

Texas A&M University-CONACYT Research Grant Program
REQUEST FOR PROPOSALS (RFP)
Release Date: September 14, 2017

Deadlines

Letter of Intent (Required): October 23, 2017, 6:00 p.m. (CST)

Full Proposal: Friday, January 12, 2018, 6:00 p.m. (CST)

Introduction

Texas A&M University and the Consejo Nacional de Ciencia y Tecnología (CONACYT) are pleased to announce a program that encourages research collaborations between faculty at Texas A&M University and faculty at higher education institutions in Mexico or CONACYT research centers. The program aims to facilitate faculty-to-faculty collaboration and to further research ties yielding preliminary results that will enable joint applications to various extramural funding programs.

Types of Awards

Principal investigators (PIs) may apply for a ***Type I Award*** providing up to \$24,000 in joint funding or a ***Type II Award*** providing up to \$50,000 in joint funding. PIs may not submit proposals to both award programs.

Type I Awards are intended to support new or existing research collaborations with projects that advance scientific knowledge and will lay the basis for proposals to external funding agencies by either or both PIs. Up to 10 Type I awards will be made under current funding plans.

Type II Awards are intended to support projects built on established research relationships. It is anticipated that this award will lead to submission of a competitive proposal to an external funding agency, along with high-impact publications in leading professional journals or books. Up to three Type II awards will be made under current funding plans.

Eligibility

One principal investigator is required from Texas A&M and the other from a higher education institution or research center in Mexico. The Principal Investigator (PI) from the United States must be designated as PI eligible at Texas A&M. The PI from Mexico must be a full-time faculty member from any institution of higher education or a research center in Mexico that is registered in El Registro Nacional de Instituciones y Empresas Científicas y Tecnológicas (RENIECYT).

Each PI is limited to one submission per year. PIs are not eligible to receive an award for two consecutive years.

Calendar

- Release of RFP: September 14, 2017
- CONACYT Writer's Workshop: September 14, 2017, 2:00-3:00 p.m., 3147 ILSB
- Letters of Intent (LOIs) due via email (conacyt@tamu.edu): October 23, 2017
- Invitation to submit full proposal: After November 1, 2017
- Full proposals due in eProposal system: January 12, 2018, 6:00 p.m.
- Notifications of Awards: After May 2018
- **Tentative** Award Period: September 1, 2018-August 31, 2019
- **Tentative** transfer of funds: September 2018 (*all compliance documents must be in place for funding to occur*)

Terms of the Award

This program is open to all areas of research that are mutually supported by CONACYT and Texas A&M. The award must involve a joint research project directed by two principal investigators – one from Texas A&M University and one from a higher education institution or research center in Mexico.

The research award is for a period of one year tentatively beginning September 1, 2018. *PIs may request a six-month extension with satisfactory progress on the project.

Upon completion of the 12-month project, the principal investigators are required to file a report on the progress of the research project. In addition, 36 months after the receipt of the award, PIs must file a final report that summarizes the status of the project and presents evidence seeking additional funding to continue the research project.

Letter of Intent Instructions

To be eligible to submit a full proposal, a letter of intent (LOI) is required (in English). Only one LOI is required, and it may be signed by only one PI. The LOI must include the following:

- **Type of Award** – Indicate whether the proposal will be for a **Type I Award** or a **Type II Award**
- **Title** – Proposed title of project
- **Statement of Work** – Maximum ½ page
- **PI Information** – Detailed contact information for the lead PIs, including:
 - Names of the Texas A&M and Mexican principal investigators
 - PI titles and positions, including full name of the higher education institution or research center in Mexico, and the RENIECYT registration number of the Mexican institution
 - Contact Information for PIs (including institution name, address and email)
 - Names of other investigators and institutions

The letter of intent must be submitted via email to conacyt@tamu.edu no later than 6:00 p.m. Central Standard Time on October 23, 2017.

