



## Office of Research

October 21, 2015

# Invitation for Proposals: 2016-2018 Sponsored Research Fellows Program

The Sponsored Research Fellowship (SRF) Program is an initiative, first announced in 2013 and implemented in 2014, designed to support a small group of faculty members in learning best practices in grantsmanship and perfecting skills for planning and writing high quality proposals for externally funded research projects. **Five Sponsored Research Fellows (SRFs) will be selected to participate in the two-year program.**

The Office of Research will work with the Office of Sponsored Programs (OSP) to provide the elements of the two-year Fellowship Program.

### Eligibility

Application for the SRF Program is open to all full-time, tenured and tenure-track faculty members with an assignment that includes research.

### Important Dates

- Fellowship applications must be submitted to the Office of Research, to the attention of Sherry May, by close of business on Wednesday, December 2, 2015.
- Fellows will be selected and announced by Friday, December 18, 2015.

### The Award

- Following full participation in program activities during the summer of 2016, SRFs will receive \$5,000 summer stipends (including salary and fringe benefits).
- Following successful completion of the program's summer activities, SRFs will be given a one course release during fall semester 2016. The course release will provide dedicated time for Fellows to work with their mentors and OSP on developing and writing their proposals. Fellows are required to make a commitment that they will *not* accept university overload compensation (e.g., for teaching an extra course) during the semester of the course release.
- Fellows who complete all expectations of the program by February 1, 2018, will receive \$2,000 Research and Travel Awards, which may be used for a period of two years (through 1/31/2020), to pay for such costs as equipment, student employees, supplies, copying, and travel that are related to the Fellows' research and grant seeking. The funds may not be used for additional salary for the SRF. At the end of the two-year award period, unspent funds will be returned to the AVP for Research.

## **The Program**

### **Individual Orientation Meetings – February 2016**

Each SRF will meet with his or her OSP representative to review the Fellowship application and discuss his or her individual goals for the program.

### **Planning Meetings – March through May, 2016**

SRFs will attend a combination of individual and group orientation meetings with OSP monthly during March through May (dates and times to be determined). Various aspects of Sponsored Programs will be discussed based on the needs and interests of the SRFs. SRFs will be paired up with their UNC mentors during this time period.

By June 1st, SRFs will refine their project ideas, preliminarily identify potential funding sources, complete a questionnaire regarding their research and project interests, and enter into an agreement with OSP to complete all aspects of the program.

### **Two-Day Training for Developing Grant Proposals – June, 2016**

SRFs will participate in a workshop presented by the Office of Research and OSP. This workshop will include lectures, discussions, and exercises and will provide a clear, consistent foundation for the individual work and one-on-one mentoring that will follow.

Among other topics, the workshop will address:

- The similarities and differences between research grant proposals and other types of grant proposals.
- The requirements of a successful research proposal, including competitive response to the standard components of the proposal – the question; the question's significance; present knowledge related to the question; research design; research methods; qualifications of the researcher; available resources; the future; and the budget.
- Reading and interpreting application guidelines and common mistakes applicants make when responding to guidelines.
- The processes of revising and resubmitting proposals that are not funded.
- The critical role of planning and institutional support in winning grants.
- Other topics related to research funding.

### **Initial Meetings with UNC Mentors – the week of June 13, 2016**

Each SRF will be mentored by experienced UNC grant writers, many of which will be former SRFs. Individual mentor/Fellow meetings will be scheduled during the two days following the workshop. The week of June 20, 2016, each fellow will meet with his or her mentor to discuss the specific nature of the project to be developed during the program; to identify the specific funder and program to which the grant proposal will be submitted; to identify qualifications for the subject matter expert mentor to be engaged; and to begin developing a work plan for the grant proposal. For their contributions to the program, UNC mentors will be compensated with a stipend.

### **Team Building Event – the week of June 13, 2016**

Fellows, their mentors, and Office of Research/OSP representatives will attend an event at a local venue (TBD). Socialization and presentations by experts (also TBD) will help build a sense of collegial interaction and support among the Fellows.

**Engaging Subject Matter Experts – July 2016**

Each SRF will identify and engage an expert in the subject area of his or her planned proposal. This subject matter expert must agree to mentor the Fellow in development of significant and transformative aims/objectives as a base for the proposal, helping to ensure that the proposal will meet rigorous, subject-matter specific standards. For their contributions to the program, they will each receive a stipend.

**Follow-up Mentoring – July through December, 2016**

SRFs will continue to work with their mentors for six months. During this time, SRFs will also work with their subject-matter mentors who should provide three hours of guidance in developing the proposal and an additional hour reviewing the final proposal draft.

Throughout the mentoring process, Fellows will also meet monthly with OSP representatives to discuss progress and receive additional assistance completing proposals and preparing for submission.

Followup team building social events will be scheduled at least once per semester throughout the academic year.

**Proposal Completion, Review and Critique – January, 2017**

Fellows will produce complete grant proposal drafts and email them to their mentors and OSP by January 13, 2017.

Mentors will review and prepare review notes for each Fellow's proposal, and each Fellow will participate in a discussion of the proposal review with his or her mentor. Fellows will share their review notes and invite OSP to be a party to this discussion.

The Fellows' subject-matter mentors will also review their proposals and provide review notes. Fellows will share the review notes with OSP.

