# **THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE**

**Faculty Research Fellowships Programs**

**2018 Guidelines for Application**

The Office of Academic Affairs announces a call for applications to support faculty members in developing their research projects by awarding one semester Research Fellowships during which to prepare a competitive grant application. Faculty who wish to develop competitive research programs for ongoing scholarly pursuits are invited to apply. The Fellowships will provide release time for work that will lead to the submission of a research proposal to an extramural funding agency (or foundation) at the end of the fellowship period.

**Eligibility:** All members of the full-time, tenure-track, or tenured faculty are eligible to submit applications. A faculty member may submit only one application for consideration. Collaboration with other faculty members from UNCP or other institutions is allowed. However, only the lead Principal Investigator for a collaborative project will be selected for the fellowship.

**Timeline and Award Period:**

Applications Due: August 1, 2018

Review Period: August 2 – September 10, 2018

Award Notification: September 11, 2018

Start Date for Fellowship: January 7, 2019

End Date for Fellowship: May 3, 2019

### Terms of Award: Faculty will receive 50% course release (two courses) during the Spring semester of 2019 with the expectation that they spend the release time working in the Office of the Associate Vice Chancellor for Research and with the Office of Sponsored Research and Programs to complete a research proposal for a federal agency, or private foundation funder, by May 3, 2019 (even if due dates to the funder fall after the end of the fellowship). The cost for adjunct coverage for the course releases will be provided to the awardee’s department. No additional remuneration to the faculty member will be awarded. Faculty selected for the fellowship may not teach course overload during the period of the award.

**Review Process:** An interdisciplinary faculty and administrative panel will conduct a blind review of all applications. Applications will be judged on the basis of:

* The quality and significance of the proposed research topic and the likelihood that the proposed research will be fundable and
* The commitment of the faculty member to devote sufficient time to working on the project.

**Application Instructions**:

**Prepare a 3-page narrative.** Please make the application single-spaced, using at least an 11-point font and one-inch margins. The proposal should include information to demonstrate to reviewers its merit and potential for external funding, including the following elements:

* The project’s scientific or scholarly merit and relevance. Include a brief description that situates the project in existing literature, providing background/rationale that addresses the significance of the project to the applicant’s field.
* Explain how the proposed project fits with the applicant’s previous/other research and how it fits into the applicant’s long-term plan for scholarship.
* List any funded or pending internal and external grants previously supporting the area of research.

**Other application materials**: Current *Curriculum Vitae*

**Submit** proposals to the Office of the Associate Vice Chancellor for Research and Sponsored Programs by 5:00 PM August 1, 2018. Please submit only an electronic copy of the proposal. Only one project per faculty member per year may be submitted. Proposals should be sent to Dr. Rebecca Bullard-Dillard via email: [rebecca.dillard@uncp.edu](mailto:rebecca.dillard@uncp.edu). Applicants will be notified upon receipt of proposals.

For faculty members, the Department Chair’s endorsement must be obtained prior to the submission of the proposal.

For Department Chairs who apply, the endorsement of their Dean is required prior to the submission.

Such endorsement is indicated by the signatures of the Chair and Dean on the Proposal cover page form below.

Late, or unapproved proposals will not be accepted.

**Cover Page**

**Program Title: 2018/19 UNCP Faculty Research Fellowship Program**

**Deadline: August 1, 2018 (5:00 PM)**

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address, Campus \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discipline/Area of Proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures: (attachment of this form to an email from the signatory can be considered “approved electronic signature”).

Signature of Applicant:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair’s Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Dean of Appropriate School/College:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_