2025-2026 Faculty Research Grants Program

Summary

UNC Charlotte, through its Office of the Vice Chancellor for the Division of Research (DR), sponsors an internal Faculty Research Grants (FRG) program. This is a seed grant program designed to assist faculty in conducting well-defined, purposeful, new research or creative or scholarly activities. The FRG program is divided into two categories: continuing faculty and newly appointed assistant professors. Junior faculty within their first or second year of appointment at UNC Charlotte are eligible to participate in the New Assistant Professor Proposal Development & Resubmission Program.

These guidelines notify applicants that DR and the Faculty Research Grants Committee (FRGC) are soliciting proposals for the 2025-2026 (18-month) FRG program. Each individual project may have a maximum budget of $8,000, including a stipend of up to $4,200. Joint proposals may request up to $16,000 ($8,000 per faculty member with a maximum total stipend of $8,400).

For the 2025-2026 FRG Program, there are two submission deadlines:
- Fall: Friday, November 8, 2024 by 5:00 p.m (Updated to November 13, 2024). (all applicants)
- Due to scheduled maintenance on the Niner Research system (11/8/2024), the FRG deadline will be extended to Wednesday, November 13, 2024. When setting up and submitting FRG applications in Niner Research, please adhere to [Research Administration Policy 20.2](#).
- Spring: Friday, March 21, 2025 by 5:00 p.m. (new assistant professors only)

Proposals must be uploaded as a single PDF file to Niner Research, UNC Charlotte's electronic research administration portal.

Philosophy and Purpose of Funding

While its primary purpose is to seed research projects, Faculty Research Grants also support and incentivize stronger, more competitive external funding proposals. Ultimately, FRG awards help to accelerate UNC Charlotte's success in attracting extramural funding, especially in the areas of research focus and distinction identified in the Top-tier Research Commission Report. The FRGC reviews FRG proposals and makes funding recommendations. Final funding decisions are based strictly on the merit of the proposals reviewed. No effort will be made to distribute awards among departments or colleges. The FRGC will only consider those proposals that adhere strictly to the FRG guidelines, procedures, and deadlines. *Proposals that do not conform to these guidelines will be returned without review.*

New Assistant Professor Proposal Development & Resubmission Program

Junior faculty within their first or second year of appointment at UNC Charlotte are eligible to participate in the *New Assistant Professor Proposal Development & Resubmission Program.* Under this provision of the FRG program, new assistant professors may opt to participate in either mentored *Proposal Development* or *Proposal Resubmission.* The proposal submission deadline will depend upon whether the Proposal Development or Proposal Resubmission option is selected. For example, to allow for grant development training and mentoring during the fall semester, new assistant professors who select mentored Proposal Development may only submit their proposals to the spring deadline (March 21, 2025). Alternatively, new assistant professors who select Proposal Resubmission will submit their proposals to the fall deadline (November 13, 2024). If the proposal is not recommended for funding, the new assistant professor will work with a mentor to revise and resubmit the proposal to the spring deadline (due March 21, 2025). The New Assistant Professor Proposal Development & Resubmission Program components of the FRG program are further described below.

- *Component 1: New Assistant Professor Proposal Development.* During the fall semester, Proposal Development will include a series of workshops and mentoring opportunities designed to welcome newly appointed junior faculty to UNC Charlotte's research community. Participating faculty will attend grant development workshops and receive mentoring support while developing their FRG proposal drafts. As part of this component, new assistant professors will have an opportunity to receive feedback from faculty mentors and/or the Center for Research Excellence on their proposal drafts before uploading the final proposal to Niner Research. New assistant professors who participate in the Proposal Development component will submit their FRG applications to the spring deadline (March 21, 2025), select Budget Option 2 in the application packet, and start their research on July 1, 2025.

- *Component 2: New Assistant Professor Proposal Resubmission.* To broadly support newly appointed junior faculty, first- or second-year assistant professors who opt for the Proposal Resubmission component of the FRG program will submit their proposal to the fall deadline (November 13, 2024). At the conclusion of the FRGC review process, new assistant professors who submitted to the fall deadline but their proposals were not recommended for funding will be notified. These new assistant professors will then have an opportunity to work with department mentors and/or the Center for Research Excellence, revise their proposals, and resubmit the revised proposal to the spring deadline of the current funding cycle (March 21, 2025). The procedures for revising proposals will be emailed to each applicant with a proposal that is eligible for resubmission.