Online Submission Process

All proposals must be submitted in English using the online application system at: <https://eproposal.tamu.edu>. This site is password protected. Once logged in, PIs should select which type of application is being submitted: *CONACYT – Type I Award* or *CONACYT – Type II Award*.

PIs from Texas A&M may use their NetID to access the system. PIs from Mexico will be given instructions on how to create a login ID and password once a letter of intent is submitted and accepted, and must set up an account in the online system. PIs from Mexico who have previously submitted a proposal through this system will be able to use the same username and password.

Only one joint proposal should be submitted. The proposal can be created in the eProposal system by either the Texas A&M or Mexican PI. The PI who creates the proposal will need to add the other PI to the proposal in the system. Both PIs can review, edit, and upload documents.

Full Proposal Instructions

The abstract and project narrative should be prepared using Times New Roman 12-point font, single spaced, with one-inch margins. Please insert the page number as a footer one-half inch from the bottom of the page.

General Information (online): Contact information for each investigator (limit six), compliance reporting, key words for project, and report codes must be included.

- **Type of Award:** Indicate whether the proposal will be for a *Type I Award* or a *Type II Award*.
- **Abstract** (upload): Include a brief, one-page summary describing the project's objectives, methodology, and anticipated results in layman's terms. Please include proposal title.
- **Project Description** (upload): The project narrative is limited to five pages. The narrative should include any illustrations, figures or data and address the following:
 - State the specific objectives of the project. Explain the scientific or technological significance of the work and its possible importance in economic, social, or other terms.
 - Provide evidence that the project has direct application to solving binational issues. As appropriate, describe the project's importance in addressing industrial, governmental, or societal issues.
 - Describe the work to be performed, the tasks of each person, and the timeline for the project.
 - Describe anticipated outcome(s) of the project.
 - Identify the role of both PIs and any other members of the research teams involved in the project. If applicable, the PIs should demonstrate evidence of an existing research relationship. If graduate or post-doctoral students are involved, list their names and university/program affiliations. Students already funded by CONACYT are not eligible for additional funding through this program.
 - Describe future funding potential.

- Type I Award proposals should include a plan for continued collaboration, and plans to seek additional funding from other sources.
- Type II Award proposals should indicate the agency and program to which a future proposal will be submitted for funding.
- **References Cited:** Please list publications or literature cited. This is not included within the project narrative five-page limit.
- **Investigator CVs (upload):** CVs (two-page maximum) for all investigators should be attached to the application. **NOTE:** Please ensure that the CV in the eProposal system is current.
- **Current and Pending (upload):** For all investigators, list the source, title, date, and amount of internal and external funding support *relevant* to the project (received or pending) over the previous three years.
- **Industry or Government Agency Partner (optional) (online):** If industry or government agency partners are to be involved with the project, please include a description of the partner's role and support for the project. A letter of support from the proposed partner must be included in the submission.
- **Texas A&M/Mexico PI Budgets (online):** Not to exceed \$24,000 for *Type I Awards* and \$50,000 for *Type II Awards* (see budget information below).
- **Budget Justifications (online):** Specifically itemize each budgeted item. If there are matching funds, please include details in this section.
- **Financial Contacts (online):** Include the contact name, phone number, and email address of financial contacts at Texas A&M (departmental business administrator) and the Mexican higher education institution or research center. PIs from Mexico must provide wire transfer information before transfer of funds can occur.

Budget Information

Please complete the two required budget sections to clearly indicate how funds will be distributed between Texas A&M and the Mexican higher education institution or research center. Eligible costs include:

- **Travel:** This includes travel-related expenses for PIs and/or other members of the research teams to visit partner institutions or potential funding sources and registration fees for professional conferences and meetings. Each home institution is responsible for providing medical insurance during travel.
- **Graduate student support:** The award money can be used to fund graduate students' salaries and tuition payments. However, this project will not fund salaries for investigators, undergraduate students, or postdoctoral scholars. The funds for these grants are not fringe-bearing. Fringe benefits must be included for all U.S. graduate student salaries listed in the budget.
- **Symposia/Workshops:** Expenses related to hosting focused symposia and workshops on topics fall within the scope of this initiative.
- **Scientific equipment and supplies:** Personal computers cannot be purchased with this award.
- **Facilities and Administrative Costs:** F&A Costs/Indirect Costs are not allowed.
- **Matching support:** Matching support is not required, but is strongly encouraged.

