



## Graduate School

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## Office of the Provost

**January 23, 2023**

Welcome to the Spring 2023 Semester to our new and continuing students!

Check out upcoming events and deadlines for graduate and professional students. New items are in **red** and the online version is available [here](#) under newsletter archive.

### **Upcoming Deadline:**

**Cullen Fellowship Travel Grant:** The [Cullen Fellowship Travel Grant \(CFTG\)](#) is accepting applications. The CFTG is a competitive fellowship program established to support graduate student travel to meetings, conferences, performances, and exhibits to showcase their research and scholarly work. The CFTG is open to all master's, doctorate, and professional students. Applications are due **February 1, 2023**.

**University of Houston Population Health Graduate Student Grants Program:** This program (Guidelines attached) provides support for student-led research, evaluation, and advocacy projects (e.g., education campaign, community organizing, coalition building) relevant to population health in the greater Houston area. Population health refers to an interdisciplinary approach that utilizes nontraditional partnerships among different sectors of the community to achieve positive health outcomes and/or health equity. Up to \$2500 award. Due Date: March 13, 2023.

**Check out the University Career Services [Event Calendar](#).**

### **Quick links to resources:**

[Cougar Cupboard](#) - watch this [video](#) to learn more.

[Counseling and Psychological Services \(CAPS\)](#)- watch this [video](#) to learn more.

[University Career Services](#)

[Graduate Student Ombuds](#)- watch this [video](#) to learn more.

**General Questions?** [Contact](#) the Graduate School.

**Go COOGS!**

**University of Houston Population Health**  
**Graduate Student Grants Program**  
**2023 Guidelines**

**ABOUT:** The Population Health Graduate Student Grants Program provides support for student-led research, evaluation, and advocacy projects (e.g., education campaign, community organizing, coalition building) relevant to population health in the greater Houston area. Population health refers to an interdisciplinary approach that utilizes nontraditional partnerships among different sectors of the community to achieve positive health outcomes and/or health equity. Collaborative and cross-disciplinary projects among students and/or community organizations are encouraged.

**ELIGIBILITY:** All full-time University of Houston students enrolled in a masters, doctoral, or professional degree program who are in good academic standing (as defined by the degree program(s) in which the student is enrolled). Students must continue to be enrolled as full-time students for the spring and fall 2023 semesters. Joint submissions are encouraged as long as the principal investigator or a co-principal investigator meets these requirements.

**FACULTY MENTOR:** Applicants must identify a faculty research advisor or mentor. The application submission must include a letter of recommendation from the student's faculty research advisor or mentor and their signed approval of the application.

**AWARD AMOUNT AND TYPE OF SUPPORT:** One-time award of up to \$2,500 can be used for project operations and supplies. Support may NOT be used for salary, indirect costs, foreign and domestic travel, or attendance at professional conferences. Up to two meritorious proposals will be selected for funding (subject to available funds).

**DUAL SUBMISSION.** All applicants will be required to disclose current and pending support from both internal and external sources if it is relevant to the current project— this applies to the applicant, and the applicant's mentor (see Proposal Checklist, item 9).

**APPLICATION DEADLINES:** Applicants should submit the application form as one PDF file via email to Dr. Bettina Beech [bmbeech@central.uh.edu](mailto:bmbeech@central.uh.edu) by Wednesday, March 13, 2023, by 5 PM.

**EFFECTIVE DATE OF AWARDS:** Applicants will be notified by April 4, 2023, and awards will be effective April 7, 2023. The awarded funds must be spent by Dec 31, 2023.

**EVALUATION OF PROPOSALS.** Applications will be judged competitively based on merit. Proposals will be reviewed by a committee consisting of a minimum of 2 faculty members who are not mentors for the project.

**HUMAN SUBJECT REVIEW.** All proposals that deal with human subjects in any manner including questionnaire-type studies, archival-retrospective studies, and studies involving routine clinical procedures must be reviewed and approved by the UH Internal Review Board (IRB). Therefore, human subjects approval must be obtained before any funds may be spent. No research involving human subjects will be funded without IRB approval. Applications are

submitted through the ICON portal on the Division of Research website, and must be approved by the UHCO human subjects committee:

<http://www.uh.edu/research/compliance/irb-cphs/>

**FINAL REPORT:** A final report must be submitted by **February 1, 2024**, or prior to graduation (if earlier), to receive final payment. The final report should adequately summarize the project. For research and evaluation projects, the final report should include any research findings or scholarly activities. For advocacy projects, the final report should include evidence of the project's outcomes (such as materials developed during the program and/or a detailed description of the advocacy activities), measurements for success, and any plans to expand the project beyond the grant terms.

