UNIVERSITY OF
NORTHERN COLORADO

Office of Research
Office of Sponsored Programs

To: UNC Faculty
From: Robert P. Houser
            AVP for Research & Sponsored Programs
Subject: 2018-2020 Sponsored Research Fellows Program: Call for Proposals
Date: October 16, 2017

The Sponsored Research Fellows (SRF) Program supports a small group of faculty members in learning best practices in grantsmanship and perfecting skills for planning and writing high quality proposals for externally funded research projects. Up to ten SRFs will be selected to participate in the two-year program.

Eligibility

Application for the SRF Program is open to all full-time faculty members with an assignment that includes Research, Scholarship, and Creative Works (RSCW).

Important Dates

- SRF applications (electronic submissions ONLY) are due by 5:00 PM MST on Friday, December 1, 2017.

- SRF awards announced by Friday, December 22, 2017.

- Individual Orientation Meetings – January/February 2018.

- Professional Development Activities – Spring 2018 - Fall 2019.

- Grant Development Workshop – April 17-18, 2018.

- Summer Research Stipends – Summer 2018.

- Teaching Release – Fall 2018.

- Proposal Submission(s) to external sponsors – not later than December, 2019.

The Award

- **Summer Stipend:** Following full participation in program activities during the Spring 2018 semester, SRFs will each receive a summer stipend of $6,000 for salary plus fringe benefits.

- **Teaching Release:** Following successful completion of the program's spring and summer activities in 2018, SRFs will each be given a one-course release for the Fall 2018 semester.

- **Research/Travel Award:** SRFs who complete all expectations of the program by December 31, 2019 will each receive an unrestricted $2,000 Research and Travel Awards, which must be expended before 12/31/2021.

The Program

Individual Orientation Meetings – January/February 2018
Each SRF will meet with Office of Research/OSP staff to review the SRF application and discuss his or her individual goals for the program.

Mentoring
Each SRF will choose two mentors: a UNC mentor experienced in grant writing, and an external subject-matter expert mentor. The process of selecting mentors will start during the individual orientation meetings in January/February, 2018. UNC mentors will be expected to participate in some of the professional development activities throughout the program. Subject matter expert mentors must agree to mentor the SRF in the development of their proposal, helping to ensure that the proposal will meet rigorous, subject-matter specific standards. SRFs will continue to work with their mentors throughout the program, including in-depth reviews of their proposals. For their contributions to the program, each mentor (UNC and external) will be compensated with a one-time $500 stipend, following the SRF's submission of a proposal to an external sponsor.

Professional Development Meetings – Spring 2018 through Fall 2019
SRFs will attend meetings and workshops periodically throughout the academic year for the duration of the two-year SRF program. SRFs will also meet periodically with Office of Research/OSP staff to discuss progress and receive additional assistance completing proposals and preparing for submission.

Two-Day Grant Writing Workshop – April 17-18, 2018
SRFs will participate in a workshop presented by an external grant writing expert. This workshop will include lectures, discussions, and exercises (day one), and optional one-on-one proposal development meetings (day two).

Proposal Completion, Review and Critique – Spring 2019
SRFs will produce complete grant proposal drafts and share them with their mentors and the Office of Research/OSP in January 2019. Mentors will review and prepare review notes for each SRF's proposal, and each SRF will participate in a discussion of the proposal review with his or her mentors. SRFs will share their review notes and invite the Office of Research/ OSP to be a party to these discussions. Using the feedback provided by their mentors, SRFs will review and critique each of the other SRFs' proposals to prepare for an all-group review discussion.

Proposal Submission – Not later than December 2019
SRFs are expected to have a proposal submitted to an external sponsor by December 2019. If SRFs subsequently receive notice that their submissions are not funded, the Office of Research/OSP will work with them on the next best step – revise and resubmit, identify a different sponsor or program, or develop a different project. If an SRF is targeting a funding opportunity with a deadline later than December 2019, the SRF must request prior approval from Office of Research/OSP not later than September 2019. SRFs whose proposals have not yet been submitted by December 2019 are expected to continue to work with the Office of Research/OSP to prepare to meet their proposal submission due dates.

Research & Travel Awards – through December 2021
SRFs who have successfully participated in all aspects of the program and have submitted their proposals by December 31, 2019, will receive the $2,000 Research and Travel award following the proposal submission to an external sponsor.

2018-2020 SRF Program Application Guidelines

The Application: SRF applications—electronic copies ONLY, emailed to research@unco.edu—are due by 5:00 PM MST on December 1, 2017. ***Paper applications will be returned without review***. Applications must include the following:

1. Cover Page: Use the form provided to submit a signed application cover page;

2. Project Narrative: The project narrative must conform to the following requirements: Use one of the following typefaces identified below:

   • Arial, Courier New, or Palatino Linotype at a font size of 10 points or larger;

   • Times New Roman at a font size of 11 points or larger; or

No more than six lines of text within a vertical space of one inch. Margins, in all directions, must be at least an inch. The project narrative should contain the following sections, in this order:

   A. Introduction (up to one page): Explain why you want to participate in the SRF Program;

   B. Proposal Development Plan (up to six pages): Provide information about the project for which you plan to develop a grant proposal. While only one project is required for this application, you may include plans for multiple projects.

   For each project, provide the following information in the order given:

   i. Project title: a descriptive title for the project;

   ii. Research Question: a succinct statement of the research question, problem or need that will be the focus of your grant proposal;

   iii. Significance: a brief explanation of the significance of the question, including who will benefit from the work;

   iv. Qualifications: a description of your qualifications for conducting the project;

   v. Prior Work: a description of your prior work (e.g., pilot data or prior field experience) that is related to this project;

   vi. Collaboration: if applicable, an explanation of why you will need collaborators on your project; identify them, if known, and briefly describe their qualifications;

   vii. Future Work: a description of how this project helps build your own program of research; explaining how it moves your work forward and leads to future research;

   viii. Sponsors: a list of sponsors and programs that you have identified as potentially supporting the project.

   C. Citations (no page limit): a bibliography or list of references.

3. Curriculum Vitae: A full CV highlighting publications and presentations that are related to the project(s) you are proposing here.

4. Letters of Support: Letters from your department chairperson or school director and from your college dean indicating their support for your participation in the SRF Program.

2018-2020 SRF Application Cover Sheet

Name of applicant: _____   School/Dept: _____

Academic rank: _____   Tenure status (T/TT/CR): _____

%Teaching:_____   %Service:_____   %Research:_____

Date of UNC hire:_____   Date of current appointment: _____

Terminal degree: _____

Checklist - check to indicate that each of the following is included in your application:

__Intro: Your reasons for applying to the SRF Program

__Project Narrative: Details of the proposal you plan to develop:

      __Project title

      __Research question

      __Significance

      __Qualifications

      __Prior work

      __Collaboration

      __Future work

      __Sponsors

      __Citations

__ Full CV

__Letter of support from your department chair or school director

__Letter of support from your dean

I have read the SRF Program description and if I am selected as a SRF, I commit to fully participate in all aspects of the program.

_____

Signature   Date