

**OFFICE OF THE DEAN OF GRADUATE STUDIES AND RESEARCH  
INSTITUTIONAL RESEARCH FUND (FIPI)**

**FIPI PROPOSAL  
APPLICATION GUIDELINES**

Revised September 2014

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## 1. DESCRIPTION

The Institutional Research Fund (FIPI, by its Spanish acronym) is a program subsidized with institutional funds assigned to the Río Piedras Campus under the Office of the Dean of Graduate Studies and Research (DEGI).

The FIPI aims to encourage faculty members, as well as graduate and undergraduate students, to participate in research and creation projects that help enrich the disciplines and develop inter and multi-disciplinary work. The FIPI also fosters the exploration of creative or innovative solutions to social, economic, and cultural problems facing Puerto Rican society that may directly influence our society's quality of life.

Fifty percent of the funds are assigned to projects by newly recruited researchers—in their first seven years—or those who are initiating research projects (see categories).

It is important to point out that all campus research projects where human beings participate as subjects must be authorized by the Institutional Committee for the Protection of Human Beings in Research (CIPSHI) and all research involving the use of vertebrate animals must be authorized by the Institutional Animal Care and Use Committee (IACUC). In order to receive the funds, applicants have to submit a copy of the approval letter from the appropriate committee. All applicants must fill the Financial Conflict of Interest Statement.

When writing your proposal, please follow the instructions herein. Proposals that do not meet the formatting requirements will be returned without review. For more information contact the DEGI Assistant Dean of Research by calling (787) 764-0000 extension 86730, the Research Development Project Officer at extension 4912, or email [fipi@degi.uprrp.edu](mailto:fipi@degi.uprrp.edu).

## 2. WHO CAN APPLY?

- 2.1. Professors or research faculty with full-time tenure or tenure-track appointments.
- 2.2. Adjunct professors have the option of submitting proposals as co-researchers with an appointed faculty member.
- 2.3. FIPI funds can be applied for or received under one category at a time.
- 2.4. A research or creation project subsidized by FIPI cannot receive concurrent funding from other external or institutional sources. A project subsidized with external or institutional funding does not qualify for FIPI funds. Professors who obtain external or institutional funding for a research project subsidized by FIPI must relinquish FIPI funds (see section 6.7).

## 3. PROPOSAL CATEGORIES

FIPI proposals are classified in the following categories:

### 3.1. Incentive funding for newly recruited professors or professors beginning their research and/or creative activity careers

**Description:** This category provides support for professors to develop areas of research or creation that may result in external funding proposals. Professors and researchers are eligible within the first seven years of their recruitment. Funds in this category can be obtained only two (2) times during the period of eligibility.

**Budget:** This category has a maximum project period of two (2) years with a yearly budget of \$10,000, or \$18,000 for collaborative projects. (The nature of the collaboration and additional budget must be justified.) These funds may be used for research or dissemination travel, materials, and equipment (up to \$5,000). When justified, specialized service contracts such as consultants, programmers, or others may be authorized. Payment for technical or office services that can be performed by institutional personnel will not be authorized. Each line item requested in the budget must be properly justified in the project needs. Submit a budget for each budget period requested. The yearly budget period will run from September 1 through August 31 of each year.

**Evaluation criteria:** The main evaluation criteria in this category are the academic, scientific, or artistic merits of the project, and how it will contribute to establish or develop the proposer's research career.

- 1) Demonstrate or justify the project is innovative and the knowledge or product generated will contribute to advance the research or creative field. What is the central question or hypothesis? Why is it important to answer this question or demonstrate this hypothesis?
- 2) Set measurable objectives or goals attainable within the project period. Set a work schedule with short, medium, and long-term objectives in order to establish a continuous research program.
- 3) The budget must be justified according to project objectives. Can the measurable objectives be attained with the budget requested?
- 4) Demonstrate the proposed methodology answers the central question or objective of the project.
- 5) Demonstrate that the proposer has the knowledge required to perform, supervise, or train others on the research and/or creation methods to be used.
- 6) If applicable, explain how collaboration will advance the proposed measurable objectives.
- 7) Describe how the project will further or transform the discipline.
- 8) Submit a dissemination, publication, and sustainability plan for the project.

### 3.2. Funding to venture into new research and/or creative fields

**Description:** This category applies to projects where proposers explore research areas or topics new to them or to their field in order to expand their research and/or creative lines. It is expected these projects will help improve proposers' versatility by exploring areas of knowledge that depart from their original training. Professors and researchers are eligible after the first seven years of recruitment. Funds in this category can be obtained only two (2) times during the period of eligibility.