**NOTE:** The grantee is expected to acknowledge the University of Houston Population Health support in all publications resulting from the award. Any major change of scope must be approved by the UH Population Health Graduate Student Grants program.

**UH Population Health Graduate Student Grants Program**  
**Proposal Checklist**

All submissions should include the following:

**1. Cover page** (form included below)

**2. Proposal Narrative**

***Project Description (maximum of 1,200 words):*** Provide a description of the project:

- Include the goals, expected accomplishments and outcomes. For example, the goals of the proposed project could include testing a stated hypothesis, solving a specific problem, creating a novel advocacy campaign, building a coalition among community organizations, challenging an existing paradigm or clinical or professional practice, or addressing a critical barrier to good health or health equity.
- Discuss the desired community impact and significance of the project, including how the proposed project is relevant to the health and well-being of the greater Houston community.
- If relevant, describe how the proposed project will improve scientific knowledge, public knowledge and understanding, clinical or professional practice, and/or public policy.
- Describe the overall strategy, methodology, and/or analyses to be used to accomplish the project's goals, expected accomplishments, and outcomes. For research and evaluation projects, include how the data will be collected, analyzed, and interpreted, and include rigorous experimental design that will ensure robust and unbiased results.

***Innovation (maximum of 150 words):*** Explain how the proposed project challenges current research, clinical or professional practice, or public policy paradigms. For example, depending on the nature of your proposed project, you can describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used; any advantage over existing methodologies, instrumentation, or interventions; any new or expanded coalition building among community organizations; and/or new, expanded, or modified advocacy programs or public policies.

***Feasibility (maximum of 150 words):*** Describe any previous experience and background research that will support the feasibility of the project. Identify measurements for success and how you would troubleshoot perceived challenges.

**3. Budget Sheet with Budget Justification** (form included below).

**4. Time Frame:** Describe the project's schedule (100 words maximum).

**5. Curriculum Vitae (CV):** CV of the student primary investigator.

**6. References Cited:** Provide a list of all references cited in the text of the proposal using a standard journal format.

**7. Letter of Recommendation:** A letter of recommendation from the faculty research advisor/mentor is required. Applicant may submit additional letters of recommendation or support from others familiar with the applicant's qualifications or who can comment on the merits of the proposed project.

**8. Budget:** Use the form provided below

**9. Other Research Support:** List any internal and external funding, including start-up funds that support this project. This would include a mentor's funding that supports the project.

**SUBMISSION:** Email the documents listed above in a single PDF file to [populationhealth@uh.edu](mailto:populationhealth@uh.edu) by **5pm on March 13, 2023**. Late proposals will not be accepted.

**University of Houston**

**Population Health Graduate Student Grants Program**

**2023 COVER PAGE AND BUDGET FORM**

**COVER PAGE**

**Principle**

**Investigator/s:** \_\_\_\_\_

**Title of Project** \_\_\_\_\_

**Total Funds Requested**            \$ \_\_\_\_\_    (*up to \$5000*)

Does this proposal include human subjects? \_\_\_\_\_

If the answer is "yes," please indicate if the appropriate approval (IRB) has been obtained :

Applied for on \_\_\_\_\_    Approved on \_\_\_\_\_

Not yet applied for \_\_\_\_\_

**Signature and Date:**

\_\_\_\_\_

Student

\_\_\_\_\_

Faculty Research Advisor/Mentor Approval

**Print Name:**

\_\_\_\_\_

Student

\_\_\_\_\_

Faculty Research Advisor/Mentor Approval

**Population Health Graduate Student Grants Program  
Budget Sheet**

Description	Source	Amount	Other funds
Operations			
Maintenance			
Equipment			
Supplies			
Misc.			
Total Project Costs			

**Budget Justification (maximum of 100 words):**