

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

**MANUAL FOR THE ACADEMIC ADMINISTRATION OF CALLS FOR FIPI PROPOSALS AND
THE APPLICATION AND EVALUATION PROCESS**



DECANATO DE ESTUDIOS GRADUADOS E INVESTIGACIÓN

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1. INSTITUTIONAL RESEARCH FUND (FIPI)

The Institutional Research Fund (FIPI, for its Spanish abbreviation) is a program subsidized with institutional funds granted to the Río Piedras Campus through the Dean's Office of Graduate Studies and Research (DEGI, for its Spanish abbreviation).

FIPI's main objective is to encourage faculty and student participation in research projects or creative activities that contribute to the generation of knowledge. FIPI seeks to encourage exploration of creative or innovative ways of addressing social, economic, and cultural issues that influence our surroundings, resulting in a direct impact on the quality of human life. A reasonable sum of the funds is assigned to the projects of recently recruited research professors with academically meritorious projects during their probation period.

It is important to note that research projects in which human beings participate as study subjects must be authorized by the Institutional Committee for the Protection of Human Subjects in Research (CIPSHI, for its Spanish abbreviation). Meanwhile, research projects that involve the use of vertebrate animals must have authorization from the Institutional Animal Care and Use Committee (IACUC). In order to receive the approved funds, applicants must provide a copy of the approval letter from the appropriate committee. All applicants must complete the conflict of financial interest statement, as described in the application.

Once the proposal is complete, applicants must rigorously follow the instructions provided in this manual. Any proposal that does not follow the specified format and instructions will be returned and will not be reviewed. For more information, contact the Research Development Projects Official at (787) 764-000 Ext. 86774. You can also send an email to the following addresses: <investigacion.degi@upr.edu> or <elba.carrion@upr.edu>.

2. FIPI FUNDS QUALIFICATION REQUIREMENTS

2.1. Professors with full-time appointments (in probation or permanent).

2.2. Professors with annual or multi-year *full-time* service contracts may serve as co-researchers on proposals submitted by a professor with probationary or permanent appointment—the latter must always be the principal investigator. Their role in the project must match the time of their contract.

2.3. One person may apply to receive FIPI funds only under one category at a time.

2.4. A FIPI funded research or creation project cannot receive funds from other sources (external or institutional) simultaneously. A project subsidized with external funds or other institutional accounts does not qualify for FIPI. If a professor receives external or institutional funds for a research project financed by FIPI, they must renounce the FIPI funds once the project's account with external funds is created (see section 6.7). Professors who receive external funding for projects concurrent with projects funded by FIPI must submit a brief document that explicitly establishes the differences between the projects.

3. RECOMMENDED CATEGORIES FOR FIPI PROPOSALS

3.1 Funds to Encourage Research/Creation by Newly Recruited Professors

Description: This category provides support to make it easier for newly recruited professors to develop lines of research/creation that culminate in proposals for external funding for their research. Professors in probationary period (five years or less since their recruitment) are eligible. Funds from this category can only be received two (2) times during the eligibility period.

Budget: This category has a maximum duration of two (2) years with a maximum budget of \$10,000 per year. The funds may be used for the investigative process, for research or dissemination trips or for materials and equipment. In justified cases, the hiring of specialized services such as consultants and programmers, among others, will be authorized. Payment for technical or administrative services that may be provided by the staff already available at the institution will not be authorized. Each requested budget item must be duly justified within the requirements of the proposed project. A budget will be submitted for each requested year. The annual budget will cover the period from August 1 to June 30 of each year.

Evaluation criteria: The principal evaluation criteria for this category are the merit of the proposed project (academic, scientific or artistic) and how it will contribute to establish or progress the proponent's research career.

1. Demonstrate/justify that the project is innovative and that the knowledge or product to come out of it will contribute to the advancement of the area of research or creation. What is the central question or hypothesis you are trying to answer? Why is it important to answer this question or to prove the proposed hypothesis?
2. Establish measurable objectives or goals that can be achieved over the duration of the proposal. Establish a work plan and short, medium, and long-term objectives for a stable or continuous research plan.
3. The budget must be justified according to the objectives of the project. Can the measurable objectives be achieved with the requested budget?
4. Demonstrate that the proposed methodology is compatible with the main question or objective of the project.
5. Demonstrate that the proponent has the necessary knowledge to carry out, supervise or train on the research/creation method that will be used.
6. If applicable, establish how any proposed collaboration will contribute to the advancement of the measurable objectives as presented in the proposal.
7. Describe how the proposed project will advance or transform the discipline.
8. Submit a dissemination and publication plan. FIPI funds cannot be used to pay publication fees or printing costs.
9. Long-term projects must submit a sustainability plan that contemplates external funding.

