
**RESEARCH GRANTS COMMITTEE:
GUIDELINES FOR FACULTY RESEARCH GRANTS
THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO**

**(Adopted by the Research Council prior to 1965)
(Revised by the Research Grants Committee, Fall 1993, Spring 1999, and Spring 2003)**

The Research Grants Committee ("RGC") of The University of North Carolina at Greensboro is responsible for reviewing grant applications for the Summer Excellence Awards, the New Faculty Grants, and the Regular Faculty Grants and making recommendations to the Associate Provost for Research for the allocations of these funds. These grants are seed funds to be leveraged by faculty to procure other necessary support to initiate or enhance their research, scholarship, and creative activity.

GENERAL POLICIES REGARDING ADMINISTRATION OF GRANTS

- 1) The RGC meets each fall to consider applications for Regular faculty grants and Summer Excellence grants and again in early spring to consider applications for New Faculty grants. Applications for all grants may be picked up by visiting the Office of Sponsored Programs (OSP) in Room 100 McIver Building or from the OSP home page at <http://www.uncg.edu/rss/>.
- 2) Applications must be typed or word-processed on forms available from OSP or from the OSP home page at <http://www.uncg.edu/rss/>. **Applications that do not adhere to the directions on the application may be returned without being reviewed.**
- 3) Three types of RGC grants are available:
 - a) New Faculty Grants are awarded to tenure-track faculty below the rank of professor in their first year of appointment.
 - The deadline for submission is the last working day of January.
 - New Faculty Grants begin at notification of award (approximately April 1) and extend through August 1 of following academic year (summer, fall, spring, summer terms).
 - b) Regular Faculty Grants are awarded to full-time UNCG tenured, tenure-track, and clinical and applied professional faculty. All other factors being equal, faculty who have received a Regular Faculty grant within the past 5 years will receive a lower priority in the review process.
 - The deadline for submission is the last working day of September.
 - Awards will begin at notification of the award (approximately December 1) and extend through June 1st of the following academic year (spring, summer, fall, spring terms).
 - c) Summer Excellence Research Grants of \$4000 are awarded to untenured tenure-track faculty and serve as summer salary. These funds are for salary only. All other factors being equal, faculty who have received a Summer Excellence grant within the past 5 years will receive a lower priority in the review process.
 - The deadline for submission is the last working day of September.
 - These grants begin June 1 and end August 15.

- 4) Individuals who receive one of these grants **MUST** submit a final report to the Office of Sponsored Programs. Failure to provide this report **will disqualify you from receiving a new grant.**
- 5) Applicants must agree to seek or obtain extramural funding for a research project or creative activity before applying for future RGC funding. **Evidence of this activity must be provided on the RGC applications.** If the evidence is not provided, the application will be returned without being reviewed.
- 6) Applicants may request up to \$5,000 for New Faculty grants or Regular Faculty grants. Applicants may request a multiple-year grant of up to \$2500 per year for 2 years. No other Regular Faculty grants may be applied for during the period of a two year grant.
- 7) Collaborative proposals for Regular Research Grants are accepted by the RGC. A collaborating applicant may not apply independently for a RGC grant or be involved in more than one collaborative proposal. All collaborators must be from UNCG. The amount requested may not exceed \$5,000 per individual applicant or a maximum of \$10,000. The role of each collaborator should be clearly defined. All rules regarding present and future proposals that apply to individual applicants apply to collaborating applicants.
- 8) The RGC is a Faculty Senate Committee. A description of its composition can be found at (<http://shadow.uncg.edu/facsen/fscommittees.html>). Prior to the meetings of the RGC in which grant applications are considered, the Chair of the RGC shall appoint members of the RGC to one of three proposal review subcommittees: Arts and Humanities, Social Sciences, or Sciences. These subcommittees are not discipline or department specific. Members of one of these three subcommittees review applications. Committee members may request external ad-hoc advice in the review of proposals. Applicants are allowed to request review by a specific subcommittee. It is recommended that an applicant select a subcommittee based on the nature of the proposal rather than traditional departmental or discipline categories. All subcommittees report their reviews of the applications to the whole committee. The whole committee makes recommendations to the Associate Provost for Research for which proposals should be funded. The final decision on funding rests with the Associate Provost for Research.

A proposal should be written so that colleagues from different disciplines will be able to make intelligent judgments about it. Evaluation criteria are available at the OSP office and the home page at <http://www.uncg.edu/rss/>. Proposals are judged on the basis of how clearly the applicant addresses each of the criteria.

