



Research Enterprise
& Outreach
EDUCATION AND HUMAN DEVELOPMENT

The Catalyst Fund

REQUEST FOR APPLICATIONS

Released September 25, 2024

Introduction/Purpose

The Catalyst Fund, offered by the College of Education & Human Development, provides funding designed to support CEHD faculty in the launch of a Research Interest Group, Center, Institute, Corps, Research Conference, or other applicable research group initiative.

The proposed initiatives should be designed to foster multidisciplinary research efforts that will raise the profile of the College of Education & Human Development and the status of Texas A&M University as a whole. The ability to collaborate and build partnerships across disciplines internally to Texas A&M as well as externally are encouraged.

Sustainability will be a key element for measuring the success of initiatives, and affiliated faculty should carefully consider and plan how to continue their initiative's research momentum beyond the Catalyst funding period.

Eligibility

The lead PI of record must be tenure/tenure-track faculty who have not received more than two Catalyst grants in the last 5 years. Faculty are encouraged to participate in other roles on the applicant team and resulting research group.

Award Limits

The maximum award amount is \$10,000.

Funding Period

12 months, with the option to apply for two 12-month competitive continuations (no more than \$30,000 over three years). Further deliverables will be tied to continuation applications.

Allowable Costs

Costs might include resources needed for hosting research symposia, writing retreats, planning meetings, research forums. Other costs will be considered. Please meet with the Research Enterprise & Outreach (REO) office to discuss your ideas. Expenses from Catalyst accounts will be monitored for the duration of the program.

Unallowable Costs

Faculty salaries, equipment, and indirect costs are not allowable on the budget. No more than 10% of the budget can be used toward supplementing conference attendance.

Key Dates

There is no deadline for submissions.

Applications will be reviewed upon receipt, and applicants will be notified within thirty days.

Progress Reports are due 6 months after the award date.

Final Reports are due 60 days after the end date.

Submission

All applications must be submitted as a single pdf document through the [TAMU-EHD InfoReady](https://tamuedu.infoready4.com) submission portal (tamuedu.infoready4.com). Proposals are accepted anytime.

Application Guidelines

An application will consist of the following required documents:

White Page (2 pages, single-spaced):

- Background (any previous work already accomplished toward this goal)
- Need for the proposed research group initiative with assurance that you have explored existing resources and interest groups at TAMU that are not already meeting this need.
- Planned activities in short term and long term
- Expected outcomes
- Plan for how research would be sustained after the initial period of funding

Logistics Plan (1 page):

- Lead PI (with their title and role in this initiative)
- Potential Collaborators/Partners (with their title and roles in this initiative)
- Other Personnel involved at the start of this initiative (with their title and roles)
- Milestones (include a realistic set of milestones to be achieved over the next year; these will be reviewed when considering future continuation funding applications).
- Planned Cost Categories
- Other funding available (what, if any, existing funding has your initiative received?)

Formatting Requirements

To ensure that special characters and formatting are accurately reproduced, we strongly recommend that PI's carefully examine all files that have been converted to pdf format prior to submission. All documents should adhere to the following formatting: paper size 8.5"x11", one-inch margins on all sides, single-spaced, font size 12-point, Times New Roman. All documents should be submitted in a single, merged pdf document.

Application Review Process

Application will be reviewed by the CEHD Research Enterprise & Outreach office. Catalyst Fund applications should be written for an informed general academic audience and avoid field-specific jargon, acronyms, and terminology.

Application Evaluative Criteria

The Catalyst Fund reviewers will consider the following in evaluating applications and selecting for awards:

- 1) Alignment with the priorities of the College of Education & Human Development.
- 2) The potential for the research group initiative to accomplish its proposed goals.
- 3) The potential for the lead team to complete the proposed initiative work on time and on budget.
- 4) The individual and/or combined experience and expertise of the applicant group.
- 5) The availability of any additional or complementary funding that can be leveraged to enhance the produced outcomes and support sustainability.

Upon Selection

The Catalyst Fund program reserves the right to award all, some, or none of the applications submitted in response to this announcement. Award decisions will be released by the CEHD Research Enterprise & Outreach (REO) office within the timeframe stated in the Key Dates section of this RFA, including instructions on compliance requirements and fund disbursement. Failure of the investigator to fulfill compliance requirements and activate this award within 6 months of the funding announcement will result in the award returning to CEHD. Those who receive an award should work with their departmental business office before making any commitment to expend Catalyst funds. Expenses beyond the amount of the Catalyst award will not be reimbursed. A continuation requested prior to the end of the 12-month award period may be granted, with adequate justification, for a maximum of two additional years.

Expectations

Developments resulting from this funding could include: creating awareness of a particular faculty group's expertise, partnership opportunities, aligned research interests, connections and contacts developed, plans for internal or external grant proposals, writing retreats or other symposia held, and resources or materials developed (such as databases).

PI's who receive a Catalyst award are required to submit a Final Report to Research Enterprise & Outreach (CEHDresearch@tamu.edu) detailing how the grant funds were used and how outcomes were disseminated. This report must be submitted no later than the timeframe stated in the Key Dates section of this RFP. A reminder 60 days before this due date will be sent to PI's. PI's who do not submit this report will not be eligible to participate in future CEHD research funding programs.

To be considered for a competitive continuation if funds are available, reviewers will expect to see a list of accomplishments and a justification for why continued funding is needed.

Questions should be directed to CEHDresearch@tamu.edu. The Research Enterprise & Outreach Office is available to provide any assistance needed with the development of Catalyst applications.

Open Office Hours with REO

Faculty are welcome to stop by the CEHD Research Enterprise & Outreach office to discuss their research topics and proposal planning at any time.