3.2 Proposals Aimed at Strengthening External Funds Raising

Description: This category is aimed at researchers who have submitted or are planning to submit an external funding proposal that needs to be strengthened, as recommended on evaluations by the agency, foundation or institute that grants the funds.

Proposals that require carrying out previous research in order to strengthen them before being submitted to an external source of funding will also be considered. It is recommended that proponents in this category meet with the Assistant Dean's Office of External Funds before submitting the proposal to FIPI to discuss the project's evaluations and/or areas to be strengthened, as well as for the identification of diverse sources of funding.

Budget: This category has a duration of either one (1) or two (2) years with a maximum budget of \$20,000 per year. The funds may be used for the investigative process, including research or dissemination trips and materials and equipment. In justified cases, the hiring of specialized services such as consultants and programmers, among others, strictly aimed at strengthening the potential for future external funding, will be authorized. Payment for technical or administrative services that may be provided by the staff already available at the institution will not be authorized. Each requested budget item must be duly justified within the requirements of the proposed project. A budget will be presented for each requested year, detailing the amounts for each researcher. The annual budget will cover the period from August 1 to June 30 of each year.

Evaluation criteria: The principal evaluation criterion for this category is the potential or capacity of the proposed activities to generate a more competitive external funding proposal with a greater chance of success.

1. Demonstrate/justify that the project effectively addresses comments made by peers in previous evaluations and/or recommendations made by the Assistant Dean's Office of External Funds.
2. Establish objectives that can be achieved during the duration of the proposal with the final goal of submitting one or more proposals to external agencies, foundations or institutes. *This work plan must be discussed with the Assistant Dean's Office of External Funds.*
3. The budget must be justified according to the objectives of the project. Can the measurable objectives be achieved with the requested budget?
4. Demonstrate that the project (topic, approaches, etc.) has high potential for raising external funds (e.g., that agencies, foundations or institutes that support similar or equivalent projects exist and are properly identified).
5. Demonstrate that the project and the proposed activities strengthen the potential for raising external funds.
6. Demonstrate that the proponent has the capacity to write and submit a successful proposal for external funds. This includes a publication trajectory proportional to the level and competitiveness of the competitions for funds to which the proponent aspires to apply.
7. Present a work plan that culminates in the submission of one or more proposals to external sources of funding.

3.3 Funds for Multidisciplinary Research Teams that Analyze and Propose Innovating Solutions for Addressing Relevant Social and Human Issues

Description: Funds for projects that result in specific products that can directly result in social and human benefits of critical importance. The aim is that these projects influence the decision making and public policy by analyzing and proposing creative and innovative ways to address relevant problems. During team meetings, the deans at DEGI (including personnel from the external funds department) may designate specific themes/areas for this category (e.g., climate change, neurobiology, violence, etc.) depending on institutional priorities and availability of funds. Proposals that translate into a direct impact in the quality of life in the local and regional context of Puerto Rico and the Caribbean will be prioritized.

Budget: This category has a maximum duration of two (2) years with a maximum budget of \$25,000 per year. The funds may be used for the investigative process, for research or dissemination trips or for materials and equipment. In justified cases, the hiring of specialized services such as consultants and programmers, among others, will be authorized. Payment for technical or administrative services that may be provided by the staff already available at the institution will not be authorized. Each requested budget item must be duly justified within the requirements of the proposed project. A budget will be presented for each requested year, detailing the amounts for each researcher. The annual budget will cover the period from August 1 to June 30 of each year.

Evaluation criteria: The main evaluation criteria for this category are the scientific and academic merit of the project and the social and human impact that the project has on Puerto Rico and the Caribbean.

