

**Faculty Research & Publication Board
RESEARCH, DISSEMINATION & FACULTY DEVELOPMENT PROGRAM (RDFD) Guidelines****Purpose of the Program**

The RDFD program supports faculty scholarship and professional activity to develop as teachers, researchers, scholars and artists. Funding is made available to full-time instructional faculty members through a competitive internal grant process.

Notice of Intent to Apply – REQUIRED!

In order to apply for the RDFD award, applicants **MUST** complete and submit the Notice of Intent to Apply form, on the [RDFD website](#), at least one week prior to the RDFD submission deadline. On the day following the Notice of Intent due date, recipients will receive an email from Digital Measures with a link to their application in Digital Measures.

Application Deadlines – See [RDFD website](#) for precise due dates.

1. Notice of Intent due 4th Friday in March
2. Application release date: 4th Saturday in March
3. Applications are due in Digital Measures on the 1st Friday in April

Grant Duration

RDFD grant funds 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.

RDFD Rules/Restrictions/Requirements

1. The maximum level of funding is limited to \$8,000 for both individual projects and collaborative projects involving two or more faculty members.
2. Only professionally written, fully complete proposals will be reviewed.
3. 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. (i.e. Faculty members may not hold two RDFD grants concurrently.)
4. Equipment purchases must be adequately justified.
5. 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](#).
6. 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.
7. Awards must be fully expended within the award period as indicated on the award document.

Funding Limitations

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

- Faculty salaries, including summer 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. 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 an hourly rate, not as a stipend. Students cannot receive fringe benefits.
- Tuition costs
- The cost of commercial program development or marketing ventures, as the focus of this program is faculty development and scholarship.
- Retroactive payment for the cost of travel (may be considered with sufficient justification).
- Retroactive payment for the cost of research.
- Costs for programmatic development.

Submission Instructions

You must have your unit's 5-digit Banner organization code (Org) to complete the application in Digital Measures. Contact your administrative assistant or business manager if you do not know your unit's Org.

To be ready to complete the application in Digital Measures, please prepare the following items for upload in pdf format.

The proposal narrative must:

- be no more than eight pages long (References are not included in the eight page limit.)
- be double-spaced
- use a standard (e.g. Times New Roman or Arial) size 10 font
- use 1" margins on all four sides
- address each of the criterion in the five review categories, and in the same order as described below

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

- 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.

2. Budget and Narrative Budget Justification

1. The [RDFD Budget Form](#)
2. Using the same font and margins as in the description, prepare a budget 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 eight-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 for research and scholarship during 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.

Once you have these items saved as pdf files, you are ready to begin the submission process in Digital Measures.

3. ORSP Vita

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 input into Digital Measures by the applicant. To make changes to the vita, the applicant must make the necessary changes under the "Activities" menu option in Digital Measures. Once the applicant has completed the changes, the applicant must return to the RDFD application and click on the "Refresh Report" button in the application.

If you would like to view your ORSP Vita before you have access to the PAT application, you can do so by clicking on the "Reports" menu in Digital Measures and clicking on "ORSP Vita." For the applications, only the last three years will be included in the ORSP Vita, so set the dates to include only the most recent three years. Then click on "Run Report" to see your ORSP Vita.

- If you have a collaborator or collaborators, please attach their three-year ORSP Vita(s) in the appendices section, naming the document so that it can be easily identified as collaborator vita or vitae.

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.

Department Chair/School Director and Dean Approvals

Department chair/school director and dean approvals will be requested only for funded applications after the FRPB has selected awardees. Department chairs/school directors and deans will be notified of the approval period in advance and then will receive a notification from Digital Measures when the

application is ready for their approval in Digital Measures. Applications that do not receive department chair/school director and dean approval by the deadline for those approvals will not be funded. Please make your department chair/school director and dean aware of your award once you receive an award letter from FRPB.

RDFD Application Submission Deadline

Proposals must be submitted in Digital Measures not later than 5:00 p.m. on the published deadline date. It is the policy of the FRPB that, without exception, proposals received after the deadline will not be considered for funding. See the [RDFD website](#) for precise due dates.

Grant Conditions

Grant recipients are expected to include recognition of FRPB funding by the University in any publications or presentations resulting from the grant. The award of funds is a contract between the faculty member and the Office of the Provost. Awardees are expected to remain in the employ of UNC for at least one academic year after the award is granted. If an RDFD recipient leaves UNC within one year of the award, the FRPB reserves the right to require repayment of NPP funds.

Final Report

A final project report is due no later than 90 days following the award termination date. Reports are to be completed using the [RDFD Final Report Form](#), and are to be submitted by email to orsp@unco.edu. These reports will be published on the [Research SharePoint site](#) for dissemination.

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 (1st Friday in November and 1 Friday in April), once per cycle for NPP projects (2nd Wednesday in October) and three times per year for PAT projects (3rd Friday in September, 4th Friday in January and 3rd Friday in April).