

Proposal review by the Faculty Research and Publication Board (FRPB) is competitive. The criteria for proposal evaluations are outlined under Application Requirements on page two.

1. Only professionally written, fully complete proposals, including all required signatures, will be reviewed.
2. The maximum level of funding is limited to \$10,000 for both individual projects and collaborative projects involving two or more faculty members.
3. Applications may be submitted in RDFD, NPP and PAT competitions in the same annual funding cycle (July 1-June 30). Proposals will be reviewed two times per cycle for RDFD projects (4<sup>th</sup> Friday in October and 4<sup>th</sup> Friday in March), two times per cycle for NPP projects (1<sup>st</sup> Wednesday in October and 3<sup>rd</sup> Wednesday in February) and three times per year for PAT projects (2<sup>nd</sup> Friday in September, 3<sup>rd</sup> Friday in January, and 2<sup>nd</sup> Friday in April).
4. Recipients of an RDFD award are ineligible to apply for a second RDFD award until the final report from the previous award has been submitted. (Faculty members may not hold two RDFD grants at the same time.)
5. The award of funds is a contract between the faculty member and the Office of the Provost.
6. Awardees are expected to remain in the employ of UNC for at least one academic year after the award is granted.
7. Equipment purchases must be adequately justified.
8. Expenses for travel as part of an RDFD project must be adequately justified. Extended domestic travel (beyond a 4-day, 3-night stay) or international travel (beyond a 6-day, 5-night stay) must be warranted. Costs of travel must be consistent with allowable costs per UNC Travel Procedures.
9. Any deviation from the proposed use of funds by award recipients must be approved by the FRPB Chair(s) in advance of the change. The Chair will have the prerogative of full board review concerning these changes.
10. Awards must be fully expended within the award period as indicated on the award document.
11. 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 [Research SharePoint site](#) for dissemination.

**UNALLOWABLE COSTS:** The following cost types may *not* be supported with Provost Funds:

1. Faculty salaries (Release time is allowable at the current adjunct rate only if the proposal clearly explains why work on the project will exceed the faculty member's professional activity allocation), including summer salaries. Staff or student support is allowable with sufficient justification for why students are necessary for the faculty research; however, student support must be budgeted at [UNC's standard hourly pay rate](#), not as a stipend. Students cannot receive fringe benefits.

2. Tuition costs
3. The cost of commercial program development or marketing ventures, as the focus of this program is faculty development and scholarship.
4. Retroactive payment for the cost of travel (may be considered with sufficient justification)
5. Retroactive payment for the cost of research
6. Costs for programmatic development

## SUBMISSION REQUIREMENTS

Proposals, including required signatures, must be received by the Office of Research not 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.

## APPLICATION REQUIREMENTS

To be considered for funding, a proposal must include the following:

### 1. Application Cover Form

The Cover Form must be fully completed including all required signatures.

### 2. Description of Project, Workshop, or Training Activity to be funded

The description must:

- be no more than 7 pages long, excluding reference page(s)
- be double spaced
- use a standard (e.g. Times New Roman or Arial) 11-or 12-point font
- use 1" margins on four sides
- address each of the criterion in the five review categories, and in the same order as described below:
  - a. Need for and significance of the project, workshop or training
    - value and potential impact of the research or creative project, workshop or training to the discipline and society is convincing and compelling
    - potential contribution to increased knowledge in area of investigation is evident
    - potential impact of the project on the applicant's continued area of research or scholarship is evident
  - b. Design of Project, Workshop or Training
    - goals and objectives are relevant and clearly specified

For a Research or Creative Project:

- purpose of workshop or training is clearly stated
- methodology is appropriate (e.g., quantitative or qualitative design plan for data analysis)
- implications of expected findings or creative output are provided
- explanation of dissemination plan (books, journals, other media and audience to be served) is clear

For Participation in a Workshop or Other Professional Training:

- purpose of workshop or training is clearly stated
- information about the methodology of the workshop or training is adequately described
- impact on applicant's teaching, research, creative work or professional development is clearly explained

c. Advancement of research, artistic or professional goals:

individual/school/college/university

- the degree to which the project, workshop or training will contribute to advancing the applicant's goals
- the degree to which the project will contribute to the mission and goals of the applicant's discipline, school, college, and to the university

d. Adequacy of resources

- the proposed budget is adequate to support the project, workshop or training
- any additional resources necessary to support the project (e.g., facilities, supplies, equipment, etc.) are available and adequate

e. 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 programs).
- Include publications, grant proposal submissions, conference presentations, and other products that have resulted from research that was supported by internal funds.
- If this application is for your first internal funding, please state this at the end of the application.

3. Budget and Narrative Budget Justification

- Complete the Provost Fund budget form
- 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. The narrative budget justification is *not* counted in the seven-page project description.

*NOTE: Proposals that include budget for a course release must demonstrate that the project will require time above and beyond what is normally allotted to faculty members in the course of a typical semester. The applicant must clearly show that the course release time is in addition to the .2 FTE assigned to all faculty members for conduct of research and scholarship.*

4. Current Curriculum Vitae

Provide a curriculum vitae for the applicant and any collaborators, each no longer than 3 pages that includes education and training, research and professional experience, honors, awards, and grants received.