1. Demonstrate/justify that the project is innovative and that the knowledge or product to come out of it will contribute to the solution of pressing issues. What is the problem you are trying to solve? Why is a multidisciplinary approach important for finding the solution?
2. Establish measurable objectives or goals that can be achieved over the duration of the proposal. Establish a work plan and short, medium, and long-term objectives for a stable or continuous research plan.
3. Demonstrate/justify the scope of the proposed project and how the work team will integrate their areas of expertise to achieve measurable goals or objectives.
4. Demonstrate in a concrete way that the work team has multidisciplinary sensitivity, based on their academic and investigative qualities.
5. The budget must be justified according to the objectives of the project. Can the measurable objectives be achieved with the requested budget?
6. Demonstrate that the proposed method answers the project's main question or objective.
7. Demonstrate that the proponents have the necessary knowledge to carry out, supervise or train on the research/creation methods they are going to use.
8. Describe how collaboration will contribute to the advancement or transformation of the discipline.
9. Present a dissemination, publication, and sustainability plan for the project. FIPI funds cannot be used to pay publication fees or printing costs.
10. Long-term projects must submit a sustainability plan that contemplates external funding.

3.4. General Category: Individual Projects

Description: Funds for individual research projects that result in high-impact publications or creative works with wide international dissemination. We want these projects to position our professors and the UPR at an international level. Proposals for continuing research projects that are clearly differentiated from previous ones or new projects after completing a different major research, in which the researcher explores new routes of research/creation, will be considered.

Budget: This category has a duration of two (2) years with a maximum budget of \$10,000 per year. The funds may be used for research trips, research/creation materials, equipment and specialized programs, among others. In justified cases, the hiring of specialized services such as consultants and programmers will be authorized.

Payment for technical or administrative services that may be provided by the staff already available at the institution will not be authorized. Each requested budget item must be duly justified within the needs of the project. A budget will be presented for each requested year, detailing the corresponding amounts. The annual budget will cover the period from August 1 to June 30 of each year.

Evaluation criteria: The main evaluation criteria for this category are the scientific and academic merit of the project in the corresponding discipline or area of knowledge.

1. Demonstrate/justify the project academically within the discipline or area of knowledge. What is the project's contribution? Why is it important?
2. Establish precise objectives or clear goals that can be achieved over the duration of the proposal. Establish a work plan and short, medium, and long term objectives leading to international positioning.
3. Demonstrate/justify the scope of the proposed project and how the proponent's research trajectory is conducive to achieving the proposed goals or objectives.
4. Demonstrate in a concrete way that the proponent has the necessary academic and investigative qualities to start the project as proposed.
5. The budget must be justified according to the objectives of the project. Can the measurable objectives be achieved with the requested budget?
6. Demonstrate that the proposed method answers the project's main question or objective.
7. For new projects, demonstrate that sufficient groundwork has been done or that the necessary knowledge to begin and complete the project has been acquired.
8. Describe how the final products of the projects will be internationally disseminated in contexts and channels that are important for the professor's and the university's academic positioning.
9. Present a dissemination, publication, and sustainability plan for the project. FIPI funds cannot be used to pay publication charges or printing costs. It is expected that this plan include high-impact international media outlets recognized by academic peers in the corresponding disciplines.
10. If it is expected for the project to continue past the stipulated date, a sustainability plan contemplating external funding must be submitted.

3.5. CONSIDERATIONS FOR ALL CATEGORIES

Pairing:

The deans of colleges or department/school directors will offer a pairing to professors who receive FIPI funds. This pairing can be through a substitution of a teaching task for a research related task for the duration of the project (if necessary, and within the parameters of Academic Senate Certification No. 95 2019-2020).

Research Assistants:

The proposal must indicate whether a research assistant will be needed. If so, specify from what level (undergraduate or graduate, master's or doctoral level), and for what purpose (including specific tasks). Stipends for graduate research assistants come from funds additional to, and separate from, the maximum budget allocated for each category. Note that the research assistant item must indicate whether you require an undergraduate or graduate assistant. For graduate students, it must be specified whether they are a master's level (\$872 monthly) or a doctorate level (\$1,090 monthly) student.

This item must be included in the budget. Undergraduate assistants, who are paid according to the *journal* rate, will receive their stipend directly from the FIPI budget. The FIPI funds may not be used to pay for travel fees for research assistants. However, research assistants may apply for the travel grants available at DEGI.

4. DEADLINES

All required documents must be submitted on the specified dates, following the indicated format. Proposals that are incomplete, late or that do not follow the specified format will be returned to the principal investigator without being reviewed.