**Budget:** This category has a maximum project period of two (2) years with a yearly budget of \$10,000, or \$18,000 for collaborative projects. (The nature of the collaboration and additional

budget must be justified.) These funds may be used for research or dissemination travel, materials, and equipment (up to \$5,000). When justified, specialized service contracts such as consultants, programmers, or others may be authorized. Payment for technical or office services that can be performed by institutional personnel will not be authorized. Each line item requested in the budget must be properly justified in the project needs. Submit a budget for each budget period requested. The yearly budget period will run from September 1 through August 31 of each year.

**Evaluation criteria:** The main evaluation criteria in this category are the academic, scientific, or artistic merits of the project, and how it will contribute to develop a new line of research or creation in the proposer's research career.

- 1) Demonstrate or justify the project is innovative in a new research field or a new topic for the proposer. What is the central question or hypothesis? Why is it important to answer this question or demonstrate this hypothesis?
- 2) Set measurable objectives or goals attainable within the project period. Set a work schedule with short, medium, and long-term objectives in order to establish a continuous research program.
- 3) The budget must be justified according to project objectives. Can the measurable objectives be attained with the budget requested?
- 4) Demonstrate the proposed methodology answers the central question or objective of the project.
- 5) Demonstrate that the proposer has the knowledge required to perform, supervise, or train others on the research and/or creation methods to be used.
- 6) If applicable, explain how collaboration will advance the proposed measurable objectives.
- 7) Describe how the project will further or transform the discipline.
- 8) Submit a dissemination, publication, and sustainability plan for the project.

### 3.3. Funding for projects in fields with limited funding

**Description:** This category is aimed at deserving proposals in fields with very limited external funding sources. Limited funding means the research field lacks or has a small number of agencies or institutions that accept competitive proposals for external funding. Proposers must demonstrate their attempts to identify and obtain external funding, or justify the need for resources in that research or creative field.

**Budget:** This category has a maximum project period of two (2) years with a yearly budget of \$10,000, or \$18,000 for collaborative projects. (The nature of the collaboration and additional budget must be justified.) These funds may be used for research or dissemination travel, materials, and equipment (up to \$5,000). When justified, specialized service contracts such as consultants, programmers, or others may be authorized. Payment for technical or office services that can be performed by institutional personnel will not be authorized. Each line item requested in the budget must be properly justified in the project needs. Submit a budget for each budget period requested. The yearly budget period will run from September 1 through August 31 of each year.

**Evaluation criteria:** Besides the academic, scientific, or artistic merits of the project and its contribution to developing research or creative work in its field, an additional criterion for this category is the lack of funding sources for similar projects.

- 1) Demonstrate or justify the research or creative field either lacks or has limited funding.
- 2) Demonstrate or justify the project is innovative and the knowledge or product generated will contribute to advance the research or creative field. What is the central question or hypothesis? Why is it important to answer this question or demonstrate this hypothesis?
- 3) Set measurable objectives or goals attainable within the project period. Set a work schedule with short, medium, and long-term objectives in order to establish a continuous research program.
- 4) The budget must be justified according to project objectives. Can the measurable objectives be attained with the budget requested?
- 5) Demonstrate the proposed methodology answers the central question or objective of the project.
- 6) Demonstrate that the proposer has the knowledge required to perform, supervise, or train others on the research and/or creation methods to be used.
- 7) If applicable, explain how collaboration will advance the proposed measurable objectives.
- 8) Describe how the project will further or transform the discipline.
- 9) Submit a dissemination, publication, and sustainability plan for the project.

### 3.4. Funding for teaching and learning research

**Description:** This category is for research on teaching and learning, preferably from an interdisciplinary perspective. Its purpose is to improve the research questions that support improvement of teaching methods, learning contexts, and formats through interdisciplinary discussions. Research should result in presentations, publications, and proposals for external funding in this field. Funds in this category can be obtained only two (2) times during the period of eligibility.

**Budget:** This category has a project period of two (2) years with a yearly budget of \$10,000, or \$18,000 for collaborative projects. (The nature of the collaboration and additional budget must be justified.) These funds may be used for research or dissemination travel, materials, and equipment (up to \$5,000). When justified, specialized service contracts such as consultants, programmers, or others may be authorized. Payment for technical or office services that can be performed by institutional personnel will not be authorized. Each line item requested in the budget must be properly justified in the project needs. Submit a budget for each budget period requested. The yearly budget period will run from September 1 through August 31 of each year.

