or domestic location. This grant is not to be used for any of the following:
faculty salary; course release; individual graduate student study abroad; internships; faculty attendance to conferences; gifts of any kind; alcoholic beverages; software; hiring of research assistants; or travel outside the scope of the research.

Approval: A committee of representatives from each department will review the proposal to ensure all requirements have been met. If you are awarded a grant there must be a proposal and a copy of the award guidelines with the primary faculty’s signature, student signature and the chair of the committee, Dr. Beladi’s signature on file in the COBi office. Funds will not be expended for any program without signatures listed above.

Amount: There is currently a maximum award of $7,000. It is important to stay within your awarded amount; any excess money will be refunded back into the program to be available for other grants. There is a budget for this program and once the budget is exhausted there will not be any additional funds available until next fiscal year.

Disbursements: All disbursements will be administered by the COBi office accountant, Valerie Trevino, valerie.trevino@utsa.edu. COBi will keep a record of all expenses incurred for programs/projects. Lead faculty members will be required to submit all itemized receipts to COBi for reimbursement or make arrangements through the COBi office to pay for items/services directly. Any expenses that are made must be identified in your proposal. The COBi office will reference final proposal prior to processing any payments. If an expense is not in your proposal, reimbursement may not be possible. Miscellaneous items shall not exceed $200. The COBi office has discretion over per diem rates.
**Program Administration:** The primary applicant will be responsible for the program management. All paperwork, logistics, etc. is the responsibility of the award recipient. COBi staff will, however, be available to offer advice and provide referrals to useful campus departments.

**Reporting:** Once your program is completed a final report must be submitted to Dr. Beladi and the COBi office. This report should include accomplishments; use of funds; and the benefit to the students. This report is used for audit purposes for funds related to the student fee. You will also be required to submit a working paper based on the research from your funded grant proposal. Working papers should acknowledge support from the College of Business International Grant program.

Please submit all paperwork, applications, reports, working papers, etc. to Annette Cox, annette.cox@utsa.edu, BB 4.03.56 for consideration by the International Grants committee.

Applications are accepted throughout the year.