Eligibility, regulations, and online research application instructions for the Arts and Humanities Research Award program

PROGRAM DESCRIPTION

The Arts and Humanities Research Grant is a pilot funding program that promotes research in scholarly, creative, and artistic pursuits in the fine arts and humanities. The program is part of the Chancellor’s Blue Print for Next strategic framework and the Vice Chancellor for Research’s university-wide pilot funding portfolio, furthering the University’s pre-eminence as a national and world-renowned leader in foundational research, creative practice, and the translation of research into social settings.

The program is co-funded by the Office of the Vice Chancellor for Research and the Institute for the Arts and Humanities. Grants provide support to either individuals or teams pursuing scholarly, creative, and artistic research projects.

ELIGIBILITY

Applicants for an Arts & Humanities Research Grant must be employees of the University of North Carolina at Chapel Hill holding Full-time faculty of any rank from across the University, and whose research and scholarly expertise align with the fine arts, humanities, and humanistic social sciences are eligible to apply.

A justification must be included for all as to how the proposed project helps/is relevant to faculty development and/or promotion.

REGULATIONS

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 one-year grant period.

2. Awards will range from $2,500 to $7,500, to be used within one full year from the date of award.

3. Grants are for a maximum period of one year. Requests for an extension of time must be made six (6) months prior to the grant end date, and sent to the ORD Internal Funding Administrator (Gail Whitfield), for review by Chairperson of the Internal Funding Grants (Nathan Blouin).

4. ORD Internal Grant 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: These 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 used to facilitate different aspects of a scholarly or creative project, including (but not restricted to) research travel (including travel to a foreign country but NOT travel to professional meetings); special language programs; wages for research or creative assistants; purchasing books, archival materials, special supplies, or necessary materials for research or creative activities; and for coordinating and staging exhibitions. Please note that all expenditures must be in line with the general policies of the University.

Funds may not be used to support release time, buy computers, buy equipment already accessible from the University, support the editorial work of a journal, cover students’ tuition or insurance costs, subsidize conferences hosted by scholarly organizations, solely cover travel expenses to attend research conferences, or curriculum development.

**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 ORD Administrator will not approve the expenditure of its funds for materials or equipment, which in its judgment, should be supplied through departmental or library budgets.

6. **Equipment purchased with funds from 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 ORD Internal Funding Grant Program should carry a printed acknowledgement of financial assistance. The ORD Internal Funding Grant Program 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 ORD Internal Funding Grants Administrator. **An award is tentative until all committee approvals have been obtained and a copy of the approval letter is received, by this office to the attention of the administrator (Gail Whitfield).**

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 ORD Internal Funding Grant Program 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 Program.

**Sample Report:**

There is no specific format for the final report for the 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 ORD Internal Funding accounts have been overdrawn, what other university account will be used to reimburse the ORD 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 the Arts & Humanities Research grant including any presentations, publications (abstracts, manuscripts, or books), or faculty development

Financial Report

ONLINE RESEARCH APPLICATION INSTRUCTIONS FORM

Application forms (Arts & Humanities Research Grant) 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: Project statement, a brief C.V. or biographical sketch not to exceed three (3) pages per scholar.

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

3. The Review Committee meets only once a year, during the fall semester to consider research proposals. Awards are announced in November. Specific deadlines are announced on the Vice Chancellor’s web site for the ORD Internal Funding Awards Program: https://research.unc.edu/research-development/ internal-funding/

Line by Line Instructions for Online Arts & Humanities Research Application Forms:

Four sections must be completed for an application to be accepted by the ORD Internal Funding; 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. General Information

1. **Term**: Choose the semester (Fall) and year you are applying for funding.

2. **Grant**: Choose Arts & Humanities Research Grant.

3. **Amount Requested**: PI can ask up to $7,500 per application
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. **Reimbursements:** Financial Officer/Business Manager: 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.

6. **Title of Project:** Type the title of the project in the text box provided.

7. **Project Abstract:** 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 (2500 characters or approximately 1 page). Do not use a font size smaller than 11 points.

**Note:** Project Statement, References, and CVs should be uploaded as an attachment on the attachment page. Save the document and close. You do have the option to edit this section before final submission of your application.

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.

**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.

**1. Identify Expenses:**

1. Research Assistant Salaries
2. Secretarial or Clerical Salaries
3. Supplies
Office of Research Development Internal Funding
Arts and Humanities Research Award

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)

2. **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 A&H Research Grant and the other source(s) will be used, and how you will avoid duplication of funding.

3. **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.

4. **Active URC/ORD Grants:** Answering “yes” does not make you ineligible for an award. PIs can have more than one active ORD Internal Funding grant and have more than one grant per project.

**Extramural Support:** If any prior URC/ORD award has assisted you in obtaining extramural support, please describe the extent to which you believe your URC/ORD award made a difference and on what basis you make that assessment.

3. **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.*

4. **Attachments:**

All applicants must upload a Project statement and 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:
• Project Statement (not to exceed 3 pages) that answers the following questions:
  o What is the significance or intellectual merit of your project?
  o What is your plan for conducting the research or for completing the project?
    ▪ For collaborations, explain each team member’s contribution to the project
  o What outcomes or progress do you expect to make using these funds?
  o If applicable, discuss
    ▪ How the project will contribute to your career development
    ▪ How the project will position you for future external funding support
• CV/Biosketch (not to exceed 3 pages)
  o Submit CVs for each faculty member involved in a collaborative project
• References (list of references used in project statement)
• Other

5. To submit your application:

On the left hand side of the screen, there is an ORD Internal Funding Form Status. Click submit if the 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 ORD. 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 ORD 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.

REVIEW

Proposals will be reviewed and ranked by a panel of subject area experts with the members of the Office of Research Development providing guidance and oversight of the review process. Ranked proposals will be considered with final selection made by the Vice Chancellor for Research and the Director of the Institute for the Arts and Humanities, in consultation with the Senior Associate Dean for Fine Arts and Humanities.
All proposals will be evaluated based on the following:

- Demonstrated significance to the scholar’s field
- Project design and feasibility
- Qualifications of the applicant(s)
- If applicable, how the project will impact the applicant’s career development
- If applicable, the likelihood that the project will position an applicant for external funding

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