Activity	Deadline
Call for proposals is issued	January and no later than mid-February
Deadline for submitting proposals through e-mail (investigacion.degi@upr.edu). The signature sheet must be submitted in digital format.	April 15
Evaluations must be assigned to two (2) anonymous academic peers. Confidentiality of the evaluators will be strictly respected.	May 1
Follow up with the evaluators.	June 1
The results of the evaluation rubrics will be tabulated and the award letters will be prepared.	June 15-30
The proponents of the selected proposals must have been notified, along with the breakdown of the allocated funds.	June 30
Accounts become available—researchers must submit a copy of the CIPSHI or IACUC authorizations in order to receive the funds.	August 1
Research assistants	First day of class

Deadlines for reports

June 30, 2025 - first year Progress Report

August 31, 2026 - Final Report

5. INSTRUCTIONS ON HOW TO COMPLETE THE APPLICATION

Please pay attention to the instructions provided below. Any proposal that does not follow the specified format will be returned to the investigator without being reviewed.

5.1 Format

Single space, 12-point Times New Roman, 0.5 inch margins on every side of the page. **All documents, including the signed cover page, must be sent as a single document in PDF format to: investigacion.degi@upr.edu.** The order of the PDF document must be: (a) cover page, (b) research or creative work plan, (c) appendices; as established in section 5.2.

5.2 Page Limit and Parts of the Proposal

Part	Description	Limit
Cover Page		
Cover Page	<p>You must complete all parts as specified in the Cover Page. The proposal abstract must not exceed 250 words. The abstract must explain the importance or relevance of the study and must be written in a simple language that could be understood by people who are not experts in the area. This abstract will be uploaded to DEGI's website to keep the community informed on all FIPI financed projects.</p> <p>The proponent must indicate whether the project contemplates the use of human beings or vertebrate animals for authorization by CIPSHI or IACUC, respectively. If the proposal is approved, no funds will be received until evidence of the protocol authorization from the corresponding committee is submitted.</p> <p>The proponent must also complete the Financial Conflict section as described in section 5.3 of this manual. If there is no financial conflict directly related to the research project or responsibilities with the institution, write: <i>The principal investigator and investigators associated to this project declare that, to our knowledge, no conflict of financial interest exists.</i></p>	1 page
Research or Creative Work Plan		
Introduction and relevance	<p>Use this section to state your hypothesis or the question you are trying to answer. Please provide some context or background.</p> <p>Describe the area of research, philosophy or historical context of the creative work.</p> <p>Describe the relevance of the research/creative work.</p> <p>State how the research or creative work will advance the corresponding discipline or disciplines.</p>	2 pages
Objectives	<p>State the objectives of the proposal.</p> <p>Briefly, justify the objectives according to the context of the area of research or creative work.</p> <p>Describe how these objectives will help you answer the main question or prove the hypothesis.</p> <p>The relation between the objectives and the goal must be clear.</p>	1 page

Part	Description	Limit
Research plan	<p>Construct the work plan by objectives or goals; justify it by explaining how the experimental or creative approach will help you achieve the proposed objectives or goals.</p> <p>Describe how the main question will be answered or how the hypothesis will be proven.</p>	4 pages
Appendices		
References	Complete references including names of all authors, year, edition, journal title or publishing house, pages.	1 page
Preliminary data	<p>Provide preliminary data that justifies or supports the hypothesis or the question posed in the proposal.</p> <p>Tables, illustrations, etc. There must be a legend for each table or illustration.</p>	2 pages
Itinerary or work plan	Outline illustrating the distribution of work and when it is expected to obtain the product or complete the proposed objectives during the period of the presented project	1 page
Budget	<p>Break down all budget items requested. The research assistant item must indicate whether you require an undergraduate or graduate assistant. For graduate assistants, it must be specified whether they are a master's level (\$872 monthly) or a doctorate level (\$1,090 monthly) student. This item must be included in the budget.</p> <p>Use the format specified in the <i>Budget</i> form.</p>	2 pages
Dissemination, publication, and sustainability plan	<p>One of the aims of this call is that the approved projects result in the dissemination of knowledge and social and scientific impact inside and outside of Puerto Rico. There are three vital factors to achieve this: dissemination, publication, and sustainability of the project. Therefore, the dissemination, publication, and sustainability plan must include the concrete strategies that will be used to inform the community about the existence of the project, its purpose and results. Strategies for continuing the project once the FIPI grant is concluded, including external funding, should also be contemplated.</p> <p>The copyrights of tangible products (e.g., the development of guidance and training modules in any medium), will be shared with DEGI for dissemination and use purposes.</p>	1 page
Curriculum vitae	<p>Both the principal investigator and the co-investigator are required to submit their curriculum vitae.</p> <p>Use the format specified in the <i>Curriculum Vitae</i> form.</p>	3 pages