**Evaluation criteria:** The main evaluation criteria in this category are the scientific or academic merits of the project, and how research outcomes will contribute to teaching and learning processes.

- 1) Demonstrate or justify the project is innovative and the knowledge generated will help develop better teaching methods and improve learning formats. What is the central question or hypothesis? Why is it important to answer this question or demonstrate this hypothesis?
- 2) Set measurable objectives or goals attainable within the project period.
- 3) Set a work schedule with short, medium, and long-term objectives in order to produce presentations, publications, and competitive proposals for external funding.
- 4) Describe how the instruments or methods that prove beneficial to teaching and learning will be implemented.

- 5) The budget must be justified according to project objectives. Are the measurable objectives attainable within the requested budget?
- 6) Demonstrate the proposed research methodology answers the central question or objective of the project.
- 7) Demonstrate that the proposer has the knowledge required to perform, supervise, or train others on the research methods to be used.
- 8) If applicable, explain how collaboration will advance the proposed measurable objectives.
- 9) Submit a dissemination, publication, and sustainability plan for the project.

### 3.5. Funding to advance research during the summer period

**Description:** This category supports research or creation projects that require traveling to primary research sources during the summer: collections, libraries, excavations, laboratories, museums, field sites, etc.

**Budget:** This category is limited only to the summer period, with a total budget of \$5,000. It does not include stipends for graduate or undergraduate research assistants.

**Evaluation criteria:** The main evaluation criteria in this category are the academic, scientific, or artistic merits of the project, and how traveling will help further the proposer's research work.

- 1) Demonstrate or justify how the trip will advance the research or creation project.
- 2) Set measurable objectives or goals attainable within the project period.
- 3) The budget must be justified according to project objectives. Are the measurable objectives attainable within the requested budget?
- 4) Demonstrate the proposed method answers the central question or objective of the project, and the activities to be carried out during the summer help advance the research project.
- 5) Demonstrate that the proposer has the knowledge required to perform, supervise, or train others on the research and/or creation methods to be used.
- 6) Submit a dissemination, publication, and sustainability plan for the project.

### 3.6. Funding for inter and multi-disciplinary projects

**Description:** This category intends to encourage the organization of inter and multi-disciplinary research and creation teams, especially those including representatives from diverse programs, schools or colleges. Proposals must be submitted by Río Piedras Campus faculty members, but it is possible (and recommended) to include professors from other campuses or universities, and personnel from government agencies.

**Budget:** This category has a project period of two (2) years with a yearly budget of \$25,000. These funds may be used for research or dissemination travel, materials, and equipment (up to \$5,000). When justified, specialized service contracts such as consultants, programmers, or others may be authorized. Payment for technical or office services that can be performed by institutional personnel will not be authorized. Each line item requested in the budget must be properly justified in the project needs. Submit a budget for each budget period requested detailing the amounts for each researcher. The yearly budget period will run from September 1 through August 31 of each year.

**Evaluation criteria:** The main evaluation criteria in this category are the academic, scientific, or artistic merits of the project, and how it will contribute to establish or develop inter and/or multi-disciplinary research teams.

- 1) Demonstrate or justify the project is innovative and the knowledge or product generated will contribute to the advancement of the research or creative field. What is the central question or hypothesis? Why is it important to answer this question or demonstrate this hypothesis?
- 2) Set measurable objectives or goals attainable within the project period. Set a work schedule with short, medium, and long-term objectives in order to establish a continuous research program.
- 3) Demonstrate or justify the inter and/or multi-disciplinary scope of the proposed project and how the team will integrate their areas of expertise to reach their measurable goals or objectives.
- 4) The budget must be justified according to project objectives. Are the measurable objectives attainable within the requested budget?
- 5) Demonstrate the proposed method answers the central question or objective of the project.
- 6) Demonstrate that the proposers have the knowledge required to perform, supervise, or train others on the research and/or creation methods to be used.
- 7) Describe how collaboration will further or transform the discipline.
- 8) Submit a dissemination, publication, and sustainability plan for the project.

### 3.7. For all categories

**Matching funds:** Department and school deans or directors will offer match-funding, which may be research release time for the project period, administrative assistance, research space, or others.

