

# Application Instructions for: Research Assignment

>>>Please consult the Guidelines on Research Assignments<<<

**Please submit the signed, original application to your Department Chair/Head or School Director by the deadline set in your School or College.** 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.

**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 *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. ***Any supplemental materials***, including a bibliography, may not exceed an additional 3 pages.
4. CURRICULUM VITAE - Attach a c.v. of *no more than 3 pages*.

**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 2024 \_\_\_ Spring 2025 \_\_\_ Academic Year 2024-2025

\_\_\_ 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 Programs:** 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 |
| ___ 23-22                           | ___ 23-22               | ___ 23-22          | ___  | ___      |
| ___ 22-21                           | ___ 22-21               | ___ 22-21          | ___  | ___      |
| ___ 21-20                           | ___ 21-20               | ___ 21-20          | ___  | ___      |
| ___ 20-19                           | ___ 20-19               | ___ 20-19          | ___  | ___      |

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

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Signature

### **DEPARTMENTAL REVIEW**

Department Head/Chair/Director:

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

Yes       No

If no, please comment:

Department Head/Chair