University Research Council: 
Eligibility, Procedures, and Regulations for Grant
Office of the Vice Chancellor for Research

Contact for Questions: 
Beverly Gail Whitfield, URC Administrator (URCinfo@unc.edu)
CB# 4012, 308 Bynum | voice: 919-962-9333

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 except instructor) 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 position), 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.

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. 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 upload as an attachment a brief C.V. or biographical sketch, including relevant publications, not to exceed three pages total for the application to be accepted. Verification of publication agreement must be uploaded as a separate document.

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

3. The URC will accept publication applications twice a year, fall and spring. Specific deadlines are announced on the Vice Chancellor’s web site for the University Research Council (URC) small grant program.

Regulations for Publication Proposal:

1. The maximum request to be used for publication grant and/or subvention cost is $5,000.

2. 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 (Nathan Blouin).

3. 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.

4. URC only funds publication requests after the author has received a contract or final letter of acceptance from a publisher. A copy of the contract or acceptance must accompany the application. 

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. URC can now fund subvention costs.

5. 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.

6. 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:
For a publication grant, we ask to see the publication and will return it once it is reviewed. Please drop the publication by the office (308 Bynum Hall) instead of using the campus mail. If you have further questions, please contact our office.

Publication Report: Please include the following information
FINAL REPORT FOR GRANT [# x-xxxx]

[NAME]

[TITLE OF PROJECT]

Award Amount $  

Summary of Research

Impact of URC grant

Financial Report