

*Applications must be typed. Deliver or mail one paper copy of the completed application to Trisha Brinton Campus Box 143, or email a scanned copy to [research@unco.edu](mailto:research@unco.edu). All submissions must include signatures (not typed or printed names), and must be received by 5:00 p.m. on the published deadline date.*

The Research, Dissemination and Faculty Development program supports faculty scholarship and professional activity in the faculty's efforts to develop as teachers, researchers, scholars and artists. Please review the guidelines available at:

<http://www.unco.edu/osp/funding/internal/provost/rdfd.html>.

Applicant Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Dept/Div/School: \_\_\_\_\_ ORG: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Bear Number: \_\_\_\_\_

☐ This is an individual application.

☐ This is a collaborative application with other UNC faculty. (List names of collaborators below; see RDFS guideline #2.)

UNC Collaborators: \_\_\_\_\_

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

Proposed Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

*Brief Summary of Proposed Project (Also attach a complete description following the RDFS Application Requirements, item #2):*

## PROJECT SUPPORT

Provost Fund Request: \$ \_\_\_\_\_ Should match the total of the first column on the project budget form

Other Funding Source: \$ \_\_\_\_\_ Source of Funding: \_\_\_\_\_

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Total Anticipated Cost: \$ \_\_\_\_\_ Should match the total of the third column on the project budget form

**COMPLIANCE APPROVALS:** *RDFS funds will not be released until necessary approvals have been secured and documentation provided to the FRPB.*

Does the project involve human subjects? Yes No Does the project involve animal subjects? Yes No

If yes, has it been approved by the IRB? Yes No If yes, has it been approved by the IACUC? Yes No

If yes, what was the approval date? \_\_\_\_\_ If yes, provide the approval #: \_\_\_\_\_

## SIGNATURES (Proposals lacking required signatures will not be considered for funding.)

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Director/Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

**Provost Fund Research, Dissemination & Faculty Development Program**

**BUDGET FORM:** Please ensure that the sum of column 1 (Provost Funds requested) and column 2 (Other Sources) is equal to the amount in column 3 for each row; also ensure that each column sums correctly. All costs to be reimbursed to the applicant must be in compliance with UNC policies and procedures.

Budget Item	Requested from Provost Fund	Funds from Other Sources	Total Anticipated Project Cost
<b>I. PERSONNEL Costs</b>			
a. Salaries & Wages			
b. Fringe Benefits			
Personnel Subtotal			
<b>II. CONTRACTUAL Costs</b>			
a. Consultants			
b. Contracts			
Contractual Subtotal			
<b>III. TRAVEL &amp; CONFERENCE Costs</b>			
a. Transportation			
b. Conference Registration			
c. Lodging			
d. Per diem or meals			
Travel Subtotal			
<b>IV. EQUIPMENT Costs</b>			
Equipment Subtotal			
<b>V. OTHER Costs</b>			
a. Materials & Supplies			
b. Publication/Dissemination			
c. Printing/Copying			
d. Participant Support			
e. Communication			
f. Miscellaneous Other Costs			
Other Costs Subtotal			
<b>VI. TOTAL PROJECT BUDGET</b>			

**BUDGET JUSTIFICATION:** Attach a budget narrative explaining in detail how the cost of each line item was determined and a narrative explanation for why the costs are necessary to the project and how the costs were determined (cont'd on next page)

Examples:

- Salaries & Wages – PI Smith @ .05 effort X 2 months plus graduate student hourly @ \$12/hour X 4 hrs/wk X 16 wks, plus narrative
- Transportation – Roundtrip airfare on SW Airlines from Denver to Washington D.C. @ \$248 plus rental car @ \$95/day X 3 days, plus narrative

**OTHER ATTACHMENTS** (See RDFD Proposal Guidelines):

- Description of Project, Workshop or Training Activity to be funded
- Current CV no longer than 3 pages