FACULTY FIRST SUMMER SCHOLARSHIP SUPPORT AWARDS

With the generous support of UNCG donors, the Office of the Provost has launched the Faculty First Summer Scholarship Support Awards. Approximately 25 Faculty First awards of up to $5,000 each are available to our talented faculty, for work completed over the 2015 summer period.

The deadline for applications is February 27, 2015. Notification of awards will be made no later than April 1, 2015.

Faculty First Awards are offered separately to tenure-track and tenured faculty in the form of Tenure-Track Faculty First Summer Scholarship Support Awards and Tenured Faculty First Summer Scholarship Support Awards.

SUBMISSION GUIDELINES

Email all documents to rshopr@uncg.edu no later than 5:00 p.m. on Friday, February 27, 2015. The proposal format can be found at the end of this document. Scan the proposal into a single PDF packet and submit it as one attachment. The application cover page must contain signatures from the applicant, Department Head or Designee, and the Dean or Designee. Failure to provide all three signatures may result in the return of the application without consideration. The award checklist is not to be submitted with the proposal; it is for your convenience only.

Applications deemed incomplete, submitted after the deadline, or submitted in hard copy form will be returned and will not be considered for review.

Inclusion of Supporting Documents: Additional materials in support of award applications are discouraged. The only supporting materials considered necessary are letters from cooperating agencies where the applicant plans to recruit research participants or letters from museums or libraries where access is restricted.

Please do not include CDs, DVDs, photographs, or artwork; if sent with the proposal, they will be returned to the applicant and will not be sent to reviewers. Letters of support from department chairs, deans, colleagues, or experts are not to be included and will be removed from the application prior to review. All necessary details of methods and procedures and other information regarding the work to be done should be incorporated into the body of the proposal and not included as an appendix. Appendices, other than letters verifying access to research participants or materials, will be removed from the application prior to review.

Acknowledgement of receipt: An acknowledgement will be returned to you by e-mail when your application is received in the Office of Research and Economic Development. If you do not receive the acknowledgement within a few days of submitting your proposal, contact Barbara Hemphill (bbhemphi@uncg.edu, 256-1172).

GENERAL GUIDELINES

Funds are awarded only to those individuals who:

- Have been successfully reviewed for reappointment or tenure, if applicable
- Have completed all work toward the terminal degree
- Have submitted a final report for any previously awarded internal grants
The $5,000 award may be used to support the advancement of scholarship, including summer salary provided UNCG guidelines regarding buyouts and add pays are met. If funds are used for salary support, expenses including fringe cannot exceed $5,000. **Funds must be expended by August 1, 2015.**

**PROPOSAL REVIEW PROCESS**

All proposals submitted for the First Faculty Award are reviewed by members of the Research Grants Committee, a Faculty Senate committee that makes recommendations regarding funding to the Vice Chancellor for Research and Economic Development. The Research Grants Committee includes elected faculty, an appointed Senate representative, and ad hoc members as needed. To obtain a list of elected committee members, go to [http://facsen.uncg.edu/CommitteeRoster.asp](http://facsen.uncg.edu/CommitteeRoster.asp).

Each member of the committee serves on one of four subcommittees: Arts and Humanities, Creative and Performing Arts, Social Sciences, or Sciences. Applicants **MUST** request assignment of their proposal to a specific subcommittee. It is recommended that an applicant select a subcommittee based on the content of the proposal rather than on traditional departmental or disciplinary categories. Failure to indicate the subcommittee request will result in the application being deemed incomplete, and the review will be disallowed.

Subcommittees report their reviews and rankings of the proposals at a meeting of the full committee, which then makes recommendations to the Vice Chancellor, who notifies applicants of the review results. All applicants with unsuccessful applications receive feedback from the committee on their proposals.

**COMMITMENT ON RECEIPT OF AWARD**

Acceptance of a Faculty First Award carries with it certain responsibilities. Recipients agree to:

- Participate in an event held the following spring to present the results of award-supported work to the UNCG community, including donors.
- Submit a final report on the appropriate form to the Office of Research and Economic Development within one year of the grant being awarded.
- Follow all UNCG purchasing, travel, and personnel guidelines in the expenditure of funds ([https://sys.uncg.edu/policies-and-procedures/](https://sys.uncg.edu/policies-and-procedures/)).
- Complete all work during the funding period or send a written request for an extension to the Vice Chancellor for Research and Economic Development prior to the end of the grant period.
- Route all invoices to the appropriate office within 30 days of incurring the expenditure.
- Include an acknowledgement of support from UNCG on any publication or presentation of work funded fully or in part by the award.
- Consider all equipment, books, manuscripts, microfilms, research apparatus, and other materials purchased with award to be UNCG property.
- Reimburse UNCG for any expenditure in excess of the total budget, for charges not allowed, or for expenditures made beyond the grant expiration date.
- Inform the Office of Research and Economic Development and return funds to UNCG if the grantee leaves the university during the funding period.
- Release all grant funds remaining at the end of the grant period back to the Office of Research and Economic Development.
FACULTY FIRST SUBMISSION INSTRUCTIONS

FORMATTING

Applications should be prepared in 12-point Times New Roman or 11-point Arial, single spaced, with 1-inch margins on all sides.

COMPONENTS OF THE APPLICATION

Applications must include the following seven components, submitted in the order listed here. Please label each section using the headings listed below. Do not staple or bind the pages. Number the pages; the cover page is page 1.

