



Universidad de Puerto Rico

Recinto Universitario de Mayagüez

Facultad de Artes y Ciencias

Faculty of Arts and Sciences, University of Puerto Rico, Mayagüez Campus

Grant Proposal Submissions, Awards, Scholarships, Contracts, and Agreements

Procedures and Regulations

The College of Arts and Sciences is committed in supporting all research activities, scholarships and awards pertaining academic investigation and creative endeavors. The Research Office oversees all grant proposal submissions, awards, scholarships, contracts, and agreements involving faculty and students at the College.

Faculty members need to discuss their needs and time commitments with their departmental chairs as soon as they identify new funding opportunities, awards, and scholarships. It is important that the department agrees to redistribute the academic load **BEFORE** submitting a proposal. It is highly recommended that faculty make an appointment with the Associate Dean of Research (matias.cafaro@upr.edu) to discuss your needs for the project and institutional commitments as early as possible (i.e. when you are considering submit a proposal). This document outlines the procedures already in place as a preliminary guide.

The University of Puerto Rico at Mayaguez has the following certifications that regulate academic load of professors: JA Cert. 16-17 307enmend., JA Cert. 16-17 309, JA Cert. 16-17 242, JA Cert. 20-21 137 *Práctica Intramural*. These should be the basic guidelines for discussion with the chair of the department before preparing grant proposals, awards, scholarships, contracts, and agreements. In addition, depending on the funding source, the main office on Campus that submits proposals is the R&D Center (CID), alternatives include the *Servicio de Extensión Agrícola (SEA)* and *Estación Experimental Agrícola (EEA)*, which mainly report on USDA submissions. A third possibility is the *Práctica Intramural (PPIUM)*, which can be used for specific agreements with private entities.

Steps for submission of grant proposals, awards, scholarships, contracts, and agreements

- 1) Discuss the requirements of the call for proposal with your department chair.
- 2) Identify needs, commitments, and support.
- 3) Since very few sponsor program announcements require proposals to be submitted by the PI as an individual, please read the call carefully. This would be specially instructed in the program announcement, since most proposals are submitted on behalf of the institution by the sponsor research office (SRO), which is the R&D Center (CID) in our institution.
- 4) Request an appointment with R&D Center (CID) to start *Kuali Coeus* process. Applies only if the submission is to be done by R&D Center (CID), Proposal Submission Unit (PSU); contact: evelyn.albino@upr.edu.
- 5) Discuss and negotiate with the Associate Dean of Research (matias.cafaro@upr.edu) all your needs for the project and institutional commitments.
- 6) Get all your commitments in writing (letters from the directors, deans, chancellor).
- 7) Work with CID, SEA, EEA or PPIUM personnel to submit your work proposal.
- 8) If you are requesting awards and scholarships that do not require any of the offices mentioned before, make sure you discuss with the Associate Dean of Research your intentions, especially if you want to request release time from your teaching load. No commitments will be honored AFTER you received an award or scholarship.
- 9) When your proposal or grant is awarded, please inform the Research Office at CAS (research.arci@uprm.edu).



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