- 9) To be eligible for RGC grant support, applicants:
 - a) Must be full-time employees of UNCG and have a tenured, tenure-track, or clinical/applied professional faculty appointment;
 - b) Must have completed all work toward the academic degree usually considered terminal in their areas of concentration;
 - c) Cannot be on a terminal appointment;
 - d) Cannot use these funds to support research that is, in any way, intended to meet any degree requirements of the grantee; and
 - e) Must have applied for external funding since the last intramural award (does not apply to

- new faculty).
- f) Must have submitted a terminal report for a previously funded project.

Faculty members who will be reviewed for tenure during the current academic year should be aware that the award of a Summer Excellence Grant will be contingent upon a favorable tenure decision.

- 10) The proposed work must be completed during the grant period.
- 11 A) Budgets for New Faculty and Regular Faculty grants must be prepared as directed in the Application Instructions (<http://www.uncg.edu/rss/>). Applicants must adhere to the following guidelines.
- *Student Wage:* the RGC will pay the current minimum wage for undergraduate and graduate students unless the investigator justifies a higher rate.
 - *Travel:* Per diem and automobile mileage at the current University rates and the lowest available airfare for travel necessary to conduct the proposed research are allowable. The application should explain why the travel is needed, what specifically is to be accomplished at the destination that could not be achieved locally or by internet/phone consultation, and how the results will advance the proposed research. In general, RGC grants provide funds for the conduct of research but not for the dissemination of research results. Travel to libraries, museums, or other repositories of documents or data, travel to permit consultation with resource professionals or persons of special expertise, and travel to a site that is the object of research are, in general, fundable under the above criteria. Foreign travel is fundable. Applicants are encouraged to apply also for funding for foreign travel available through programs offered by the Office of International Programs (<http://www.uncg.edu/ipg/ipc/fdp.html>). **Travel to a professional meeting or conference is not fundable.**
 - Funds from RGC grants may not be used for computer services normally provided by Instructional and Research Computing (<http://www.uncg.edu/irc>) or support provided by the Statistical Consulting Center (<http://www.uncg.edu/mat/sta/consulting.html>)
 - The RGC does not support research if the project is related specifically to curricular or instructional matters of the applicant's department or school, nor is support given for graduate assistantships that are not directly related to conduct of the research.
 - The RGC does not provide funds for materials or equipment already available on campus. Moreover, if the RGC decides that research materials should be supplied from department, library, or other budgets, funds requested for such items will not be allocated.
 - The RGC does not provide funds for faculty salaries in the New Faculty and Regular Faculty grants.
- 11B) No budget is needed for Summer Excellence proposals.
- 12) For any research involving the use of human or animal subjects, the applicant must submit an

application for approval to the appropriate Institutional Review Board (IRB) representative (for human subjects) or the appropriate Department Animal Committee (for animal subjects) **prior to the RGC application deadline** to ensure proper compliance with University policies and procedures. Without IRB or Institutional Animal Care and Use Committee (IACUC) review results on file in OSP, **the project cannot be funded**. It is the responsibility of the investigator to be familiar with University policies and procedures on the use of human or animal subjects.

SPECIFIC REGULATIONS GOVERNING RGC GRANTS

- 1) The grant holder must reimburse the University for any expenditure in excess of the total budget, for charges not allowed under RGC policies, or for expenditures made beyond the grant expiration date. It is the responsibility of the grant holder to determine a source from which to pay such unallowable charges.
- 2) All paperwork for awarded grants should be received by accounting one month prior to the deadline of the grant.
- 3) Faculty members who accept a Summer Excellence Research Award may not accept employment between the end of the spring semester and the beginning of the fall semester and may not receive salaries from other grants for the same period. In exceptional circumstances an individual may request in writing that the Associate Provost for Research waive this restriction . This request must have appropriate supporting information from the individual's department chair.
- 4) The acquisition of materials and equipment is negotiated in cooperation with the Purchasing Department, and purchases are made by that office. Requests for payment for clerical, research, and other assistance are negotiated in cooperation with the UNCG Office of Human Resource Services. Requests for travel authorizations are made through academic departments in accordance with the standard procedures set by the University.
- 5) All equipment, books, manuscripts, photostats, microfilms, research apparatus, and other research materials purchased with funds of the RGC are the property of the University.
- 6) Publication of results of any research projects aided by a grant from this fund should carry a printed acknowledgment of financial assistance from the UNCG Research Grants Committee.
- 7) In the event a grantee leaves the employ of UNCG, funds remaining in his or her account shall be returned to the fund from which it was drawn.
- 8) The RGC requires a final report within one month after expiration of the grant. Final report forms are available in OSP or at <http://www.uncg.edu/rss/>. Final reports of all previously completed projects must be on file in OSP at the time of submission of a new grant application. **Failure to do this will result in the grant proposal being returned without review.**