



## **TBI INTRAMURAL GRANTS: 2008-2009 REQUEST FOR PROPOSALS APPLICATION DEADLINE: MARCH 15, 2008**

### **Background:**

Each year, the Trans-Border Institute (TBI) awards approximately \$35,000 in *intramural* grants to University of San Diego (USD) faculty members (up to \$12,500 each) for scholarly research, with the remainder awarded to proposals from USD faculty, staff, and students for other projects and activities related to the U.S.-Mexican border and the U.S.-Mexican bilateral relationship (up to \$7,000 each).

### **Current Request for Proposals:**

TBI requests proposals from USD faculty members for research projects and for border-related activity grants. **Faculty research projects** may employ TBI funds for expenses (including travel, conference fees, materials, equipment, and research assistance) related to academic research on the U.S.-Mexican border. Faculty research grants are expected to generate outputs that make a significant contribution to the area of border studies, such as a conference or publication. **Border related activity grants** are awarded to USD faculty, staff, and students for projects and activities that promote student involvement in - and awareness of - border issues. The range of projects and activities eligible for these awards is very wide, usually drawing proposals from multiple disciplines. TBI also accepts applications for mini-grants (up to \$500 each) on a rolling basis during the academic year. Combined, TBI grants awarded typically amount to \$35,000 during any academic year. All projects must be focused explicitly on some aspect of the U.S.-Mexican border or the U.S.-Mexican bilateral relationship.

### **Past Awards and Outputs:**

Since its grant program began in 1998, TBI has awarded over 49 grants to USD faculty, staff, and students from 22 different departments, and other assistance to numerous off campus organizations and individuals active in the border region. Outputs have included published scholarly research and participation in border-related academic forums, cross-border community assistance and outreach, border-related cultural exhibits, as well as community and civic events that help to build a stronger cross-border community in the greater San Diego-Tijuana region. A list of past funded projects is available online at the TBI website (<http://www.sandiego.edu/tbi/grants/>). As of July 2003, TBI grants no longer directly support projects proposed by persons not affiliated with USD, or projects that are not related to the U.S.-Mexican border or the U.S.-Mexican bilateral relationship.

## **Grant Application Review Process:**

For review of faculty and border activity proposals, TBI uses a two-tier process enlisting anonymous peer reviewers. In the first phase of the review process, a six member interdisciplinary committee comprised of three outside faculty and three USD faculty identifies and recommends the strongest proposals for consideration in the second phase. In the second phase, a purely internal committee comprised of three USD faculty reviewers makes the final determination of the award recipients and the corresponding funding amounts. TBI staff members are permitted to make recommendations but are not otherwise able to participate in the decision-making process.

## **Recommendations for Successful Proposals:**

Applicants may strengthen their proposals by maximizing the following attributes:

**1. *Border Emphasis:*** Grant applications must be focused on issues related to the U.S.-Mexican border and the U.S.-Mexican bilateral relationship, with primary emphasis on the former. Projects that address U.S.-Mexican relations at the national level or in the interior will need to make clear their relevance and impacts in the U.S.-Mexican border region. For example, a study of the history of U.S.-Mexican relations in the war on drugs could be considered relevant to the border context, but might be given a lower priority for funding compared to a study of the local impacts of drug trade in the San Diego-Tijuana region. While there is no special requirement that projects focus on the California-Baja California border region, TBI does aspire to be a promoter of research in this geographical area.

**2. *Project Outputs:*** The proposed project should contribute outputs that have significant scholarly, community, or aesthetic value in a manner consistent with the mission and vision of the University of San Diego. Proposals should therefore carefully identify the specific outputs (e.g., databases, conference papers, articles, books, web pages, artwork, student journals, etc.) that will be produced with the help of TBI funding. TBI is especially interested in projects that will have outputs that can be disseminated through TBI and/or bring visibility to the University's commitment to the border.

**3. *Collaboration:*** Strong proposals will clearly identify how the project will promote collaboration between and among scholars and students, and the extent to which that collaboration is cross-border in nature or in its impacts. Proposals that promote inter-institutional collaboration —particularly cross-border collaboration— will be given special preference. Proposals for USD students to work with solely non-USD faculty are given lower priority than proposals for USD students to work with USD faculty.

**4. *TBI and University Mission:*** TBI especially wishes to encourage research that fits with the missions of the Institute and the University. For this reason, proposals that will promote attention to issues of social justice, community building, and ethical conduct are especially encouraged.

**5. *Circulation of Funding:*** To the extent possible, TBI seeks to provide special consideration to first-time applicants, and to applicants who have not immediately benefited from TBI support in the past. Also, TBI also seeks to encourage the equitable distribution of funds across the University's different schools (Arts and Sciences, Business, Education, Law, Nursing, and Peace and Justice). However, TBI also welcomes repeat proposals for continued support, particularly in the case of projects for which TBI has previously provided start-up funds.

## **Requirements and Expectations:**

When required by University procedures, all research projects must obtain approval from USD's Institutional Review Board (<http://www.sandiego.edu/administration/academicaffairs/irb/>). All project participants must obtain any necessary insurance for the project, including auto insurance in Mexico (insurance costs may be included in the itemized proposal budget). If a project is approved and an award made, participants must agree to follow USD's and TBI's accounting procedures. Any outputs resulting from a TBI grant (e.g., article, book, film, etc.) must properly credit the TBI grant. Failure to comply with these requirements may result in a cancellation of the grant and exclusion from future consideration.

## **Eligibility and Restrictions:**

All TBI funded research, projects, and activities must be directly relevant to the U.S.-Mexican border or the U.S.-Mexican bilateral relationship. All USD faculty (including adjuncts) are eligible for TBI faculty research grants, but preference may be given to full-time faculty as needed. All USD faculty, staff, and students are eligible for other project and activity grants. Persons not affiliated with USD may participate in TBI funded research, but are no longer eligible to apply directly for TBI grants. Proposals for USD students to work solely with non-USD faculty are given lower priority than proposals for USD students to work with USD faculty.

## **Grant Fund Transfer Procedure:**

Regarding the transfer of grant funds to TBI grant recipients, the following terms and procedures apply:

- TBI grants will be awarded for the fiscal year starting July 1 and ending June 30.
- TBI grants must be spent and accounted for in the same fiscal year.
- TBI grant recipients will make expenditures appropriate for their TBI grant project by filing reimbursement receipts and charges for all expenditures to accounts in their own departments. That is, expenses are first incurred within the grant recipient's own budget and then reimbursed by TBI upon project completion.
- TBI grant recipients will keep copies of all receipts and documentation associated with TBI grant-related expenditures.
- TBI will promptly transfer the funds to each grant recipient's department once the following conditions are met:
  - TBI grant recipients must provide copies of all expenditure receipts and documentation appropriate for their TBI grant project to the TBI operations coordinator by June 15 (or any date prior).
  - TBI grant recipients must provide a written report and corresponding deliverables associated with their TBI grant project to the TBI operations coordinator by June 15.

## **Application Requirements and Other Information:**

TBI will sponsor three information sessions to educate the campus about TBI's grant program and to answer questions about the review process. The dates of the information sessions are:

- **December 5, 2007**, 12:15 – 1:30 pm, KIPJ Room 253
- **February 5, 2008**, 12:15 – 1:30 pm, KIPJ Room 253
- **February 13, 2008**, 12:15 – 1:30 pm, KIPJ Room 253

The deadline for all materials for TBI grants is **March 15, 2008**.