# THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE

**Faculty Summer Research Grant Program**

**2020 Guidelines for Proposal Submission**

### I. INTRODUCTION

The Office of Academic Affairs is soliciting grant proposals for research and professional development. The Faculty Research and Development Grants Program has been providing financial assistance to faculty since 1977 and is now administered through the Office of Sponsored Research and Programs (OSRP).

## II. PROGRAM GOAL

The goal of the Faculty Research and Development Grants Program is to encourage full-time faculty to pursue professional development by providing limited, although meaningful, financial support.

The objectives of this year’s Faculty Summer Research Grant program are to encourage personal faculty research in a recognized discipline and to provide seed funds to enhance the prospects of obtaining extramural, competitive support. Faculty members who are eligible to serve as principal investigators (PI) on externally funded grants are encouraged to apply for funding.

Faculty applying for seed funding must describe the contributions that his/her research is expected to make towards advancing the individual’s program of research, as well as the mission, vision and values of UNCP. Proposals must include specific plans to disseminate findings and to obtain extramural funding.

Faculty are encouraged to think of creative ways to develop their research expertise and to increase research productivity. Projects that are collaborative and interdisciplinary in nature, strengthen the competitiveness of funding requests.

**III. SUBMISSION AND EVALUATION OF PROPOSALS**

Faculty members are requested to submit proposals to the Office of Sponsored Research and Programs by **5:00 PM March 27, 2020**. 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 OSRP via email: [osrp@uncp.edu](mailto:osrp@uncp.edu) with the subject heading: **Application for summer 2020 research grant (faculty name)**. Applicants will be notified of the receipt of proposals.

The Department Chair’s endorsement must be obtained prior to the submission of the proposal. Chairs who apply must obtain the endorsement of their Dean. Such endorsement is indicated by the signatures of the Chair and Dean on the Proposal cover page form below.

The review committee will be empaneled to review the proposals based on the potential of proposed activities to fulfill one or more of the objectives described in Section II. Awards will be announced by **April 27, 2020**. **All awards will made contingent upon the availability of funds and approval of the budget.**

## IV. AVAILABILITY/LIMITATION OF FUNDS

For this year available funds for the program total $25,000. For this reason, it is anticipated that the university will make five to six awards. Requests may be made for up to $5,000, the maximum amount for a stipend is $3,300. The funds may also be budgeted for statistical analysis of faculty’s research data, consumable supplies, and **domestic travel**. **Prospective applicants should be aware that funds are not available for international travel, travel to present papers at professional meetings or for “after-the-fact” funding**. The cost effectiveness of each proposal will be considered as a part of the application review. Applicants should make certain that the funding request is reasonable. Because this program is competitive, a good proposal may not be funded or funded for less than the amount requested.

Funding requests will not be considered if alternate sources are available through UNC Pembroke. For example, most needs for typing, printing, computer time, library resources, *etc.* can be channeled through alternate funding categories. If funding is requested for such activities, the rationale for doing so will be helpful in evaluating the request. Priority will be given to those who have not previously received a Summer Research Fellowship.

## V. PREPARATION OF PROPOSALS

A. Editorial Information

1. Typing should be double-spaced, except on the cover page.
2. Pages (8 ½ x 11) should be numbered at the bottom center of the page
3. All page margins must be 1 inch, and text should be in 12 point Times New Roman or 11 point Arial.
4. Language suitable for the non-specialist should be used whenever possible.

B. Proposal Format

A proposal should consist of the following parts:

1. Cover page. Attached form should be used.
2. Abstract (Project Summary) -- no more than 500 words.
3. Narrative (five pages, double spaced, **maximum**). The narrative is the heart of the proposal. It is essential that the narrative be clear, complete yet concise, and use language understandable to non-technical reviewers. In general, the narrative should cover at least the following:
   1. Rationale for the project
   2. Statement of project objectives
   3. Means of achieving the stated objectives
   4. Significance Statement (including how the project objectives relate to the program objectives listed in Section II as well as the review considerations in Section VI below).
   5. Outline of plans for seeking extramural funding. Must include a minimum of two (2) pre-identified external funding sources.
   6. Outline of plans for dissemination (publication, podium, and poster).
4. Detailed budget. Subtotals for different categories should be shown where applicable. (Not counted in the five page narrative limit).
5. Appendix (as needed). Proposed Human Subjects research must have IRB approval at the time of submission. Please refer to the [IRB website](https://www.uncp.edu/academics/research/institutional-review-board) for instructions. (Not counted in the five page narrative limit).
6. Proposed Animal studies must have IACUC approval at the time of submission. Please refer to the [IACUC website](https://www.uncp.edu/academics/research/institutional-animal-care-and-use-committee-iacuc) for instructions. (Not counted in the five page narrative limit).

## VI. EVALUATION CRITERIA

## Please use these cross-disciplinary review criteria to guide your proposal preparation.

A. Intrinsic Merit of the Project

Express the likelihood that the project will have impact towards advances in the field or the potential to lead to new discoveries in the discipline.

B. Relevance of the Project

What is the potential of the project to contribute to achievements beyond the project’s discipline itself? For example: will the work enhance public knowledge; will the work enhance aesthetic or cultural development; will the work serve to address some community or societal issue; will the work improve techniques or approaches to addressing an issue?

C. Proposer’s Ability to carry out the Project

Discuss the past training, publication activity and scholarly/creative background you will bring to the project as the Investigator. Also describe the adequacy of available resources through which the project may be accomplished within the award period.

## VII. CONDITIONS OF THE GRANT

1. Funds are to be used to meet the goals and/or objectives of the proposal. The proposed project must be completed while the recipient is employed by the University.

2. All receipts, travel reimbursement requests, or requisitions (if the recipient chooses to use the UNCP purchasing system or printing) are to be submitted to the Office of Sponsored Research and Programs for payment.

3. Awardees will be required to attend a grant launch meeting in the Office of Sponsored Research and Programs prior to the start of the project.

4. All equipment purchased with a Faculty Research and Development Grant becomes the property of the University. At the conclusion of the funding term, computer equipment, including desktops, laptops, and iPads, will be catalogued and placed in the Office of Sponsored Research and Programs for loan to faculty.

5. A final project report is to be submitted to the Office of Sponsored Research and Programs by **August 1, 2020**. Project reports should consist of a **brief accounting (two-page)** of the experience received and of the extent to which stated goals and/or objectives were met.

6. The grant recipient must notify the Office of Sponsored Research and Programs by **June 1, 2020** if funds will not be expended prior to **June 28, 2020**.

**Cover Page**

**Program Title: 2020 UNCP Faculty Summer Research Grants Program**

**Deadline: March 27, 2020 (5:00 PM)**

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

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

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

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

Expected Project Starting and Completion Dates:

Starting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of Funding Requested: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have funds for the project specified ever been received or requested from another funding program, either governmental or private? Yes\_\_\_\_ No \_\_\_\_\_\_

If yes, please indicate the agency/program and date received or submitted:

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

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Signature of Applicant:

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

Department Chair’s Signature:

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

Signature of Dean of Appropriate School/College:

**(only required if Department Chair is the applicant)**