The Texas Census Research Data Center (TXCRDC) welcomes applications for Proposal Development Grants to support researcher efforts to prepare proposals for RDC-based projects. The awards will support activities and resources that will enhance the quality, scope, and timeliness of RDC project proposals. Examples of appropriate support include: for travel for consultation with researchers who have RDC experience, travel to meet with funding agency program officers, team-building, software training, attending workshops on using datasets available in RDCs, attending workshops on methods training for project-specific analysis, hosting work group meetings for multi-institution projects, stipends for research assistants, project relevant software and data, and other activities and resources that can enhance proposal quality and bring proposals forward in a more timely manner.

**Overview of TXCRDC Proposal Development Grant Program**

**Frequency:** There will be three “regular cycles” this year with calls for proposals going out in September, December, and May. Proposals may be considered “out-of-cycle” when there is a compelling reason to do so. Contact the TXCRDC Director to discuss this option.

**Size and Distribution of Awards:** There are two categories of awards: “Regular” and “Program”. “Regular” awards are for projects involving a small team of researchers and standard project scope. Awards typically will be $2,500-$5,000 with a maximum of $8,000. We anticipate being able to fund up to 8-10 regular awards per cycle. “Program” awards are for project ideas involving more ambitious project scope and excellent prospects for securing external funding to support the program of research. Investigator track record in securing external funding is a key component of the review. Awards typically will be $5,000 to $10,000 with a maximum limit of $15,000. We anticipate being able to fund 1-2 program awards per cycle.

**Eligibility:** We invite applications from researchers and advanced doctoral students affiliated with TXCRDC Consortium Institutions – Texas A&M University, the Texas A&M University System, Baylor University, Rice University, and the University of Texas-Austin.

Prior funding support from this program may be considered in the review process. All else equal, priority will be given to researchers who have not previously received support.

Proposals from researchers not affiliated with TXCRDC Consortium institutions will be accepted and considered. Note that proposals originating from non-consortium institutions must outline a viable plan for covering lab fees for the proposed RDC-based project. If lab fees are to be based on external funding, track record on external funding will be a primary consideration in review.

**Application Deadline:** Applications this cycle are due 4:30 pm Friday December 20. Note that the proposal development program will be discussed at the TXCRDC proposal development workshop scheduled for Thursday December 5th from 12:30 p.m. to 3:30 p.m. [WORKSHOP INFORMATION AND RSVP LINK ON EVENTS PAGE].

**Submission Process:** Submit proposals using the following form [SUBMISSION FORM]
**Budget Guidelines:** Proposals can request funding support that will enhance the quality, scope, and timeliness of RDC project proposals submitted to Census or NCHS. For example, funds can be requested for travel for consultation and team-building, data acquisition, software acquisition and training, attending workshops on using datasets available in RDCs, research methods workshops, stipends for research assistants, obtaining data, and materials relevant for project proposal needs, and other activities and resources that facilitate proposal development, enhance proposal quality, and improve the timeliness of proposal completion.

Funds cannot be requested for investigator salaries.

**Review Criteria:** Review of proposals will consider the potential impact of TXCRDC funding support for (a) enhancing the quality and scope of RDC-based projects and (b) facilitating the timely development of full project proposals. Considerations also will be given to the prospects for the proposal effort to lead to larger-scale proposals to be submitted to external funding agencies or larger scale, longer-term projects with good potential for high impact and visibility in the research team’s discipline.

Review of “Program” proposals will give particular attention to PI track record in overseeing successful large-scale projects and securing external funding to support research.

**Expectations for Progress:** Development grant proposals should outline plans for preparing and submitting full proposals for RDC-based projects. The following time-line is expected. (1) Development activities should begin within 2-4 weeks of receiving an award and should include at least one consultation meeting with the TXCRDC Director and RDC Administrator. (2) A preliminary draft outlining the key components of a full RDC proposal should be provided for TXCRDC review and feedback at three months. (3) A full RDC proposal should be submitted through TXCRDC to Census or NCHS at four months.

**Proposal Guidelines, Review Process, and Timeline**

Applications must follow the format described below and include materials as noted below. Proposals should be submitted using the form noted below.

**Page 1. Cover Page**

Include a project title, list of investigators, and 200-word non-technical abstract suitable for an interdisciplinary audience.

**Pages 2-3. Project Summary**

A 2-page project summary geared to an interdisciplinary review panel. Bear in mind that proposals will likely be reviewed by researchers outside of your own field so please avoid jargon that will not be familiar outside of your field.

Text specifications are: single spaced, one-inch margins, 11-point font or larger. No appendices, web links, or other supporting materials are allowed.

The project summary should include the following section headings.

- **Project Overview:** Give a very brief overview of the research question.
- **Data Set(s) and Justification:** Note the restricted data set(s) the project will use and briefly note why restricted versions of the data sets are needed.
• **Census Benefits:** Provide a short suggestion for how the census benefits requirement might be addressed. *(Not required for NCHS projects.)*

• **Timeline:** Provide a month-by-month timeline for the development project leading to the month in which a proposal is submitted to Census or NCHS.

• **Budget:** Provide a brief budget narrative outlining how funds will be used. Researchers at non-consortium institutions must note how project lab fees (typically $15,000 per year for 2-3 years) will be covered.

**Attachment(s) A. Investigator CV(s)**

Designate one person as PI. Identify personnel as Co-PIs, consultants, postdocs, research assistants.

Provide a CV for the PI and Co-PIs involved in the project.

**Attachment B. Supervisor Support Letter (required for doctoral students only)**

Include a letter of support from the dissertation supervisor with the following:

• A brief statement to indicate the supervisor’s commitment to mentor the student over the course of the project and to obtain Special Sworn Status (to be able to assist the student at critical junctures of the project)

• The expected PhD completion for the student and statement affirming that the supervisor and student have discussed the potential impact of using confidential data on the timeline for completing the PhD

• A brief statement affirming that the supervisor and student have discussed the proposal review process and the disclosure avoidance process and their potential implications for presenting research results outside of the secure lab (i.e., for meetings presentations and job talks)

**Proposal Review and Funding Decisions:** Proposal reviews and funding decisions will be made by the TXCRDC Director and members of the TXCRDC Steering Committee. All decisions are final.

**Due Date & Review Timeline:** Applications are due 4:30 pm Friday December 20. Please submit proposals using the online submission form at [Submission Form]. Proposals submitted by other methods may be delayed or disallowed for this cycle.

Award notification should occur within 2-4 weeks of application deadline. Award funds will be made available as soon as feasible and appropriate (based on proposal time line).