

# Application Instructions for: Research Assignment

>>>Please consult the [Guidelines on Research Assignments](#)<<<

One original application is all that is required. For that reason we must stress the importance of submitting only legible, single-sided, unbound sheets of paper in addition to the application forms provided. (Proposals involving human or animal subjects need not be accompanied by the Institutional Review Board or Institutional Animal Care and Use Committee forms; these forms are to be submitted to the appropriate departmental representative on or before the deadline for submission of the proposal.) **Submit the signed, original application to your Department Chair/Head on or before August 28, 2009.**

**Please submit your application in the following order:**

1. INSTRUCTIONS (please leave this sheet on top when forwarding your application).
2. COVER PAGE with applicant's signature.
3. PROJECT DESCRIPTION - Attach a project description of **no more than four single-spaced pages**, explaining in *jargon-free language that can be understood by non-specialists* what you plan to do, the significance of the work, the methods you will use, and what specifically you expect to be able to accomplish with the help of this award or assignment. Do not exceed the 4-page limit. On the other hand, proposals that are shorter and do not provide adequate information will be at a competitive disadvantage. *Supplemental materials*, including bibliography, may not exceed 4 pages.
4. CURRICULUM VITAE - Attach a c.v. of *no more than 3 pages* which will include relevant professional and work experiences, service to the University, and a bibliography of recent and/or relevant publications or of creative works or activities.

## APPLICATION FOR A RESEARCH ASSIGNMENT

Name \_\_\_\_\_ Phone: \_\_\_\_\_

School/College \_\_\_\_\_

Dept \_\_\_\_\_ Room \_\_\_\_\_ Bldg \_\_\_\_\_

Date of receipt of highest degree \_\_\_/\_\_\_/\_\_\_ Date appointed to UNCG faculty \_\_\_/\_\_\_/\_\_\_

Current rank \_\_\_\_\_ Title of proposed project: \_\_\_\_\_

\_\_\_\_\_

Check Time Period Requested:

\_\_\_ Fall 2010 \_\_\_ Spring 2011 \_\_\_ Academic Year 2010-2011

\_\_\_ Check if this is a request for Research Assignment *without pay*

Are you requesting external support? \_\_\_ Yes \_\_\_ No

If Yes, from what source? \_\_\_\_\_

If you are requesting external support and *do not receive* such support, would that modify your application for a Research Assignment? Yes [\_\_\_] No [\_\_\_]

If Yes, indicate how:

**International Program:** Yes \_\_\_\_\_

The International Programs Center (IPC) has additional funding for international activities. If you would like IPC to also review this proposal, please check yes.

| <b>Previous Intramural Support:</b> |                         | <b>On Research</b> |      |          |
|-------------------------------------|-------------------------|--------------------|------|----------|
| Faculty Research Grants:            | Summer Research Grants: | Assignment         | Year | Semester |
| ___ 09-10                           | ___ 09-10               | ___ 09-10          | ___  | ___      |
| ___ 08-09                           | ___ 08-09               | ___ 08-09          | ___  | ___      |
| ___ 07-08                           | ___ 07-08               | ___ 07-08          | ___  | ___      |
| ___ 06-07                           | ___ 06-07               | ___ 06-07          | ___  | ___      |

I have examined the Provost's Memo and subscribe to it fully.

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Signature

### **DEPARTMENTAL REVIEW**

Department Head/Chair:

Can you handle this Research Assignment without a full-time replacement?

Yes       No

Comments:

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Department Head/Chair