All faculty (continuing, new assistant professors) who are funded through the FRG program are required to submit a proposal to an external funding agency before they may reapply to future FRG cycles. Faculty must submit an external proposal between the submission date of their previously funded FRG proposal and the current FRG submission date. The external proposal does not have to be related to the FRG project. As needed and requested, the Center for Research Excellence is available to support faculty during the external proposal development process. Key CRE services available to faculty include assistance with locating external funding opportunities, identifying research collaborators, and providing a range of writing support, editorial services, and critical reviews.

Prior to submission to an external agency, all external proposals must be routed through official University channels in Niner Research. A proposal is "counted" as submitted to an external agency once it has been approved in Niner Research and submitted externally. For the purposes of this FRG requirement, service contracts in recharge units and consulting agreements are not considered proposals.

Questions about the suitability of a proposal may be directed to Dr. Mel Atkinson, FRGC Chair, Department of Political Science and Public Administration, matkinson@charlotte.edu, or to Dr. LaVerne Ellerbe, Executive Director, Center for Research Excellence, at lellerb1@charlotte.edu.

The FRG 2025-2026 timeline includes two submission deadlines.

- **Request for Proposals Release Date: September 25, 2024**

- **Fall Deadline: Friday, November 13, 2024 (updated)** by 5:00 pm
- **Spring Deadline: Friday March 21, 2025** by 5:00 p.m.

Applicants whose proposals are approved for funding will be notified by December 16, 2024 for fall submissions and by June 6, 2025 for the spring deadline.

Award Information

The FRG award period is 18 months. The number of FRG awards is subject to the availability of funds for the FRG program overall, therefore, the FRGC may not be able to recommend all meritorious proposals for funding. A separate pool of money will be reserved to fund proposals submitted by new assistant professors who participate in the Proposal Development & Resubmission Program.

Individual Proposals:
- FRG awards provide maximum support of $8,000 for individual proposal budgets, including a stipend of up to $4,200.

Joint Proposals
- Two faculty members may prepare and submit a joint request in a single proposal. Faculty submitting joint proposals may request up to $16,000 ($8,000 per faculty member) with a maximum stipend of $8,400 (not to exceed $4,200 per individual faculty). Those submitting a joint proposal are required to complete the Justification for Collaboration section of the application package. Limited to one double-spaced page, the Justification for Collaboration must clearly explain how the expertise of each researcher is needed in order to conduct the proposed research. The co-PIs on joint

proposals will produce a joint budget request form. However, the funds must be allocated to one department.

- New assistant professors who submit a joint proposal with a senior faculty member (i.e., anyone who is not a first- or second-year assistant professor) will have their proposal considered in the "Continuing Faculty" category and will lose their eligibility to submit a proposal under the *New Assistant Professor Proposal Development & Resubmission Program.*

Eligibility

The FRG program is available to all full-time faculty with the title of assistant professor or higher whose job description includes professional expectations for research. In addition to tenure-track and tenured faculty, this includes Atkins Library faculty and faculty on research or clinical appointments. The program is divided into two categories: continuing faculty and newly appointed assistant professors. Newly appointed assistant professors are assistant professors in their first or second year of appointment at UNC Charlotte. All other faculty, including newly appointed associate professors, will apply as continuing faculty.

- Faculty members are eligible with either 9-month or 12-month appointments. Faculty with 12-month appointments may not receive faculty stipends; however, they may still apply for the entire $8,000. Members of the FRGC are eligible to apply; however, they will neither rank nor participate in the discussion of their own proposals.

- Part-time faculty, EHRA staff, lecturers, visiting professors, adjunct professors, postdoctoral associates, and faculty on phased retirement are NOT eligible to apply. Faculty with active FRGs who enter phased retirement must forego any remaining FRG funds.

A faculty member may participate in only one proposal for the FRG program. Additionally, an award recipient may hold only one (1) FRG during any single 18- month award period. That is, if you are awarded a grant one year, you may not apply the following year. For example:

      In Fall 2023, you were awarded a grant for 2024-2025
      In Fall 2024, you are *not eligible* to apply for a grant for 2025-2026. In
      Fall 2025, you *may apply* for a grant for 2026-2027

The objective of UNC Charlotte's internal funding programs is to promote research at this institution. Therefore, an individual who leaves employment at UNC Charlotte, by that action, immediately forfeits any claim to funding under the FRG program. This means, for example, that a faculty member who resigns from UNC Charlotte effective the next fall semester is automatically declining any offer of research support, including the faculty stipend.