#### Research assistants:

It must be stated in the proposal if one or more research assistants will be needed (one per researcher, maximum), whether undergraduate or graduate—MA or PhD—and for what purpose. Stipends for graduate research assistants are funds added to the budget allocated for each category. Please note that budget line items for research assistants must state whether they are graduate or undergraduate students. For graduate-level assistants, specify if they are master's (\$872 per month) or doctoral (\$1,090 per month) students. Although it must be included in the budget, this line item will not be deducted from the final amount granted, since it is paid from a separate fund. Such is not the case for undergraduate students, who are paid with FIPI funds. Undergraduate assistants, paid as per work-study wages, will receive their stipend from the FIPI budget. FIPI funds may not be used to pay for travel expenses for Research Assistants. However, Research Assistants may apply for travel scholarships from de DEGI.

## 4. DEADLINES

All required documents must be submitted by the deadline dates and follow the specified format. Proposals that are incomplete, late, or do not meet the formatting requirements will be returned to the principal investigator without review.

Activity	Deadline
Call for proposals announced.	October 3, 2014
Deadline to submit proposals via email: <a href="mailto:fiipi@degi.uprrp.edu">fiipi@degi.uprrp.edu</a> . The signatures page must be submitted in electronic format.	March 9, 2015
Deadline to submit summer mini-grant proposals.	March 2, 2015
Summer mini-grant notification of acceptance with breakdown of allotted funds.	April 13, 2015
Notification of proposal acceptance with breakdown of allotted funds.	June 30, 2015
Account availability – Researchers must submit copy of CIPSHI or IACUC authorizations to receive the funds.	September 1, 2015
Research assistants	First day of classes

**4.1. Report submittal deadlines**

August 31, 2015 – Mini-grants final report

August 31, 2015, August 31, 2016 – Progress reports for all other categories.

August 31, 2017 – Final report for all other categories.

**5. APPLICATION INSTRUCTIONS**

Please follow these instructions carefully. Proposals that do not meet the formatting requirements will be returned without review.

**5.1. Format**

Use single-spaced Times New Roman, 12 point font with 0.5 inch margins on all sides. **All documents, including the signed cover page, must be sent in a single PDF file to [fiipi@degi.uprrp.edu](mailto:fiipi@degi.uprrp.edu).** The documents should be in the following order: cover page, research or creation work plan, appendixes; as described in section 5.2.5.2

**5.2. Page limit and proposal sections**

<b>Section</b>	<b>Description</b>	<b>Limit</b>
<b>Cover page</b>		
Cover page	<p>All sections must be completed as described in the instructions for the cover page. The proposal abstract should not exceed 250 words. The abstract should state the importance or relevance of the study. It must be written in simple language, understandable to non-specialist readers. This abstract will be posted on the DEGI website to inform campus and internal community about projects subsidized by the FIPI.</p> <p>Proposers must obtain approval from the CIPSHI or the IACUC, respectively, if human subjects will participate or vertebrate animals will be used in the project. If the proposal is accepted, funds will not be released until evidence of the research protocol approval by the appropriate committee is submitted.</p> <p>Proposers must also complete the Financial conflict of interest disclosure, as described in section 5.3. If there is no financial interest directly related to the research project or institutional responsibilities, please state in writing: The principal investigator and associate investigators in this project declare, to the best of our knowledge, that there is no financial conflict of interest.5.3</p>	1 page
<b>Research or creation work plan</b>		
Introduction and relevance	<p>Use this section to outline of your hypothesis or research question. Please include some context or background information.</p> <p>Describe the research field, the philosophy, or historical context of the work.</p> <p>Explain the relevance of the research and/or creative work.</p> <p>Describe how this research or creative work will further the discipline.</p>	2 pages
Objectives	<p>Establish the goals or objectives of the proposal.</p> <p>Briefly contextualize the goals or objectives as related to the research or creative field.</p> <p>Describe how these objectives help answer the central question or demonstrate the hypothesis.</p>	1 page

