Eligibility:

Applicants for a University Research Council Grant must be employees of the University of North Carolina at Chapel Hill holding a faculty rank (tenure, tenure-track, research professorial or clinical ranks,) OR professional librarians in the analogous librarian ranks. Librarians and HSRC and FPG investigators are still eligible to submit even though they are not faculty.

✓ No full professors, distinguished professors or department chairs are eligible.
✓ No adjuncts, no post-doctoral scholars (even those who hold instructor positions), no residents, and no graduate students are eligible.
✓ If an associate professor applies, he or she would need to justify why funding is essential and not overlapping with other possible sources.

A justification must be included for all as to how the proposed project helps/is relevant to faculty development and/or promotion. Only one University Research Council proposal may be submitted per investigator per deadline.

NOTE: Please read all information before sending inquiry emails to the URC Administrator

Proposal Procedures:

1. Application forms (Publication and Research) are available and completed online at the following website: https://apps.research.unc.edu/urc/ for electronic submission. All applicants must also upload as attachments: a brief C.V. or biographical sketch not to exceed 4 pages per scholar.

2. All proposals are by electronic submission with routing approval for PI and department chairs/designees.

3. The URC Review Committee now meets only once a year, during the fall semester to consider research proposals. Awards are announced in the spring. Specific deadlines are announced on the Vice Chancellor’s web site for the University Research Council (URC) small grant program.

Regulations for Research Proposal:

1. A grant must be used to support faculty research that (a) is relevant to the academic appointment of the principal investigator; (b) is of scholarly significance; (c) gives promise of more than temporary value, (d) helps/is relevant to faculty development, and (e) holds the promise of completion, in whole or in specified part, during the two-year grant period.

2. The maximum request for support is up to $7,500.

3. Grants are for a maximum period of two years. Requests for an extension of time must be made six (6) months prior to the grant end date, and sent to the URC Administrator (Gail Whitfield) for review by Chairperson of the University Research Council (Dr. Eliana Perrin).

4. University Research Council funds cannot generally be used for payment of costs incurred prior to the date of the award. Special cases must be approved prior to submitting an application and will only be granted for costs incurred up to 90 days prior to being awarded.

NOTE: URC funds cannot be used for: course enhancement, curriculum, course development, public service, textbooks, or any activities in teaching or instruction, as opposed to research or scholarship.

5. Grant funds may be expended for (a) specialized research equipment and materials, books, microfilm, photocopies, and manuscripts for research; (b) statistical, research software, and transcription services; (c) communication costs; (d) travel pertinent to the project (including travel to a foreign country but NOT travel to professional meetings); (e) wages (research assistant) to assist in carrying out the research project (but no faculty salary support); and (f) other purposes deemed by the Council to be necessary to the successful prosecution of the proposed project and in line with the general policies of the University.

NOTE: Supplies and equipment are to be acquired through the regular University channels. Travel authorizations and claims for reimbursement must be approved by the department chairperson and processed through the Travel Office. The Council will not approve the expenditure of its funds for materials or equipment which, in its judgment, should be supplied through departmental or library budgets. Computers and laptops are NOT allowable expenses, though software can be.

6. Equipment purchased with funds from one of these grants becomes the property of the University department or research unit with which the principal investigator is affiliated.
7. The publication of the results of research projects supported by a grant from the URC should carry a printed acknowledgement of financial assistance from the Council. The URC should receive a single copy of each such publication.

8. Research involving human or animal subjects, radioactive materials, potential biological hazards, or hazardous chemicals must be reviewed in accordance with the University's general assurance policies. Prior to involvement of subjects and substances in any activity supported with these funds, the activity shall be reviewed and approved by the appropriate committee and reported to the URC. **An award is tentative until all committee approvals have been obtained and a copy of the approval letter is received in this office to the attention of URC.**

9. A final report shall be submitted to the Office of Research Development at the conclusion of the grant period. The final report shall inform the URC of the results of the research and include a brief financial statement. This report should be submitted at the end of the grant period, at the end of any extension granted, or prior to departure if the investigator should leave the University. Unused funds revert to the Council.

Sample Report:
There is no specific format for the final report for the URC Grant. For a Research Grant, a one page brief summary of your goal, achievements/conclusions, publications/presentations, and a brief expenditure report stating how the funds were used, whether any unexpended funds remain, and in cases where URC accounts have been overdrawn, what other university account will be used to reimburse the URC and zero out the award account. If you have further questions, please contact our office.

Research Report: Please include the following information

**FINAL REPORT FOR GRANT [#]**

[NAME]

[TITLE OF PROJECT]

Award Amount $  

Brief summary of goal  

Summary of research  

Impact of URC grant including any presentations, publications (abstracts, manuscripts, or books), or faculty development  

Financial Report