

INSTRUCTIONS TO APPLY FOR SPARC SUB-AWARD

(RCORP membership is ongoing, but SPARC sub-award application has annual deadlines)

1. **MUST be a RCORP member! If not a member**, complete the membership process and join the Consortium by contacting Mrs. Mary Breedlove McKinnis, at mary_breedlove@rhcc1.com (mary_breedlove@rhcc1.com) or call 910-370-0815, ext. 1416 for additional information. A part of this process is submitting an MOU.
2. Download and complete the **SPARC Sub-Award Application** (3/15/24 deadline). To avoid re-submitting and delays, PLEASE select the correct form (first-time vs returning) and e-mail to Dr. Jackie Davis at Jacqueline.davis@uncp.edu.
3. An additional document, the **UNCP Outgoing Public Service/Development Work Order** will be e-mailed to the authorized signee via **DocuSign**, with highlighted areas to be completed and signed.
4. Once your application packet is received and approved, it will be processed for payment. The UNCP Finance Department will contact you directly if you are not a UNCP vendor, to complete the vendor application before payment can be processed. Please allow time for these processes to occur.