Research plan	Set a work plan for each goal or objective. Justify the work plan by explaining how the experimental or creative design will help reach the proposed goals and objectives.  Describe how the central question will be answered or the hypothesis demonstrated.	4 pages
<b>Appendixes</b>		
Bibliography (references)	Full bibliography (list authors, year, edition, journal or publisher name, pages).	1 page
Preliminary data	Preliminary data to justify or support the proposal hypothesis or question.  Tables, figures, etc. Include captions for each table or figure.	2 pages
Work schedule	A schedule showing work distribution and estimated timeline to achieve the end product or proposed objectives during the project period.	1 page
Budget	Itemized budget requested. Budget line items for research assistants must state whether they are graduate or undergraduate students. For graduate-level assistants, specify if they are master's (\$872 per month) or doctoral (\$1,090 per month) students. Although it must be included in the budget, this line item will not be deducted from the final amount granted, since it is paid from a separate fund. Undergraduate students are paid with FIPI funds.  Use the format described in the Budget Form.	2 pages
Dissemination, publication, and sustainability plan	One of the purposes of this fund is for approved projects to directly influence Puerto Rican society. There are three main elements for this: dissemination, publication, and sustainability of the project. Therefore, the dissemination, publication, and sustainability plan must include strategies to inform interested parties about the project, its purposes, and results. It must also include strategies for continuing the project once FIPI funding expires.  Copyrights for tangible products, such as orientation or training modules in any format, will be shared with the DEGI for dissemination and use purposes.	1 page
<i>Curriculum vitae</i>	Curricula vitae are required for all project directors and co-directors.  Use the format described in the Curriculum vitae form.	3 pages

### 5.3. Financial conflict of interest

Financial interests are defined as those that reasonably appear to be related to researchers' (and their spouses and dependent children) institutional responsibilities.

- a) Remuneration in excess of \$5,000 within the twelve-month period preceding the financial conflict of interest statement, either as salary, consulting fees, copyrights, proprietary interests, publicly traded stock, or any other financial instrument from a for-profit entity.
- b) Any income related to copyrights or intellectual property.
- c) Reimbursed or sponsored travel related to their institutional responsibilities, except when sponsored by local, state, or federal agencies, academic institutions, hospitals, medical centers, research institutes, or institutions of higher education. Researchers must disclose the purpose of the trip, the sponsoring entity, the destination, the duration, and the total cost.
- d) Financial interests do not include salaries or other remuneration paid by the institution to the researcher for intellectual property rights shared with the institution; income from contributions to individual investments, as long as the investigator does not directly control the investment decisions; remuneration for seminars or classes in local, state, or federal agencies, an academic institution, hospital, medical center, research institute, or institution of higher education; or income from service on panels or committees for local, state, or federal agencies, an academic institution, hospital, medical center, research institute, or institution of higher education.

Researchers must disclose to the DEGI any financial interests arising during the project period not disclosed in the original proposal on or before 30 days from acquiring the new financial interest.

All researchers appointed to the project must submit financial conflict of interest disclosures. If the investigators directly related to the research project have no financial interest, please state in writing: The principal investigator and co-investigators in this project declare that, to the best of our knowledge, no financial conflict of interest exists.

## 6. ADMINISTRATIVE AND FISCAL PROCEDURES REGARDING FIPI ACCOUNTS

### 6.1. CIPSHI

The Institutional Committee for the Protection of Human Subjects in Research (CIPSHI, by its Spanish acronym) is the Institutional Review Board (IRB) at the Río Piedras Campus. CIPSHI's mission is to protect the rights and welfare of all human participants in research programs of the University of Puerto Rico Río Piedras Campus.

To achieve this, the CIPSHI reviews and approves research protocols that involve human participants and keeps the university community informed of the regulations and ethical aspects concerning this type of research. This committee is responsible for guaranteeing voluntary participation and confidentiality in research projects, and for minimizing the risks of physical, mental, emotional, social, economic, legal, or other damages. The CIPSHI also evaluates and weighs the possible risks against the benefits expected from the research.

The University of Puerto Rico Río Piedras Campus is firmly committed to protecting the rights of human subject participants in research. Therefore, **research involving human subjects**

**cannot begin until the protocol has been reviewed and approved, or declared exempt from review by the CIPSHI.** Researchers (either professors or students) who conduct human subject research without previous review and approval from the CIPSHI will be considered to be in non-compliance with institutional regulations.

There are international, federal, state, and institutional regulations that govern human subject research. The Chancellor of the Río Piedras Campus is the institutional officer responsible for compliance with these regulations. The entity designated by the Chancellor to review research protocols is the CIPSHI, which is administratively attached to the Office of the Dean of Graduate Studies and Research. The Río Piedras Campus Chancellor delegates to the Dean of Graduate Studies and Research the administrative functions of the CIPSHI in order to observe compliance with institutional regulations regarding human subject research.

**Researchers must submit evidence of the research protocol approval by CIPSHI before they can use the funds.**

## **6.2. IACUC**

The University of Puerto Rico and the Río Piedras Campus have the ethical commitment to safeguard the welfare of vertebrate animals used in research.

