

**Cratis D. Williams Graduate School  
and Research and Sponsored Programs  
Appalachian State University**

**University Research Council Competitive Grants  
2009-2010**

**Deadline: 4 pm 30 October 2009**

The mission of the University Research Council is to stimulate, encourage, and support research, scholarship, and creative work across all segments of the University community. The Council is committed to a broad and inclusive definition of research, including both pure and applied research, translational and community-based research, and scholarly and creative endeavors.

An important part of the Council's responsibilities is to provide some financial support for research and creative activity on campus. Each year a limited amount of funds generated from F&A (facilities and administrative) costs from extramural grants and contracts are used to support faculty and staff research activities. It is the responsibility of the University Research Council to solicit and evaluate research proposals from the campus community, and to make recommendations to the Dean and Chief Research Officer regarding the funding of the proposals.

# University Research Council GUIDELINES FOR APPLICATIONS

## GUIDELINES

### Eligibility:

- Tenured / tenure track faculty or full-time professional/clinical/research faculty or EPA professional staff on long-term or ongoing appointments may apply for funding
- An individual may be funded twice by the URC. Eligibility for any further funding will require evidence that the applicant has submitted a proposal for external funding.
- Faculty members who submit proposals to the University Research Council , the Board of Trustees Faculty International Research Travel Grants and the Foundation Fellows program must show that there is no overlap in the expenses for which funding is requested.
- Past URC grant recipients who failed to submit end-of-project reports by the due dates for those projects are not eligible to apply for funding.
- Members of the URC may submit proposals for funding, but cannot serve on review panels or vote during the cycle in which they have submitted proposals.

### Use of Funds:

URC award funds may be used for

- Student support
- Stipends for research subjects
- Payment to consultants or translators
- Travel to collect data or make use of archives and collections
- Equipment not normally purchased by departments or colleges
- Consumables and other research supplies

URC funds may NOT be used for

- Dissemination of research
- Conference travel
- Faculty salary
- Research supporting theses or dissertations
- Instructional projects
- Membership dues in professional or disciplinary organizations

Other information about URC funds

- The award period is 12 months from the date of the award notification.
- Applicants are limited to one proposal in any award competition.
- All expenditures must follow Appalachian and ORSP policy, and must be handled through Research and Sponsored Programs.
- All items purchased (except consumables) are the property of the University and may not be transferred to non-University locations.
- Proprietary projects are subject to the University's Intellectual Property Policy.
- Midterm and final reports are required for all funded projects.

**Criteria for Evaluation:** The primary review criteria will be the following:

- **Scientific/Scholarly/Creative Merit.** Importance of the proposed activity to advancing knowledge and understanding within its own field or across different fields?  
Qualification of the applicant (individual or team) to conduct the project? Extent to which the proposed activity suggests and explores creative and original concepts?  
Conception and organization of the proposed activity? Appropriateness of the methodology to achieve proposed objectives? Applicants must explain the merit of their research projects in language appropriate for well-educated non-specialists.
- **Evidence of Appropriate Preparation and Planning.** Priority will be given to proposals showing that the applicant has done the following: conducted preliminary research for the project and demonstrated the feasibility of the research or creative design; obtained support from the department chair or direct supervisor; made contact with appropriate individuals at the proposed research venue (if elsewhere) and obtained all necessary permissions to visit facilities or study materials in archives; documented the importance of any proposed travel to the project; and begun the process to obtain essential compliance approvals, including export controls clearance.
- **Potential for Additional Support from External Sources.** Additional weight may be given to projects that have the potential for additional support from sources other than state appropriated funds or internal funding sources. These sources may include grants and contracts, fellowships and residencies, industry partnerships, private gifts, in-kind contributions, and collaborations with other funded projects.

***The following proposals will not be funded: 1) those that request funding for projects that can be completed with existing University resources; 2) those that do not justify the budgets adequately, or 3) those that do not adhere to the guidelines.***

**Due date: no later than 4 pm, 30 October 2009, at the Graduate School, 232 JET Bldg.**

Send an electronic copy (pdf email attachment) of your application as a single file to April Everhart ([everhartac@appstate.edu](mailto:everhartac@appstate.edu)). Paper applications will not be accepted. Proposals received after the deadline will be returned without review. **Early applications will be accepted with joy!**

**Preparation of the Application:**

The application will consist of no more than 7 pages including attachments: the cover page, a 2-page narrative, a 1-page budget, a 1-page budget narrative, and a 2-page professional biographical sketch.

**Required Formatting (strictly enforced):** Font: minimum 11 pt Arial or Helvetica; line spacing: single-spaced, minimum of 6 lines per inch; 1 inch margins left/right and top/bottom and paginated

**Narrative:** Description of the project must be written for the general well-educated reader in the relevant broadly described disciplinary group: STEM, arts and humanities, social sciences (includes education and business)

**Application Sections:**

**A. Cover sheet (1 page).** Includes signatures from appropriate chairperson(s) and college or school dean(s) or unit directors; compliance checklist.

