



Project GROW- Research Participation for Graduates Program

The Graduate Research (RPG) Programs are funded through the US Department of Education via Project GROW. The program aims to enhance graduate-level research activities, strengthen students' research competencies, and improve access to postsecondary academic and professional success to graduate students who demonstrate financial need.

Project GROW invites proposals from full-time faculty members across all graduate academic disciplines. Research projects will be evaluated by Project GROW & committee.

Key Project Dates

Application Due - October 1, 2025

Project Period – November 1, 2025 – August 1, 2026.

Quarterly-Project Report – March 4 & June 17 (2026)

Mandatory Graduate Research Project Poster Presentations - DATE TBD

Final Project Report - August 11, 2026

Eligibility

Faculty:

1. Must be a full-time, permanent faculty member at UTPB.
2. Must have an active research, scholarly, or creative project that can support a graduate student role.
3. Willing to serve as the primary mentor, including regular meetings, providing feedback, and must list their assistant as a co-author.
4. Must complete the required Project GROW mentorship training prior to disbursement of faculty support funding.
5. May supervise no more than 2 GROW-funded GRAs per semester.
6. Must agree to required deliverables (student research poster, final faculty research report) and ensure the student adheres to program guidelines (e.g., 19.5 hours/week maximum, no remote work, no double funding).

Graduate Research Student:

1. Must be a full-time student enrolled in a graduate program, postbaccalaureate degree, or certification
2. The student must be in good academic standing in the program and have at least a 3.0 GPA.
3. Must be a US citizen and residing in the Permian Basin
4. Must be a First-Generation student OR must demonstrate financial hardship, and low-income status, through documentation.
 - a. *Note: The Department of Education defines low income as the Federal Poverty Level (FPL) multiplied by 150%, determined by the number of household members and the household income.*

5. The student must work up to 19.5 hours per week in their assigned department or area
6. The student's research interests must align with available research projects in the department.
7. Previous research experience (e.g., undergraduate research, internships) may be a consideration.
8. Student must be nominated by a faculty mentor, as outlined in the Call for Proposal

Budget

Faculty Stipends: \$1,000/semester ; \$3,000 maximum

- *Faculty incentives are paid out during the semester the mentorship occurs*
- *Incentives are \$1000 per semester for each GRA mentored*
- *If there are two faculty on a project, this stipend amount is equally distributed between them at \$1,000 each.*
- *Faculty are capped at 2 mentees per semester*

Student Stipends:

- *\$4,095 x 2 semester = \$8,190 : \$21/hr, up to 19.5 hours a week, 10 weeks/semester*

Project Equipment/Supplies: If your project requires supplies, submit the justification form. Project GROW will review and decide how much of your supply request we can cover — it may be fully, partially, or not at all funded, depending on need and budget.

Request supplies here: [Justification & Requisition Form](#)

Applicants are strongly encouraged to provide evidence that materials and other items are budgeted at the lowest available price. Requests for small equipment will be considered with sufficient justification that the equipment is critical and not reasonably available for the proposed project elsewhere. Any computing devices requested must be project-specific and require additional justification that other support is not available for this cost. This funding does not cover travel costs. Project GROW awards are not intended to supplant existing support from other sources or for textbook preparation, course preparation, or projects of an explicitly commercial nature. All the equipment and supplies belong to the University and should be retained under the faculty. Project spending prior to the start date will not be reimbursed. The funds must be expended by the project end date; funds will not rollover. Funds cannot be moved into different line items, for example, you cannot purchase more supplies if student payments are below the budgeted amount. Research awardees are responsible for obtaining new vendor agreements with any vendors not already on the UTPB approved vendor list.

Application Procedure

Applications must include all components listed below which are to be submitted in the [online application form](#).

1. Cover Page: Applicants must complete the current Project GROW application [cover page provided here](#). Appropriate electronic signatures must be obtained from the applicant's department chair and the college dean. Once signed, a PDF of the completed form is then attached in the [online application form](#).

2. Narrative

This should be limited to 5-pages and address each of the following:

- Objectives and Project Aims
- Background and Significance
- Plan of Work, Methods, and Procedures
- Project Timeline
- Expected Impact, Outcomes, and Deliverables
- Facilities and Other Resources

3. Budget Justification

Provide a 1-page justification for the requested budget including the project supplies. If there are any questions about whether a particular expense will be allowed, the faculty member should email the Project Grow Office at projectgrow@utpb.edu in advance with the specific information. Round all budget amounts to the nearest dollar. If any applicant/co-applicant currently has funding for a similar project through external sources, a detailed explanation must be provided for any similar items requested with Project GROW support.

4. References Cited: (as appropriate)

5. Biographical Sketch: This is required for all applicants/co-applicants. This should not be more than 2- pages for each applicant. The biographical sketch must include education, appointments, publications or related contributions to research, and other research support, including fellowships. The bio-sketch may follow NSF, NIH, or any other standard formatting within the page limit.

6. Appendix: (if applicable): Up to two additional documents may be included at the end of the application to explain complex methodologies, equations, analyses, or artwork that are the focus of the proposed project. Do not use the appendix to circumvent the page limitations of the narrative. These materials are intended to provide additional background information to reviewers; however, reviewers are not required to evaluate or refer to materials in the appendix

Application Submission

Complete applications for Project GROW Research must be submitted via the online application form by 11:59 p.m. on the application deadline. Applicants are encouraged to reach out to Project GROW at projectgrow@utpb.edu prior to the deadline for assistance, if necessary. Reviewers are not required to consider extraneous information not requested; content exceeding page limits will be removed from consideration prior to review.

