

**Faculty Research & Publication Board
NEW PROJECT PROGRAM (NPP) Application Instructions****Notice of Intent to Apply – REQUIRED!**

In order to apply for the NPP, applicants **MUST** complete and submit the Notice of Intent to Apply form, on the [NPP website](#), at least one week prior to the PAT submission deadline. On the day following the Notice of Intent due date, recipients will receive an email from Digital Measures with a link to their application in Digital Measures.

Application Deadlines – See [NPP website](#) for precise due dates

1. Notice of Intent due 1st Wednesday in October
2. Application release date: 1st Thursday in October
3. Applications due in Digital Measures on the 2nd Wednesday in October

Submission Instructions

You must have your unit's 5-digit Banner organization code (Org) to complete the application in Digital Measures. Contact your administrative assistant or business manager if you do not know your unit's Org.

To be ready to complete the application in Digital Measures, please prepare the following items for upload in pdf format.

A. NPP Proposal Narrative

Proposals should communicate in a manner that is understandable to reviewers from diverse disciplines. To test the clarity of your proposal, ask others to read it. Some of the best comments may come from people unfamiliar with your field, not operating on the same assumptions as you, and unfamiliar with your jargon. Special attention should be given to clearly expressing the purpose of the project. The narrative must state how the project will contribute to a larger program of scholarship. Also, state if the project is initial or pilot work intended to result in external funding to support continuation and expansion of the research.

The proposal narrative must:

- be no more than eight pages long
- be double-spaced
- use a standard (e.g. Times New Roman or Arial) size 10 font
- use 1" margins on all four sides
- address each of the criterion in the five review categories listed below, and in the same order as described below

1. Need for and Significance of the Project:

The need/significance statement will demonstrate the relevance of the project to current literature in the field and/or otherwise document a compelling picture of the current situation versus the desired state that the project will produce. This section of the proposal should

explain the relevance and significance of the work to the discipline and to society. Do not include unsubstantiated statements or opinions. Bibliographic citations/references should be included as appropriate and may be inserted at the end of the proposal and do not count toward the eight-page narrative limit.

2. Project Design

Project applications must include a clear statement of the aims, research questions or hypotheses. Research questions must be specific and focused yet should build toward a larger program of investigation. The project design will include a protocol that details how the project will be carried out and should include a rationale for the form of inquiry and the kinds of data or outcomes sought.

Generally, the Project Design section of a proposal narrative will:

- describe the program activities and demonstrate how they will fulfill your objectives or research study;
- describe the sequence, flow, and interrelationship of the activities;
- provide a time frame for completion of activities;
- describe the subject population, if applicable, and methods for determining subject selection;
- describe who will be responsible for which activities;
- present a reasonable scope of activities that can be accomplished in the stated time frame with the available resources;
- describe facilities and equipment necessary to the project

In addition, your design should describe how the results of the project will be distributed within and beyond UNC by including the following information:

- Which results will be reported;
- The audiences you plan to reach; and
- How you plan to disseminate the results (electronically, journals, media, etc.)

3. Advancement of Research Goals: Faculty, Department / Unit, and College:

In addition to the explanation of the relevance and significance of the proposed project to the discipline and to society, applications must address the ways in which projects will contribute to advancing the author's research or teaching plans and those of the college and department/unit.

4. Adequacy of Resources:

Your proposal should clearly show that your budget is adequate to support the project and that the costs are appropriate and reasonable. Details that show how funds are to be used should be precise and clear. You should also describe how any resources needed (including facilities, equipment, supplies or other resources) that are not covered by the grant are available to support the project. If your project will continue beyond FRPB funding, your proposal should indicate a sound strategy for continuing support through other sources of funding.

5. Outcomes of Previous Internal Funding

In 1-2 paragraphs, discuss the outcomes and products that have resulted from previous UNC internal funding (RDFD, NPP, and SSI). Include publications, grant proposal submissions, conference presentations, and other products that have resulted from research that was

supported by internal funds. If this would be your first internal funding, please state this at the end of the application.

B. NPP Proposal Budget & Budget Justification

1. The [NPP Budget form](#)

2. Narrative Budget Justification

Using the same font and margins as in the description, prepare a narrative to justify each of the cost items included in your budget, including how you determined the amount and why it is necessary to the project, workshop or training. Personnel and travel requests must be in accordance with the policies and procedures of the university. Requests for equipment must be justified in relation to the availability of such equipment on campus. Any equipment purchased with FRPB funding becomes the property of the university.

Allowable Costs

The following list includes, but is not limited to, allowable costs:

1. Personnel
 - a. Limited Undergraduate or Graduate Student hourly support (not to exceed 15 hours per week at rates consistent with UNC's standard student hourly pay rates)
 - b. Limited faculty release time (cannot exceed grant limit)
 - c. Fringe Benefits
 - d. Other justifiable personnel costs
2. Contracted Costs
 - a. Consultants
 - b. Contracts
3. Travel Expenses
 - a. Transportation
 - b. Conference Registration
 - c. Lodging
 - d. Per Diem
 - e. Other justifiable travel costs
4. Equipment
5. Other Expenses
 - a. Materials & Supplies
 - b. Publication/Dissemination, including page fees
 - c. Printing/Copying
 - d. Participant Support costs
 - e. Communication
 - f. Other justifiable costs

Unallowable Costs

The following is a listing of items that may not be charged to a New Project Program Grant:

1. Payment to the principal investigator or project director
2. Awards/prizes
3. Memberships/initiation fees
4. Costs that should be supported by the university (i.e., PI/PD salary, office or laboratory space)
5. Travel for scholarly presentations.

Once you have these items saved as pdf files, you are ready to begin the submission process in Digital Measures.

C. ORSP Vita

Digital Measures will also automatically generate a curriculum vitae of the last three years of the applicant's research, scholarship, and creative works from items already input into Digital Measures by the applicant. To make changes to the vita, the applicant must make the necessary changes under the "Activities" menu option in Digital Measures. Once the applicant has completed the changes, the applicant must return to the NPP application and click on the "Refresh Report" button in the application.

If you would like to view your ORSP Vita before you have access to the NPP application, you can do so by clicking on the "Reports" menu in Digital Measures and clicking on "ORSP Vita." For the applications, only the last three years will be included in the ORSP Vita, so set the dates to include only the most recent three years. Then click on "Run Report" to see your ORSP Vita.

Applications should not include appendices unless absolutely necessary to the understanding of the proposal. Please follow the guidelines precisely, as any deviation, even in the required formatting, may be cause for rejection of the application.

Department Chair/School Director and Dean Approvals

Department chair/school director and dean approvals will be requested only for funded applications after the FRPB has selected awardees. Department chairs/school directors and deans will be notified of the approval period in advance and then will receive a notification from Digital Measures when the application is ready for their approval in Digital Measures. Applications that do not receive department chair/school director and dean approval by the deadline for those approvals will not be funded. Please make your department chair/school director and dean aware of your award once you receive an award letter from FRPB.

NPP Application Submission Deadline

Proposals must be submitted in Digital Measures not later than 5:00 p.m. on the published deadline date. It is the policy of the FRPB that, without exception, proposals received after the deadline will not be considered for funding. See the [NPP website](#) for precise due dates.