**B. Project Narrative: (Maximum of 2 pages).**

Below is a recommended outline for the narrative. We suggest that the elements below be treated as separate sections with the appropriate headings. *We realize that some disciplines cannot strictly adhere to such an outline. Please use your best professional judgment in constructing your narrative.*

1. **Research question:** Abstract and problem statement.
2. **Specific goals** or aims of the project.
3. **Broader significance and implications of the project.** Why is the problem or investigation important? What work has already been done and how will the proposed project build on/ expand/ apply/ contest that work? What is the impact of the project within the context of your field?
4. **Project design:** Methods, procedures, protocols, actions (what is to be done and how will it be done?)
5. **Time line** for the project from initiation of work to dissemination of final results.
6. **Personnel** involved in project and their responsibility for elements in timeline.
7. **Expected outcomes,** products and benefits. Impact on University's strategic directions, or on state, national, and/or global needs? How is the project related to the University's strategic plan and/or UNC Tomorrow?
8. **Plans for dissemination** of results.
9. **Plans for the ongoing sustainability of the project.** How will your department and college support the project? What plans do you have to apply for external funding or a research fellowship (specify funding sources already identified)?

Attach copies of invitations to archives or collections, permissions to access materials, and confirmation of arrangements to work in laboratories or facilities at other institutions.

**C. Budget Request** (complete attached form)

**D. Budget Narrative** (*Use the attached template, 1 page*)

**E. Brief professional biographical sketch** (*2 pages*)

**URC GRANT ITEMIZED BUDGET**

PI:

Project Title:

STUDENT PERSONNEL		DESCRIPTION OF ITEMS	Hours	Rate of Pay	Salary	Fringe	Total Compensation
Grad. Student (Student Temp)			0.0	\$	\$	\$	\$
Grad. Student (Student Temp)			0.0	\$	\$	\$	\$
Undergrad. Student (Student Temp)			0.0	\$	\$	\$	\$
Undergrad. Student (Student Temp)			0.0	\$	\$	\$	\$
<b>TOTAL STUDENT PERSONNEL</b>					\$	\$	\$
<b>TRAVEL</b>							
Domestic							\$
Foreign							\$
<b>TOTAL TRAVEL COSTS</b>							\$
<b>OTHER DIRECT COSTS</b>							
Materials and Supplies							\$
Small Equipment Purchase							\$
Publication Costs							\$
Communication (postage/phone)							\$
Consultant							\$
Other							\$
<b>TOTAL OTHER DIRECT COSTS</b>							\$
<b>TOTAL URC REQUEST</b>							\$

**BUDGET NARRATIVE** (maximum of 1 page)

Please succinctly describe the items listed in your itemized budget.

**I. Personnel**

**II. Travel**

***Other Direct Costs***

**A. Materials and supplies**

**B. Small equipment purchase**

**C. Communication (postage/phone)**

**D. Consultant**

**E. Other**

**ADDITIONAL SUPPORT FOR THE PROJECT (Optional)**

**Department** \_\_\_\_\_

**College** \_\_\_\_\_

**Board of Trustees funding** \_\_\_\_\_

**Foundation Fellows Funding** \_\_\_\_\_

**External Funding** \_\_\_\_\_

**Other** \_\_\_\_\_

**Potential Additional Support** \_\_\_\_\_

**BIOGRAPHICAL SKETCH** (2 page maximum for each applicant – strictly enforced)

Name:

Title and Department:

Campus address & Phone #:

Education:

Professional work experience:

*Peer-reviewed* publications, or *juried* exhibits, performances, productions (last 5 years):

*Peer-reviewed or juried* presentations (international, national and regional) or performances (last 5 years):

External funding activity broadly related to the current project (list both successful and unsuccessful attempts):

Other achievements - list as needed (awards and honors, editorial boards, advisory boards, fellowships, etc):

Current and past internal research awards (*e.g., University Research Council, 100 Scholars, Wachovia Environmental Award, Transforming North Carolina, Foundation Fellows, Hubbard Center, departmental awards*):

Results from previous URC awards (publications, presentations, exhibits, disclosures, patents, external funding):

**UNIVERSITY RESEARCH COUNCIL COMPETITIVE GRANTS  
Application Cover Page**

**Title of Project**

**Name of PI**

**Department**

**Telephone and FAX**

**Email address**

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This proposal should be reviewed by (check one)

- STEM review panel  
 Arts and Humanities review panel  
 Social Sciences, Education, and Business review panel

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This project requires review and approval by

- Institutional Review Board (date submitted \_\_\_\_\_)  
 Institutional Animal Care and Use Committee (date submitted \_\_\_\_\_)  
 Institutional Biosafety Council (date submitted \_\_\_\_\_)  
 Radiation Safety Officer (date submitted \_\_\_\_\_)  
 Research Compliance Officer (for foreign travel or collaboration, potential conflict of interest, etc) (date submitted \_\_\_\_\_)

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**Approvals**

I/we have read the attached proposal for URC funding and approve both the project and the department, college, or division resources committed to the project.

DEPARTMENT CHAIR

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

COLLEGE DEAN/UNIT DIRECTOR/VICE PROVOST/VICE CHANCELLOR

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date