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:

Fall Competition – Notice of Intent due 1st Wednesday in October. Final submission with all required signatures due 2nd Wednesday in October.

Submission:
THIS PROCESS HAS CHANGED, PLEASE READ CAREFULLY! The FRPB is piloting the use of Digital Measures for submitting internal funding applications in 2018 with the NPP. The first step in the process is for applicants to submit a Notice of Intent through this Qualtrics link by the deadline. Then, the Office of Research Administrative Assistant will send an invitation for you to apply through the Digital Measures email notification system. After logging in to Digital Measures, you will see the NPP Application under "Workflow Tasks." Screenshots of the process are provided in the appendix at the end of this document. *Please note, 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 $4,000.

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](). 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 Digital Measures application which includes the uploaded proposal narrative, budget form, and budget justification narrative. 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 inputted into Digital Measures by the applicant. 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 at the end of the proposal and 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 Limited faculty release time (cannot exceed grant limit)
   c. 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.

The screen shots on the following pages show what the individuals assigned to each sequence will see and need to complete before moving the review to the next stage. For reference, a red asterisk means that the item is required.

> *Applicant:* (note: the information will appear as one screen, but to display it here we needed to take multiple screen shots – they are presented in order).

New Project Program (NPP)

The New Project Program (NPP) provides grants to UNC faculty members for the startup of new research and creative projects. 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.

Eligibility

All faculty members 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.

- · NPP Application Guidelines
- · NPP Application Forms
- · NPP Final Report Form

General Funding Priorities

- · Proposal Evaluation will give particular consideration to proposals that address the following priority areas:
- · promote long-lasting scholarly, professional or artistic development of UNC faculty members
- · develop and write proposals for externally funded fellowships, grants and contracts
- · use technology and other strategies in pedagogy such as enhancement/enrichment pedagogy
- · assist faculty to intern with industry, government or service agencies, institutes or foundations
- · encourage UNC students' professional involvement or civic engagement through community-based research projects
- · contribute to UNC's mission to internationalize and enhance overall academic experience of students and faculty by increasing the faculty's exposure to international experiences

General Project Information

• Email Address: [_____]

• Dept/Div/School: [_____]

• Org #: [_____]

"ORG #" refers to your unit's Banner organization code. Contact your administrative assistant or business manager if you do not know your unit's ORG.

• Campus Box: [_____]

• Campus Phone #: [_____]

• Title of the Project:

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C	✎	</>									

[_____]

• Provide a brief summary of the proposed project (you can cut and paste, or type directly) - Note the section is limited to 20,000 characters:

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C	✎	</>									

[_____]

• Proposed Start Date: [_____]

• Proposed End Date: [_____]

Project Support Information

* NPP Funding Requested (should match the total of the first column on the project budget line)

[   ]

* Do you have other funding sources

○────────────────────────○
YES   NO

Please list additional funding sources if you replied yes

[   ]

* Total Anticipated Cost (Should match the total of column 3 on the project budget)

[   ]

* Please upload the NPP Proposal Narrative here:

Drop files here or click to upload

* Please upload the Budget and Budget Justification form here:

Drop files here or click to upload

OSP VIta

Last updated date and time
↻ Refresh report

The OSP vita will be populated with materials from the last three years with information added into DM automatically. To make changes to your vita complete all the requirements in Manage activities - once completed click on the file to refresh the report to capture the most up to date information.

* By typing my name I confirm that the information and application is accurate and complete:

[   ]

Unit Leader and Dean/Dean's Designee Approval Screen:

My electronic signature and submission indicates that i have reviewed the proposal.

* Name: [   ]