These Guidelines and Procedures shall be in effect from the time they are accepted by the faculty of the College of Liberal Arts until amended by the faculty.

A. The Faculty Teaching and Scholarly/Creative Activities Committee (FTSCA)
   1. The Faculty Teaching and Scholarly/Creative Activities Committee (FTSCA) is responsible for receiving and evaluating grant proposals for research enhancement funds.
   2. This committee will select applications for recommendation to the Dean until all funds are allocated.
   3. The following recommendations may be made by FTSCA: a) funded as presented; b) partially funded; or c) not funded.

B. Eligibility for Funding
   1. Tenured and tenure-track faculty members will be eligible to apply.
   2. No member of the FTSCA committee may submit a grant proposal for college research funds. A committee member who wishes to do so must resign his or her committee position.
   3. Only projects meeting the criteria set forth for "Scholarship" in the Texas A&M University-Corpus Christi Rule 2.1.3 may be supported by Research Enhancement Program funds.
   4. Funds may not be used to support doctoral dissertation research.
   5. Awards from these funds may not duplicate funds awarded from other granting agencies.
   6. Proposals for the same, or substantially the same, research project may be submitted to both the University Research Enhancement Committee and FTSCA, but funding cannot be received from both sources.
   7. In order to support the research efforts of as many faculty members as possible, an eligible faculty member may submit only one research proposal per year as principal investigator for consideration at the College level.

C. Selection Criteria

When evaluating Research Enhancement grant applications, the University
Research Enhancement Committee considers both the scholarly merit and feasibility of the project. Included in such considerations are such issues as:

1. the project's adherence to the criteria for "scholarship" in Rule 2.1.3;
2. overall clarity of the research proposal;
3. soundness of the research methodology;
4. indication that the project will contribute to the advancement of knowledge in the field;
5. reasonableness of the work plan
6. appropriateness of the proposed budget in terms of the work plan and anticipated outcomes
7. potential that the project will result in a research product that will be presented to the external scholarly community in the field
8. the record of previous project completion and budget management in the case of applications who have previously awarded university or college Research Enhancement grants.
9. benefit to the College of Liberal Arts

D. Application Process

1. At the beginning of each spring semester, FTSCA will announce the deadline for college level applications.
2. Applicants should submit six (6) copies of the application to the FTSCA chair. The applicant's name and other identifying information should appear on only one of the copies, to allow for a blind review process.
3. The applicant will be notified in writing by FTSCA of its recommendation. Only those projects recommended for funding will be forwarded to the committee chair.
4. Official notification of college level awards will be made in writing by the Dean.
5. Copies of successful applications shall be kept by the Dean's Office for 3 years. These will be available for examination by potential applicants in the future.

E. Completion of the Project

6. A final written report should be submitted to FTSCA stating to what extent the objectives of the original application have been met.
7. A final accounting of the budget should be submitted to Dean's office within 30 days after the completion date in the application.

Application forms and guidelines can be found on the college website.