Mentors will also discuss the proposal critique process with their Fellows and ensure that all have a clear understanding of what is expected of them in their review of each other's proposals.

Using the critique instructions provided by the mentors, Fellows will review and critique each of the other Fellows' proposals to prepare for an all-group review discussion.

**Final Proposal Group Reviews and Final Mentoring Meetings– the week of February 20, 2017**

In addition to working with their mentors and subject-matter experts, Fellows will learn more of what works well in proposals and where proposals fall short by participating in group proposal-review discussions. Office of Research and OSP staff will lead these group review sessions that will strengthen Fellows' ability to critique their own proposals, and provide a proven approach to review and critique other faculty members' proposals in the future if requested to do so.

The group review discussions will be conducted in a structured and supportive manner; each will last 30-45 minutes and will be facilitated by the person who mentored the proposal.

Following all of the group review sessions, each fellow will have a final mentoring session with his or her mentor.

**Proposal Submission – March 2017 through January 2018**

Fellows whose proposals have not yet been submitted will continue to work with OSP to prepare to meet their proposal submission due dates.

If Fellows receive notice that their submissions are not funded, OSP will work with them on the next best step – revise and resubmit, identify a different sponsor or program, or develop a different project.

**Research & Travel Awards – between January 2018 and December 2018**

Fellows who have participated throughout the program and submit their proposals by February 1, 2018, will receive the \$2,000 Research and Travel award following submission.

**Pass It On**

After submission of their proposals, Fellows will be encouraged to “pass it on.” This could mean acting as a grant-writing mentor to another faculty member, presenting their fellowship experiences at a department meeting, critiquing others’ proposal drafts, etc. Additionally, OSP may invite Fellows to participate in small grant-writing workshops or panel discussions.

**New Faculty Luncheon – September 2017**

OSP will host a New Faculty Luncheon and invite all new faculty and their chairs, directors, and deans. Fellows will have an opportunity to make brief comments about their experiences in the SRF Program.



Office of Research  
**Sponsored Research Fellowship Program**  
**Application Guidelines**

**Eligibility:** Application for the Sponsored Research Fellowship (SRF) Program is open to all full-time, tenured and tenure-track faculty members with an assignment that includes research.

**Dates:** One complete copy of the fellowship application must be submitted to the Office of Sponsored Programs, to the attention of Sherry May, by 5:00 p.m. on Wednesday, December 2, 2015. Fellows will be selected and announced by Friday December 18, 2015.

**The Application:** Your application for a Sponsored Research Fellowship must include the following:

1. Cover Page: Use the form provided to submit a signed application cover page;
2. Project Narrative: Your narrative description is to be double spaced, in size 12 font, with one inch margins. There are no page limits, but the narrative should be as clear and concise as possible while providing adequate detail for the reviewers in each of the following sections:
  - A. Introduction: Explain why you want to participate in the Sponsored Research Fellowship Program;
  - B. Proposal Development Plan: Each fellow will develop a grant proposal during the first year of the program. In this section of your application, provide information about the project for which you plan to develop a grant proposal. While only one project is required for this application, you may include two; in which case, the project to be developed during the first year will be decided by the fellow and his or her mentor.

For each project, provide the following information in the order given:

- i. Project title: a descriptive title for the project;
- ii. Research Question: a succinct statement of the research question, problem or need (the question) that will be the focus of your grant proposal;
- iii. Significance: a brief explanation of the significance of the question, including who will benefit from the work;
- iv. Qualifications: a description of your qualifications for conducting the project;
- v. Prior Work: a description of your prior work (e.g., pilot data or prior field experience) that is related to this project;
- vi. Collaboration: if applicable, an explanation of why you will need collaborators on your project; identify them, if known, and briefly describe

- their qualifications;
- vii. Future Work: a description of how this project helps build your own program of research; explaining how it moves your work forward and leads to future research;
  - viii. Citations: a bibliography or list of references;
  - ix. Sponsors: a list of sponsors and programs that you have identified as potentially supporting the project.
3. Curriculum Vitae: A full CV highlighting publications and presentations that are related to the project(s) you are proposing here.
4. Letters of Support: Letters from your department chairperson or school director and from your college dean indicating their support for your participation in all aspects of the Sponsored Research Fellowship Program.



Office of Research  
**Sponsored Research Fellowship Application**

Name of applicant: \_\_\_\_\_ School/Dept: \_\_\_\_\_  
Academic rank: \_\_\_\_\_ Tenure status: \_\_\_\_\_  
%Teaching:\_\_\_\_\_ %Service:\_\_\_\_\_ %Research:\_\_\_\_\_

Date of UNC hire:\_\_\_\_\_ Date of current appointment:\_\_\_\_\_

Terminal degree: \_\_\_\_\_

**Checklist** - check to indicate that each of the following is included in your application:

☐ Your reasons for applying for a Sponsored Research Fellowship

Details of the proposal you plan to develop:

- ☐ Project title
- ☐ Research question
- ☐ Significance
- ☐ Qualifications
- ☐ Prior work
- ☐ Collaboration
- ☐ Future work
- ☐ Citations
- ☐ Sponsors

☐ CV

☐ Letter of support from your department chair or school director

☐ Letter of support from your dean

I have read the Sponsored Research Fellowship Program description and if I am selected as a SRF, I commit to fully participate in all aspects of the program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date