5.3 Conflict of Financial Interest

Financial Interest of the researcher (and of their partner and dependent children) that reasonably appears to be related to the researcher's institutional responsibilities is defined as:

- a. Financial compensation greater than \$5,000 for salaries, consulting fees, copyrights, proprietary interests, shares in the stock market or any other financial instrument that comes from a for-profit entity in a period of 12 months before the declaration of financial conflict of interest is completed.
- b. Any income related to copyright or intellectual property.
- c. Reimbursement for travel expenses or paid travel related to your institutional responsibilities; except when it comes to trips funded by local, state or federal agencies, academic institutions, hospitals, medical centers, research or higher education institutes. The researcher must disclose the purpose of the trip, the entity that financed it, the destination, the duration, and the total cost.
- d. Financial interest does not include: compensation or salaries paid by the institution to the researcher for intellectual property where the profit is shared with the institution; profits from contributions to individual investments, as long as the researcher has no direct control over investment decisions; compensation for serving on panels or committees in local, state or federal agencies, academic institutions, hospitals, medical centers, research or higher education institutes. The researcher must disclose to DEGI any Financial Interest not stated in the original proposal that arises during the term of the project no more than 30 days after acquiring the new Financial Interest.

The Financial Interest of all researchers affiliated to the research/creation project must be reported. If there is no Financial Interest of the researchers directly related to the research project, state: *The principal investigator and investigators associated to this project declare that, to the best of our knowledge, no conflict of financial interest exists.*

6. ADMINISTRATIVE AND FISCAL PROCEDURES RELATED TO THE FIPI ACCOUNT

6.1 Institutional Committee for the Protection of Human Subjects in Research (CIPSHI)

The Institutional Committee for the Protection of Human Subjects in Research (CIPSHI, for its Spanish abbreviation) is the Institutional Review Board (IRB) of the University of Puerto Rico, Río Piedras Campus. CIPSHI's mission is to safeguard the rights and the well-being of human beings who participate as study subjects in research conducted at the Río Piedras Campus.

In order to achieve its mission, CIPSHI reviews and authorizes protocols for research with human beings as participants and keeps the university community informed about the regulations and ethical aspects that concern these types of research. This committee is responsible for ensuring that the voluntariness and privacy of the individuals in research projects are guaranteed and that the risks of physical, mental, emotional, social, economic, and legal harm (among others) are minimized. In addition, CIPSHI evaluates and contrasts the possible risks against the expected benefits of the research.

At the University of Puerto Rico, Río Piedras Campus there is a firm commitment to protecting the rights of people who participate in research. Therefore, **no research involving the participation of human beings as study subjects can begin until the protocol has been reviewed and authorized, or has been declared exempt from future review, by CIPSHI.** A researcher (professional or student) conducting research with human subjects without proper review and prior authorization from CIPSHI will be considered to be in breach of institutional policies.

There are international, federal, and institutional regulations in place that preside over research with human participants and the Rector of the Río Piedras Campus is the official responsible for compliance with these regulations. The unit designated by the Rector for the review of research protocols with human subjects is CIPSHI, which is affiliated to the Dean's Office of Graduate Studies and Research (DEGI). The Rector of the Río Piedras Campus delegates CIPSHI's administrative duties and those of ensuring compliance with institutional regulations related to research with human beings to the Dean of DEGI.

Before the researcher can use the approved funds, they must submit evidence of the protocol authorization by CIPSHI.

6.2 Institutional Animal Care and Use Committee (IACUC)

The University of Puerto Rico and the Río Piedras Campus are ethically committed to safeguarding the welfare of vertebrate animals used in research projects.

The Institutional Animal Care and Use Committee (IACUC) is responsible for reviewing, authorizing, and supervising experimental protocols that involve the use of vertebrate animals. Therefore, **no research involving the use of vertebrate animals can begin until the protocol has been reviewed and authorized by IACUC.** A researcher (professional or student) conducting research with vertebrate animals without proper review and prior authorization from IACUC will be considered to be in breach of institutional policies. There are international, federal, and institutional regulations in place that preside over research with vertebrate animals and the Rector of the Río Piedras Campus is the official responsible for compliance with these regulations. The unit designated by the Rector for the review of research protocols with vertebrate animals is IACUC, which is affiliated to the Dean's Office of Graduate Studies and Research (DEGI). The Rector of the Río Piedras Campus delegates IACUC's administrative duties and those of ensuring compliance with institutional regulations related to research with vertebrate animals to the Dean of DEGI.