1. Cover page. Be sure to complete the cover page, including all required information.
   - All applicants must indicate whether they are applying for the New Faculty or Regular Faculty First award competition.
   - Research with human or animal subjects, hazardous materials, or radioactive materials requires a “just-in-time” protocol. That is, if the proposed research involves human participants, animals, or radioactive materials, approval by the appropriate committees is required prior to receiving funding, but applicants may wait until funding decisions are made to submit their protocol to the appropriate committee for approval. Please indicate whether the protocol has been submitted, approved, or will not be submitted until funding has been determined on the application cover page. Awardees will not have access to grant funds until required protocols are approved. For information about protocol guidelines go to http://integrity.uncg.edu.
   - All applications must be signed by the applicant and their Department Chair/Head and Dean (or their designees) prior to submission. If the applicant is the Department Chair, then they should only have the Dean or designee sign the application; however, this should be noted on the application page. Support letters from the Department Chair/Head or Dean are not required and are discouraged. All signatures are required prior to submission or the proposal will be returned without review.

2. Proposal narrative (3 page limit, not including references)

The text of the proposal is limited to three pages. Because proposals are reviewed by faculty from many different disciplines, it is important that applicants write their proposals so that their work and the importance of that work can be understood by people who are from a different discipline or content area. The emphasis in the proposal should be on the description of what will be done during the period of the award, described in a way that any educated reader can evaluate the likelihood that project goals will be met and that planned work will lead to impact; dissemination through publication, performance, exhibition, or other discipline-appropriate forum; and/or future external funding for the applicant.

   A. Non-technical summary: The summary is an opportunity for the applicant to convince the reviewers of the value and significance of the project and to convey the importance of this particular project in the applicant’s overall program of scholarship. Include in the summary a description of the overall goals of the project, emphasizing the contributions completion of this project will make to the applicant’s program of scholarship and to his or her field of study more broadly. It is important for the summary to be written in a manner that allows reviewers who are not familiar with the applicant’s field of study to understand the goals and significance of the proposed work.
**B. Background and significance:** In this section, the applicant explains the importance of the project, using current literature or creative work, and clarifies to the reader how the proposed scholarship contributes to the field and to the applicant’s own program of scholarship. The section should include a clear statement of the specific aims or objectives of the project and explain the contribution the work would make when completed. The literature review does not have to be exhaustive but instead should be selective, with the goal of helping the non-specialist understand the value of the proposed work. Citations may be included in the text, but not footnotes. Include the list of references or works cited on a separate page at the end of the narrative; this page will not count toward the three-page limit.

**C. Project design and procedures:** This is the most important section of the proposal from the standpoint of the reviewers. In this section the applicant convinces the reviewers that he or she has a clear plan of work that is achievable within the timeframe of the award period. The reviewers want to know what is to be done and how it will be done. The methods and significance of the work must be described in a way that can be understood by scholars from other disciplines.

*Particular considerations in this section for specific disciplines:*

**Creative and Performing Artists** must explain their plans and procedures and how the proposed work relates to ideas, theories, problems, studio customs, or performance practice in their field.

**Humanists** must identify the source materials to be interpreted and where they will be obtained (whether from museum collections, libraries, archives, people, field sites, etc.). If examining historical documents, artifacts, literary works, or musical compositions, the applicant should describe the nature of the information they are seeking. The applicant should also describe in as much detail as possible how the sources will be used or interpreted.

**Physical and Natural Scientists/Social and Behavioral Scientists** must identify the specific sources of data or secondary data analysis to be obtained (whether from human subjects, animals, or the physical world) and how those data will be collected. If particular measurements are being made, these should be described. The applicant should describe how the data will be analyzed in as much detail as possible and explain the process by which the data will be reduced or integrated or interpreted.

**3. Curriculum Vitae (3 pages maximum, not included in the proposal page limit):** The CV should include the applicant’s education, employment history, and a bibliography of recent and/or relevant publications or creative works or activities. The CV is limited to three pages for each applicant.

**4. Budget and Budget Justification (not included in the proposal page limit):** A budget and a narrative justification are required for each item in the budget. Use of the budget summary form found at [http://research.uncg.edu/funding/](http://research.uncg.edu/funding/) in Excel format is required. A justification for each category, describing what is covered in the amount for each category, and the purpose of each budget request should be included. If additional space is needed for the budget justification, attach a separate page, headed “Budget Justification.” Break down the budget only to whole dollar amounts, rounding as needed. Be specific about budget requests, especially for personnel (explaining number of hours and hourly rate, if appropriate, as well as the nature of work to be performed). **All personnel costs must include fringe benefits.** Current fringe benefit information may be found at [http://sponsoredprograms.uncg.edu/institutional-profile-information/](http://sponsoredprograms.uncg.edu/institutional-profile-information/).

Requests for travel expenditures require an explanation of the reason for the travel and a breakdown of the request (e.g. airfare, per diem for meals, and lodging rate per day). For current per diem information go to [http://sponsoredprograms.uncg.edu/institutional-profile-information/](http://sponsoredprograms.uncg.edu/institutional-profile-information/). It is not necessary to itemize small amounts spent for supplies and materials.
All budgetary items must be in accord with UNCG’s policies. Purchasing guidelines can be found at http://purchasing.uncg.edu. Employment of undergraduate or graduate students or other personnel must follow UNCG guidelines.

The budget must be expended within the allotted grant period. Money that is not spent within the grant funding period will be forfeited by the researcher and will be absorbed by the Office of Research and Economic Development. A maximum of one month after the close of the project date (listed on the guidelines) will be given to finalize any outstanding receipts.