Research Compliance and Biosafety

If the proposed research activities require review by institutional review boards for human subjects, animals, or biohazards (see, for example, the Texas A&M website for [research compliance](#) and biosafety), applicants must check the appropriate box in the general information section of the online application. **PIs are encouraged to contact research compliance or biosafety in advance of submitting their proposals to determine if oversight is necessary before submitting their proposals.** The appropriate compliance forms must be submitted and approved, and copies of approval documents forwarded to Ms. Monica Holder, CONACYT program manager, at m-holder@tamu.edu. No CONACYT funds can be disbursed to the departmental accounts of grantees until research compliance and biosafety approval letter(s) have been received. **Please note:** All awarded proposal will be reviewed by staff in Research Compliance and Biosafety to ensure that the proposed research meets research compliance and biosafety standards.

Proposal Evaluation Criteria

A peer-review panel consisting of faculty from Texas A&M and CONACYT, who will evaluate and score each submitted proposal based on the following major criteria:

- Scope of scientific or scholarly merit and binational impact from the proposed project
- Potential for the Texas A&M-CONACYT award to be leveraged into a proposal for external funding, particularly to a federal agency
- Qualifications and work balance between the PIs, including graduate student participation
- The potential of the PIs to successfully complete the proposed project

Proposals for the Special Research Awards will be reviewed based on the categories listed above with a stronger emphasis on:

- Potential for the Texas A&M-CONACYT award to be leveraged into a proposal for external funding, particularly to a federal agency
- Documentation of existing research collaborations and/or joint publication by Texas A&M and CONACYT PIs.

Following the peer evaluation of the proposals, the responsible officials (or their designees) at CONACYT and Texas A&M will reconcile the two sets of reviews. The Review Committee is scheduled to meet in April/May 2018.

Notification of Award

Recipients will be notified via email after June 2018.

Transfer of Funds

The transfer of funds (awarded in U.S. dollars) is estimated to be made in September 2018, if all financial information is provided by the PIs and all compliance issues have been approved by the appropriate compliance committee(s).

Failure to provide timely and accurate financial contact information will result in delayed transfer of funds.

Reporting Requirements

Upon completion of the 12-month project, principal investigators are required to file a report on the progress of the research project. Additionally, 36 months after receipt of the award, PIs must file a final report that summarizes the status of the project and presents evidence that they are seeking additional funding to continue the research program.

The first report is due after the 12-month funding period and should address the following:

- Describe accomplishments, findings, or discoveries that may be of interest to decision makers and the general public
- Identify additional funding that has been received or requested as a result of this grant
- Identify the granting agencies, industry sponsors, or end users to which a future proposal has been or will be submitted and the date of submission
- Identify any publications that have resulted from this grant
- Report actual budget expenditures

Program Contacts

Questions concerning the Texas A&M-CONACYT Research Grant Program should be directed to:

Texas A&M University:

Ms. Monica Bruno Holder, MS
(m-holder@tamu.edu; 979.847.9391)

CONACYT:

Mtro. Rodrigo Beuno
(rbuenor@conacyt.mx; (55) 5322 7700 Ext.4080)

Ms. Mónica Angulo Miñarro
(coop.int.ciencia@conacyt.mx; (55) 5322 7700 Ext.4071)

Information on Internet: Information about the Texas A&M-CONACYT agreement and Research Grant Program is available on the Web at:

Texas A&M University's website: <http://conacyt.tamu.edu>
CONACYT's website: <http://www.conacyt.mx>