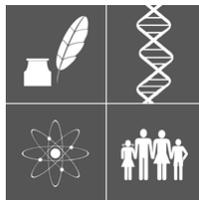


University Research Council: Line-by-Line Instructions for Online RESEARCH Application



Line by Line Instructions for Online Research Application Forms:

There are four sections that need to be completed for an application to be accepted by the University Research Council: General Information, Budget Information, Compliance, and Attachments. This manual will walk you through step by step of the online process. Time to complete application: 15-30 minutes, not counting the time to write your narrative.

1.1 General Information

1. **Term:** Choose the semester (Spring) and year you are applying for funding.
2. **Grant:** Choose Research or Publication Grant.
Title of Project or Publication: After choosing the category of grant for which you are applying, type the title of the Project in the text box provided.
Project Description: Briefly describe your proposed project, including a statement of the topic, an explanation of the significance of the proposed research, and a description of the methods or procedures to be used. To start, click on the green plus sign. A document (similar to word) will open for typing text or to copy and paste text from another document. There are space limitations for this section (7500 characters or approximately 1.5 pages). Do not use a font size smaller than 10 points.
Note: References can be uploaded as an attachment.
Save the document and close. You do have the option to edit this section before final submission of your application.
3. **Review Panel:** Choose the most relevant panel for your project based on the methods or procedures of the proposal (Biological and Medical Sciences, Social and Behavioral Sciences, Humanities and Fine Arts, Physical Sciences and Mathematics). You do not have to choose the review panel most closely related to your academic discipline; the panel choice should be related to the content and methods of your project.
4. **PI and Collaborator(s):** Click on the green icon to fill in the information for the applicant. A screen will appear for you to perform a search of the UNC Campus Directory for the first or last name of the PI. The information should populate if the PI is located in the directory. You can also fill in this information by clicking [Click here to add a response](#). Include the following information in the application: First Name, Last Name, Office Phone, Primary Title, Department Name, Role (PI or Collaborator), and Email address. Click Save.
Note: Two or more faculty/librarians can collaborate on a project; one will be identified as the PI and the others will be identified as collaborators. To add more than one person click on the green icon or [Click here to add a response](#) after each person is entered and saved.
5. **Amount Requested:** PI can ask up to \$7,500 per application.
6. **Reimbursements:** Identify the person who will administer the grant internally if awarded. This person should be within the PI's department, center or institute. The name listed will be copied on the award letter and all correspondence associated with the account once it is awarded. Click on the green icon to fill in the information for the financial officer/award manager. A screen will appear for you to perform a search in the UNC Campus Directory for the first and last name. The information should populate if the financial officer/award manager is located in the directory. You can also fill in this information by clicking [Click here to add a response](#). Include the following information in the application: First Name, Last Name, Office Phone, Department Name, and Email address. Click Save.

Once you have completed this section, save and continue, to go to the next section. At any time you can re-enter sections of this application to make edits or complete a section that was left blank.

1.2 Budget Information

Only fill out the sections related to your project. If it is not applicable, you can leave the section blank. Only fill out the section for *provided from other sources* if you are receiving, or have applied for funds for the same project from another source.

Identify Expenses:

1. Research Assistant Salaries
2. Secretarial or Clerical Salaries
3. Supplies
4. Domestic Travel
5. Foreign Travel
6. Equipment
7. Other (specify in the budget justification section)
8. Total Project Cost- (This must be the same as Section 1.1 Amount Requested)

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9. **Budget Justification:** This section can be used to describe the specific functions of personnel, list supplies, equipment, or justification for domestic or foreign travel. Also, reviewers find it helpful if you set budget priorities in the event it is not possible to fund your proposal at the full, requested level. If you listed funds from other sources, be sure to explain how the funding from URC and the other source(s) will be used, and how you will avoid duplication of funding.
10. **Previous Support:** Include all sources currently available to you. Yes/No text can be used to fill in the section regarding the overlap of activity with this proposed project.
11. **Active URC Grants:** Answering “yes” does not make you ineligible for an award. PIs can have more than one active URC grant and have more than one grant per project.
Extramural Support: If any prior URC award has assisted you in obtaining extramural support, please describe the extent to which you believe your URC award made a difference and on what basis you make that assessment.

1.2 Compliance

Each question in this section must be answered with a yes/no. If the answer is yes, the applicant will be asked the status and date reviewed or to be reviewed. If an application has not been submitted, but is needed for the project, check the status as pending. If awarded, approval must be received before funding can be released.

1. Human Subjects (IRB)
2. Animal Subjects (IACUC)
3. Radioactive Materials
4. Biological Hazards
5. Hazardous Chemicals

If the research involves potential biological hazards, hazardous chemicals, or radioactive materials, please contact the UNC Environment Health and Safety Office for further instructions.

Once you have completed this section, save and continue, to go to the next section.

2. Attachments

2.4 Attachments:

All applicants must upload a brief C.V. or biographical sketch, including relevant publications, not to exceed three pages.

Select attachment type from the pull down menu. Find the document using the browse option. Click to upload attachment. Once the document is successfully uploaded, it will appear in the attachment list at the bottom of the screen.

List of options for attachments:

CV/Biosketch

References (list of references used in project description)

Other

To submit your application:

On the left hand side of the screen, there is a URC Form Status. Click submit if the URC Form is completed. If a section of the application is incomplete, an error message will appear. ******Once you submit your application, you will not have the option of editing information.******



Please read carefully before submitting application:

All sections of the application must be completed before submitting an application. A green check will appear next to each section, once the section is completed. Please review your application for accuracy.

Once your application is completed and submitted, there are **two levels of approval** before your application is accepted by URC. The first level is the PI Certification confirming all the information in the application is accurate and complete. The second level is Department Approval (This system uses the same Department Head defined in Backbone). Please allow sufficient time for approvals prior to the deadline, as your proposal is not counted as submitted until all approvals have been obtained and the proposal is released to the URC Office.

My Submissions: You can review the status, print a copy (.pdf) or complete an unsubmitted application. Click on the Reference ID to finish an unsubmitted application.