



**UNC Faculty Research & Publication Board  
NEW PROJECT PROGRAM (NPP)  
Application Guidelines**

**General Information:**

The FRPB New Project Program supports the startup of new research and creative projects of the UNC faculty.

**Application Deadlines:**

Spring Competition – 3<sup>rd</sup> Wednesday in February  
Fall Competition – 1st Wednesday in October

**Submission:**

Proposals, including required signatures, must be received by the Office of Research no later than 5:00 p.m. on the published deadline date. Digital submissions may be emailed to [sherry.may@unco.edu](mailto:sherry.may@unco.edu) *as a single PDF file containing the complete application*, including the signed cover page (multiple emails containing separate portions of an application will each be rejected as incomplete). Hard copies of complete applications may be mailed to Campus Box 143 or delivered to Kepner Hall 0025. It is the policy of the FRPB that, without exception, proposals received after the deadline will not be considered for funding.

**Grant Duration:**

NPP grants will be obligated for two years from the date of award notification. Any unexpended grant funds will be returned to the FRPB upon completion of the project or at the end of the two-year grant period.

**Applicant Eligibility:**

All UNC faculty members and post-doctoral fellows who hold at least a .50 FTE appointment and are not delinquent in submitting final reports for prior NPP or Provost Fund grants are eligible to apply for NPP Grant funding. Eligible applicants may submit no more than one proposal per NPP competition. Recipients of an NPP award are ineligible to apply for a second NPP award until the final report from the previous award has been submitted. (Faculty members may not hold two NPP grants at the same time.) Multiple investigator proposals are invited; however, regardless of the number of investigators on a project, each NPP Grant will be limited to a maximum award of \$5,000.

**Purpose of the Program:**

The New Projects Grant Program provides seed money for individual or group projects that are at the initial stages of a research or creative program. On-going work will not be considered for NPP funding. Preference will be given to initial or pilot work intended to result in external funding to support continuation and expansion of the research.

**Funding Limitations:**

The following activities will not be supported:

- Work toward a student dissertation

- Tuition costs
- Development of curricula
- Continuation of extension of an on-going project
- Work which has as its primary intent the generation of revenue and royalties
- Fringe benefits for student workers
- Travel to make scholarly presentations

#### **Grant Conditions:**

A final project report is due no later than 90 days following the award termination date. Reports are to be completed using the [Final Report Form](#), and are to be submitted by email to [research@unco.edu](mailto:research@unco.edu). These reports will be published on the Office of Research SharePoint site for dissemination.

Grant recipients are expected to include recognition of FRPB funding by the University in any publications or presentations resulting from the grant.

#### **New Project Program Application Guidelines**

To be considered for funding, an NPP grant application must include a completed, signed NPP Application Cover Page and Budget Form, a proposal narrative, a narrative budget justification, and a three page curriculum vitae for the applicant and any collaborators. 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.

#### **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 your 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 expressing clearly the purpose of the project; and research project applications should indicate how the project will contribute to a larger program of scholarship. Clearly indicate whether 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 four sides
- address each of the criterion in the four review categories, and in the same order as described below

##### ***1. Need for and Significance of the Project:***

The need statement explains why there is a need for the proposed project. It should demonstrate the relevance of the problem to current literature in the field and/or otherwise document a compelling picture of the current situation and the desired state.

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 as an attachment that will not count toward the eight-page narrative limit.

## **2. Project Design**

Project applications should 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 should include a protocol that details how the study will be carried out, and should include a rationale for the form of inquiry and the kinds of data 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 show that 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**

Proposals must include the NPP Application Budget Form with a narrative budget justification. 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. Clerical support
  - c. Limited faculty release time (cannot exceed grant limit)
  - d. Other justifiable personnel costs
2. Travel Expenses
  - a. Mileage
  - b. Per diem
  - c. Transportation
  - d. Other justifiable travel costs
3. Other Expenses
  - a. Publication costs, including page fees;
  - b. Postage;
  - c. Long-distance telephone charges;
  - d. Duplication;
  - e. Participant support costs;
  - 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.

## **C. Budget Justification**

A narrative budget justification explaining the basis for determining the cost of each line item must be included with the completed budget form.