



ORSP Internal Grants Program Frequently Asked Questions (FAQs)

General

- **Do I need to submit a Pre-Proposal Notification for any of the Internal Grant programs?**

No, all submissions for all Internal Grant Programs will be made via an online submission form on the Internal Grants site. You can access the form [here](#).

- **How do I close out my grant?**

You can find guidance for grant close out including your final report and report submission [here](#).

- **Is it possible to apply for two programs? If yes, and if both get awarded, can I proceed with both?**

You can apply for two, but the rules of the overall grant program state that you can only have one active grant at a time. Therefore, only one would get funded. If both were recommended for funding, then the Faculty Research Council (FRC) would eliminate one.

- **What if I am the PI on Grant A and the Co-PI on Grant B, and both grants are for the same program? Am I eligible to apply?**

Yes, you can. You will only need to have it cleared with the Dean and/or chair of your department.

- **Can I use the same research project to apply for multiple internal grant programs (e.g., new faculty program and interdisciplinary collaboration program)?**

Technically, yes. However, your project may be susceptible to poor scoring as proposals should be tailored to the specific grant program.

- **I'm currently completing a grant that I got as part of last year's ORSP Internal Grant Program. The work should be completed by later this year. Am I eligible to apply for funds for this year's competition if I am not completely done with the grant, I received last year?**

No, you cannot apply for additional funds until all your previous projects are closed out.

- **Regarding the requirement that all active internal funding be closed out before submission - I have an active Assessment Mini Grant and STEM Center grant (both internal funding sources), would it automatically disqualify me from submission if these are not closed out?**

Regarding other internal funding sources, active funding from internal sources other than ORSP will not impact your eligibility for the ORSP grant programs.

- **Should I submit the budget separate from the single PDF document?**

No, the budget should be saved as a PDF and included in the single PDF submission of the full proposal.

- **I have an active internal grant that will soon reach the award end date, but I need more time to accomplish my deliverables. Is it possible to request a time extension?**

A no-cost extension may be requested should the project timeline and deliverables be hindered by unexpected changes or circumstances. A no-cost extension is requested when deliverables will not be met within the contract. To request a no-cost extension the Principal Investigator of the award will need to email the grant accountant from ORA and CC funding@shsu.edu. The body of the email should disclose your request for a no-cost extension, justification for the extension, discuss changes to the scope of work and deliverables, and provide a new requested project end date. ORSP will review the request and reply with the final decision.

- **As an FRC member, can I apply to the ORSP Internal Grant Program?**

Yes, serving on the FRC does not impact your ability to apply for internal grants. You can still apply as PI or Co-PI. If you do apply, you won't be assigned to the subcommittee reviewing the program you applied for to avoid conflict of interest.

New Faculty Program

- **The requirement that faculty cannot have received internal or external funding to be eligible – does this include all internal funding sources or just prior/current ORSP funding?**

We are defining internal support as only the support from ORSP. So, if you have not received ORSP support, you can apply to the New Faculty Program (if you meet the other eligibility requirements such as no external support).

- **Can I include a faculty member who has already received a new faculty award as a co-PI (or collaborator) in my submission?**

Yes, the eligibility requirements only apply to PIs.

- **Can a clinical faculty member apply?**

Yes, clinical faculty are eligible to apply to the new faculty program.

- **I came to SHSU as an Associate Professor and the instructions specifically mention Assistant Professors only – am I eligible to apply?**

The Associate Professor title will not restrict you from applying.

- **I am a new visiting assistant professor; can I apply for the new faculty program?**

Yes, visiting assistant professors can apply.

- **Am I only eligible in my first year of my tenure-track position? Or will I also be eligible to apply for my second year?**

There is no limit for a 2nd year application thus you would be able to submit next year if you still meet all other eligibility requirements (such as having not received other internal ORSP funds or external funds by the date of submission).

- **I just transitioned from a staff and adjunct role to a tenure track faculty position. In my staff and adjunct role, I was part of several funded grants. Does my participation in external funded grants as a staff member preclude me from competing in the New Faculty program?**

You would still be eligible if you were not the Principal Investigator for any of the grants.

Is your question not on this list? Contact us at funding@shsu.edu!