Grant Preparation Awards – Frequently Asked Questions

- Can proposals be submitted online?
  - If you are unable to be on campus to submit your proposal in person, you can email it to rachel.walker@austin.utexas.edu, but you must coordinate with your Department Chair to sign a completed coversheet and provide to the Dean’s Office prior to the deadline. The application is not considered complete until a signed coversheet is received.

- When are the applications due each year?
  - Applications are due on November 1 at 5pm.

- Where should proposals be turned in?
  - Submit completed proposals to Stephen Reese, C/O Rachel Walker, in BMC 5.312 (Dean’s Office) A0900

- When can I use the funds?
  - Funds must be used prior to August 15 of the fiscal year that the GPA was awarded.

- How much should I allocate for fringe?
  - The University payroll department has a helpful spreadsheet highlighting the elements of fringe: https://www.utexas.edu/payroll/fringe.html
    The information is somewhat oblique to those who don’t deal with payroll issues regularly so you may want to seek the help of an HR person in your department or Jay Whitman.

- How much should I budget for an Undergraduate or Graduate Research Assistants?
  - This web page has rates for different positions: http://www.utexas.edu/hr/student/compensation.html
    Your department office will know what rates are competitive in your department.

- Must I budget tuition assistance if I use a GRA?
  - The University expects research to contribute to graduate tuition if a student is working half time or more for a semester. Due to the size of the GPA award, it is unlikely your budget will reach that threshold so it is not required.

- What is the purpose of Grant Preparation Awards?
  - At its core, the Dean implemented the GPA program to stimulate sponsored funded research/activities in the College. By encouraging research of any type, the College can enhance its prestige and prominence. The additional funds obtained from sponsors facilitated by this program extend our financial ability to do more and involve more students in research. Proposals must show persuasive evidence that they will lead to obtaining external funds (vs. more indirect help, such as providing salary support for time off to think about research, and/or computer equipment to conduct research analysis). Pilot research may be supported to the extent that a grant source requires.