Before the researcher can use the approved funds, they must submit evidence of the protocol authorization by IACUC.

6.3 Administrative and Fiscal Procedures

DEGI will assign the administration of the project account to the researcher's college or school. Both the unit and the researcher will be responsible for managing the funds in accordance with the allocated budget and with the regulations and procedures of the UPR and the Río Piedras Campus. The researcher must consult with the administrative staff of their unit regarding the use of the funds. DEGI will not assume any responsibility if the expenses exceed the amount allocated to the project.

Projects that involve the use of human subjects or vertebrate animals in the research will receive funding once authorized by CIPSHI or IACUC.

Adjustments or transfers to the budget are allowed. The adjustment must be notified to DEGI via e-mail.

Funds for travel can be used at any time during the budget period. You must apply for funding for the travel expenses of graduate research assistants through DEGI's *Scholarship for the Support of Graduate Student Research and Professional Development* and, if available, it will be awarded according to necessity. Student travel with FIPI funds will not be authorized. During the second year, researchers must travel before the end of the budget period. People with FIPI funds will not be able to request travel funds from DEGI under any of their other initiatives.

Contact the Assistant Dean of Research about any doubts regarding the procedure. DEGI will help resolve situations that arise and to use the funds in the most productive way for the research.

6.4 Instructions for the Participation of Graduate Research Assistants

The participation of a graduate student in the research project will be governed by the rules of the Formative Academic Experiences Program (PEAF, for its Spanish abbreviation). Under this program, the graduate student participating in the research project will receive an economic incentive that will allow them to dedicate full time to their studies and the research project and to complete their studies successfully in a reasonable time. In addition, depending on institutional regulations, students will be exempt from paying tuition fees, but not from paying other special fees.

6.5 Instructions for Hiring Undergraduate Research Assistants

Undergraduate students will work in accordance with the regulations of the *Jornal Student Program*—they will receive an hourly wage of \$8.50, there will be no benefits for tuition costs and will work a maximum of 20 hours per week.

The unit's administrative personnel will inform them on the relevant procedures and will prepare the student requisition (annually) and the payroll with the corresponding signatures (biweekly) and deliver it to Financial Aid's Fiscal Office.

6.6 FIPI Funding Does Not Provide For:

1. Purchasing office furniture (chairs, desks, files, shelves, etc.)
2. Representation expenses, such as: the purchase of food or snacks for activities (focus groups, congresses, seminars, conferences, etc.).
3. Payment for corporate credit cards (American Express and others).

Contact DEGI's Executive Official about any doubts regarding the administrative procedures related to the proposal.

DEGI will help to resolve difficult situations that may arise and to use the funds in the most productive way for the investigation.

6.7 Progress Reports and Final Report

The researcher must submit an annual report of the achievements made thanks to the granted subsidy:

- Progress Report at the end of the first year—on June 30 or another date specified by DEGI.
- Final Report at the end of the award—on August 31 or another date specified by DEGI.

To complete these reports, you must use the forms available for these purposes, which can be found on DEGI's website.

It is important to note that the granting of funds for a project's second year (i.e., Progress Report) or for a new project (i.e., Final Report) will be subject to the timely submission of such reports to DEGI. The funds will be granted to researchers who meet this requirement.

6.7 Procedure for Renouncing Funding before the End of the Approved Period

If, for any reason, the professor decides to renounce the FIPI funds before the research's expected completion date, they must send a letter addressed to the Dean of DEGI indicating their intention to do so.

A professor must renounce the FIPI funds if:

1. They have been dismissed or relieved of their duties at Campus
2. Their contract has been revoked or cancelled
3. They have received external funding for the same project that is supported by FIPI funds

The waiver of funds will be effective immediately and the funds will be used for the needs or requests of other professors/researchers. **If there are research assistants under the FIPI proposal, they will continue to receive their stipend for the current academic semester.**

6.8 Extensions

If a surplus of funds is projected by the end date of the project, an extension for up to an additional semester may be requested upon duly justified request to the Assistant Dean of Research.