The Institutional Animal Care and Use Committee (IACUC) is responsible for evaluating, approving, and supervising experimental protocols that include the use of vertebrate research animals. Therefore, **research involving animal subjects cannot begin until the protocol has been reviewed and approved by the IACUC.** Researchers (either professors or students) who conduct research with animal subjects without previous review and approval from the IACUC will be considered to be in non-compliance with institutional regulations. There are international, federal, state, and institutional regulations that govern research with animal subjects. The Chancellor of the Río Piedras Campus is the institutional officer responsible for compliance with these regulations. The entity designated by the Chancellor to review research protocols is the IACUC, which is administratively attached to the Office of the Dean of Graduate Studies and Research. The Río Piedras Campus Chancellor delegates to the Dean of Graduate Studies and Research the administrative functions of the IACUC in order to observe compliance with institutional regulations regarding research with animal subjects.

**Researchers must submit evidence of the research protocol approval by IACUC before they can use the funds.**

## **6.3. Administrative and fiscal procedures regarding your FIPI account**

The DEGI will transfer management of the project account to the college or school that the researcher belongs to. Both the unit and the researcher will be responsible for managing the funds in accordance with the budget, and in compliance with institutional regulations and procedures. Seek guidance on the use of the funds with the administrative personnel from your unit. The DEGI will not be held responsible if expenses exceed the amount assigned to the project.

Projects involving participation of human subjects or use of vertebrate animals will receive funding once approved by the CIPSHI or IACUC.

Budget adjustments or transfers may be allowed. The DEGI must be notified by email of any adjustments.

Graduate research assistants for the project must be recruited through the Formative Academic Experiences Program (PEAF). To do so, submit the Student Registration, Participation Agreement, and Tuition Exemption forms.

Travel funds may be used at anytime for the duration of the budget period. Graduate research assistants can apply for travel funds through the DEGI Scholarship Program for Research Support and Professional Development of Graduate Students. FIPI funds cannot be used for student travel. In the second year, researchers shall travel before the budget period ends.

Contact the Assistant Dean of Research for more information about this process. The DEGI will help you overcome difficult situations and to use your funds as productively as possible for your research.

#### **6.4. Instructions to request graduate research assistants**

Participation of graduate students in research projects will be governed by the Formative Academic Experiences Program (PEAF) guidelines. Graduate students who participate in research projects through this program receive an economic incentive, allowing them to be full-time students and successfully complete their studies in a timely manner. Students will also receive tuition exemption, but are still required to pay special fees.

#### **6.5. Instructions to request undergraduate research assistants**

Undergraduate students work as per regulations of the Work-Study Program. They will be paid \$7.25 per hour, will not receive tuition exemption, and will work up to eighteen hours per week.

Administrative personnel from your unit will provide guidance about this process and will prepare the yearly work-study student requisition and semimonthly payroll with the appropriate signatures, and submit it to the Financial Aid Fiscal Office.

#### **6.6. Progress and final reports**

Submit an annual report of achievements obtained as a result of the grant:

Progress report by the end of the budget period, on August 31 or as required by the DEGI.

Final report by the end of the project period, on August 31 or as required by the DEGI. Submit these reports using the custom forms available on the DEGI website:

[http://graduados.uprrp.edu/investigacion/documentos\\_propuestas.htm](http://graduados.uprrp.edu/investigacion/documentos_propuestas.htm).

Please note that funding for the second budget period or for new projects is subject to the timely submittal of the Progress or Final reports, as applicable, to the DEGI. Researchers who do not meet this requirement will not receive funding.

**6.7. Procedure to relinquish funding before the approved period ends**

Professors who choose to relinquish FIPI funding before the end of the project period must send a letter to the DEGI Dean stating their intention to do so.

FIPI funds must be relinquished by:

- 1) Professors who have been dismissed or relieved of their campus duties.
- 2) Adjunct professors whose contracts have been revoked or voided.
- 3) Professors who obtain external funding for a project subsidized by FIPI.

Relinquishment will be effective immediately, and the funds will be used for other needs or requests from professors and researchers. **Research assistants assigned to the project with FIPI funds will continue to receive their stipend during the ongoing academic period.**

**6.8. Non-cost extensions**

Due to budgetary limitations and in order to ensure a fair distribution of institutional funds, there will be no non-cost extensions for FIPI.