

PhD Student Research Grants Policy Call for Funding Proposals

The Alvarez College of Business at UTSA has authorized \$25,000.00 to fund PhD student research-related efforts for the 2021/2022 academic year. The funds will be allocated over the September 1 - August 31st, 2022 period.

PhD students submitting a proposal must have at least one faculty member sponsoring and validating the proposal. Preference will be given to proposals that can demonstrate that the funds will benefit multiple PhD students (or projects) and at least one sponsoring faculty.

Proposals should be sent to Harrison Liu (harrison.liu@utsa.edu), Caron Kiley (caron.kiley@utsa.edu), Juan Manuel Sanchez (juan.manuel.sanchez@utsa.edu), PhD program advisor in the relevant area, and sponsoring faculty member, at least two (2) weeks in advance and be in compliance with university policy regarding research. Decisions on funding the proposals will be made by the PhD Program Committee (Richard Gretz, Onur Bayar, Raymond Choo, Dina Krasikova, Harrison Liu, Ram Tripathi) with input from relevant department chairs and deans.

Research-related expenditures covered by this call for proposals, include, but are not limited to, database purchases, data collection expenditures, computer hardware and software purchases, and travel expenses strictly related to paper presentations in major (top) conferences and/or research-related activities (e.g., data collection for dissertations).^{1, 2} The funds cannot be used for salary. These grants are available to College of Business PhD students only.³

Proposals should include the following:

- 1) Name of the PhD student(s).
- 2) Name and assessment of the faculty advisor / co-author / sponsor on the project.
 - a. If a database purchase is requested, the amount of funds the faculty is willing to commit from their own research budget.
- 3) Title (or purpose) of the proposal and/or research project.
- 4) A two-page summary of the research project.
- 5) Current stage of the project (e.g., under development, data collection, completed working paper, under review at a conference or journal, etc.).
- 6) Requested dollar amount of grant.
 - a. If the proposal is already receiving partial funding from internal or external sources, an explanation of how this grant will complement the current level of funding is required.
- 7) Details for the use of funds (and anticipated dates for the use of funds).
- 8) If requesting funds for travel, the proposal needs to contain evidence that the student has submitted an application for a professional development grant from the graduate school.⁴

¹ Database purchases will need to be coordinated with the office of the Associate Dean of Faculty and Research, and in some cases, it may require collaboration with the Dean of Libraries at UTSA. Research proposals including database purchases will receive greater consideration if the proposal clearly makes the case that multiple students and faculty (and projects) will benefit from the data contained in the database.

² Students requesting funds for travel must comply with travel regulations as outlined in the student travel policy <https://catalog.utsa.edu/policies/administrativepoliciesandprocedures/studenttravelpolicy/>. International travel may be restricted as outlined in the international policy <https://global.utsa.edu/international-travel/index.html>. Additional questions about international travel can be directed to the Global Initiatives Office at global@utsa.edu to ensure that their request for travel funds is consistent with the policies outlined in the links above.

³ Proposals related to projects that are already receiving funding (internal or external) will be considered, subject to the quality of the proposal and availability of funds.

⁴ Details and application materials related to professional development grants is located at <https://graduateschool.utsa.edu/tuition-funding/graduate-school-professional-development-awards/index.html>

- 9) Other pertinent information that may be useful to the PhD committee as it evaluates the proposal.

Criteria for awarding grants:

- 1) Quality and merits of the research project and likelihood of a good outcome (e.g., presentation in a high quality conference, publication in a top-tier journal). As stated above, to aid the committee, the student must have a faculty member be the sponsor (co-author) provide assessment of the quality of the project. The assessment must be clearly labeled in the proposal.
- 2) PhD student's year and stage in the program.
- 3) Dollar amount of the grant.
- 4) What the funds will be used for and whether multiple research projects can benefit from the expenditure of the funds.

Students who receive a grant will be required to provide a report to the PhD Committee by August 31st 2022 with the following information:

- 1) Details on the actual use of the funds (date, payee, amount,). Note that funds need to be spent during the period of this award (e.g., September 1 - Aug 15).
- 2) A statement describing whether you were able to accomplish the goal stated in the funding request. For example, if the funds were to be used to collect a certain amount of data, was that data collected? If not, why not?

Students must submit a final reconciliation using the PhD Excellence Fund template for research. All receipts must be provided with the reconciliation. Documents must be provided upon expenditure to Caron Kiley for review. Once documents are approved student will be reimbursed accordingly not to exceed the total authorized. The PhD Excellence Fund will not reimburse any expenses made without the approved proposal. Proposals submitted must comply with policy guidelines or they will be denied. Participate Advance for Grants is used to request a cash advance to pay research subjects or other participants in an approved (sponsored) project, i.e., MTurk. For further information on Participate Advance please refer to the COB Preferred Participant Advance Method.

It is currently anticipated that the college will allocate a similar amount of funds for a similar program in the 2022/23 academic year.