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. 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 RDFD 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 RDFD 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: _____

Other Funding Source: $_____   Source of Funding: _____

Other Funding Source: $_____   Source of Funding: _____

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

COMPLIANCE APPROVALS: *RDFD 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: _____

Updated 05/16/18

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
I. PERSONNEL Costs			
a. Salaries & Wages			
b. Fringe Benefits			
Personnel Subtotal			
II. CONTRACTUAL Costs			
a. Consultants			
b. Contracts			
Contractual Subtotal			
III. TRAVEL & CONFERENCE Costs			
a. Transportation			
b. Conference Registration			
c. Lodging			
d. Per diem or meals			
Travel Subtotal			
IV. EQUIPMENT Costs			
Equipment Subtotal			
V. OTHER Costs			
a. Materials & Supplies			
b. Publication/Dissemination			
c. Printing/Copying			
d. Participant Support			
e. Communication			
f. Miscellaneous Other Costs			
Other Costs Subtotal			
VI. TOTAL PROJECT BUDGET			

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

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