Application Deadline: *October 1, 2025*

Review Process



All complete applications will be reviewed by the Project GROW Team and selected committee members.

Applications that do not follow the formatting instructions or are missing required sections will be returned to the applicant without review. Questions regarding the proposal preparation or review process may be directed to the Project GROW office at projectgrow@utpb.edu. You MUST attached a signed Cover Page to your online application

Review Criteria

Applications will be evaluated by review committee members according to the following criteria:
Objectives/Project Goals:

- *Does the application provide objectives/goals that are well-conceived and independently achievable?*
- *Are the proposed objectives/goals achievable within the project period*

Background/Significance:

- *Does the application establish the significance of the project and its relation to present knowledge in the field?*
- *If successful, will the project result in an important, original contribution to the field?*
- *Is a compelling argument made for the proposed research, scholarly or creative activity?*

Plan of Work, Approach, Methods

- *Does the application provide a well-constructed plan of work that is organized and complete?*
- *Are the methodology and approach appropriate for the accomplishment of the proposed objectives?*
- *Are the roles and responsibilities of the investigator detailed and appropriate to their expertise?*

Project Timeline:

- *Is the project timeline feasible and consistent with the proposed plan of work?*

Expected Impact, Outcomes, Deliverables:

- *Does the project have the potential to facilitate the applicant's career goals and future external funding?*
- *Does the application provide expected deliverables of the proposed work, including any publications, presentations, performances, products, etc. (as applicable)?*

- *Does the proposed work lead to future research or scholarly/creative works?*
- *Does the application provide a plan for the pursuit of external funding after the Project GROW Research project period?*
- *How will the participating students benefit in their educational/scholarly pursuits after completion of the project?*

Facilities and Other Resources:

- *Are the necessary resources available for project use?*

Budget:

- *Are the requested budget items allowable? Questions regarding allowable expenses may be directed to projectgrow@utpb.edu prior to submission.*
- *Is the requested budget appropriately justified for the scope of the project and adequate to complete the proposed work?*
- *Does the proposed project depend on funding from other sources? If so, does the application address how the project can still be completed if the additional funds are not secured?*

Biographical Sketch

- *Are biographical sketches provided by the applicant?*
- *Does the investigator have the appropriate expertise and experience to achieve the proposed objectives?*

Award Administration

The Project GROW Staff will provide the necessary administrative support to the approved applicants for hiring student workers and purchasing of supply items. The faculty mentor must provide the relevant information to the Project GROW Office using this [Project GROW Department Requisition Form](#). Faculty are responsible for completing new vendor registration should supplies be needed from vendors new to the UPTB system. All expenses must be posted within the approved project date. The student workers will be allowed to start working on the project only after necessary hiring formalities are completed with the HR department. Please note, this may be after the project start date. The student workers may not start working on the project before approval from HR.

The Project Director of Project GROW must approve any change in the initial budget of the Grant proposals. You cannot move funding from one line item to another – for example if student salaries are below budget that money cannot be used for additional supplies. Projects are expected to be completed as described in the original application. Any significant changes to the



project scope or budget must be requested in writing to the Project Director overseeing your research funding via email at projectgrow@utpb.edu. They will determine whether to approve the revision or recommend the resubmission of the proposal.

Mandatory Graduate Research Participants

All funded projects must include at least one graduate research scholar. Each proposal may include up to 2 graduate research scholars per faculty who meet the criteria listed above in the ‘Student Eligibility’ section. Funds are only available for graduate student support. Faculty receiving Project GROW support must mentor the graduate research Scholars listed on the application package during the proposed project. In addition, recipients must maintain a log of the number of hours each student works per week. Such time sheets will be required for payment of students’ stipends.

Performance Report Upon Project Closing

The participating students will be required to present their work towards the end of the project. In addition, a final performance report will be due to the Department Office by May 29, 2026. The report will be electronically submitted and must include at least the following:

- Cover Sheet: Includes project title, project period, names of the faculty and graduate students, and total budget approved.
- Overview: Provide a summary of the project objectives and what was achieved.
- Budget Expended: Provide details of the budget used under each category (i.e., stipends, supplies). Provide the amount not expended and returned.
- Outcomes and Deliverables: Provide a one to two page detail of the extent to which the expected outcomes and performance measures were achieved and what contributions the project made to research, knowledge, and practice.
- Information on publications or presentations of findings related to grant funded research.
- Copy of graduate researchers’ presentations.



Project GROW - Research Participation for Graduates Program Frequently Asked Questions

Where do I apply and what is the deadline for applications?

Apply using this form: [Project GROW Research Participation for Graduates Program online application.](#)

Due October 1, 2025 by 11:59 p.m.

What is the project period?

November 1, 2025 – August 1, 2026.

Who is eligible to apply?

All full time UTPB faculty as Project GROW can fund research in any Graduate discipline area. Please review the eligibility criteria.

What is the allocated budget for each project per year?

Faculty stipends of \$1,000 per semester will be awarded per project. Each project may support 2 graduate research students.

Are Department and/or college approvals necessary to submit a RPG application?

Yes. The primary applicant, along with his/her department chair, dean, and all co-applicants must sign the application cover page to indicate their approval of the proposed project.

Can a faculty researcher submit multiple proposals for the same deadline/year?

A faculty researcher can only submit one GRP proposal for a given announcement.

What type of appendices may be included with an application?

Appendices may include equations, analyses, artwork, or other complex methodology directly related to the proposed project. Up to two documents may be included within the appendix of an application in addition to other requested materials.

Who reviews RPG applications?

Applications will be reviewed by Project GROW Staff and a committee of faculty/staff representing disciplines across campus.