Application Process

Proposals must be uploaded as a single PDF file to Niner Research, UNC Charlotte's electronic research administration portal. See Appendix 1 at the end of this document for instructions on submission of FRG proposals in Niner Research.

FRG application forms and information are available on the Center for Research Excellence website.

- Complete all sections of the FRG Application Cover Page

- Prepare proposals according to the guidelines in this document. ***Proposals that do not conform to the guidelines will be returned without review.***

- Convert your completed application package to PDF format. Check your application package to ensure that no errors were introduced in the conversion process.

- Upload your proposal as a single PDF file to the Niner Research portal by **5:00 p.m. on the appropriate fall or spring deadline.**

- Use the following file naming convention: Last name_first name. Joint proposals should use the last name of both faculty members.

Proposal Format

The final proposal should be uploaded to Niner Research as a SINGLE FILE ATTACHMENT in PDF format. Each proposal should include the following components in the order listed. These items constitute a complete application. ***If any required item is missing, the application will be considered incomplete and will be returned without review.***

The components in 1 through 7 below should be MERGED INTO A SINGLE FILE. Appendices are not allowed.

1. A completed application face page.

2. A Project Description. Unless otherwise specified, all pages should be **double spaced with 1" margins**. **Use 12-point type.** Type density, including characters and spaces, must be no more than 15 characters per inch, and type may be no more than three lines of text per vertical inch. **Sections a-f are limited to a total of five double-spaced pages**. *Proposals that do not adhere to these formatting restrictions will be returned without review.* The Project Description should include the following sections:

   a. An **Introduction** that is clearly written and understandable to a person outside the applicant's discipline. The ad hoc review committees will be constituted along broad disciplinary lines, and you cannot assume that someone from your exact discipline or subdiscipline will be on the committee.

   b. The **Significance** of the project. Because the committee members come from many disciplines, they must be able to understand the context in which your research is situated. You should explain how your project relates to current developments in your field and/or how the project builds on previous work you have done.

   c. The **Objectives** of the proposed activity.

   d. The **Methods** or **Steps** to achieve the objectives.

   e. The **Method of Dissemination** of completed activities.

   f. Detailed work plan with start and end dates for project milestones

   g. **Works cited/ References.** Limited to **one page**. It may be single spaced, and you may use 11-pt type on this page.

3. Justification for Collaboration: (**required for joint proposals**) to explain how the expertise of each faculty member is necessary to the project. This section is **limited to one double-spaced page with 12-point type**.

4. A detailed budget request and budget justification.

5. Biographical Sketch: Use the form in the application package. Joint proposals should include one bio sketch for each investigator. Please note the **two-page limit**. An 11-point type size is acceptable for this section. Use the biographical sketch form provided. Do not substitute other forms.

6. Efforts to Secure External Funding: Limited to one page. Provide a description of your efforts to secure external funding for research, creative activity, or service (including development, training, evaluation, etc.) during the last five years by listing each proposal during that period, including the date, title, agency and whether you were the PI or a co-PI. Indicate the amount of the grant and if it was funded or is currently under review. Include a description of your plans to seek external funding in the next two years, either related to this proposal or in another area. Seeking external funding for this and/or other projects is an expectation of the University. Faculty who receive an FRG award will be required to submit an external proposal before reapplying to the FRG program. If your history of proposal activity will not fit on one page, please limit your description to the last three years. An 11-point type size is acceptable for this section, and this page may be single spaced. Joint proposals should provide one page for each faculty member.

7. Provide a list of all UNC Charlotte Faculty Research Grants received in the last five (5) years and a brief progress report that describes the results of your last Faculty Research Grant received. Joint proposals should provide this information for each investigator. An 11-point type size is acceptable for this section, and this page may be single spaced.

Acknowledgments for Publication

Any research published that has received support from a UNC Charlotte Faculty Research Grant should have a citation as follows:

> *This work was supported, in part, by funds provided by The University of North Carolina at Charlotte.*

Budget Guidelines (Two Budget Options)

UNC Charlotte's fiscal year runs from July 1 to June 30 each year, and, because this award is state-funded and is available for 18 months, you will cross two fiscal calendars.

Since you cannot carry funds over from one fiscal year to the next, you should carefully consider your choice of Budget Option 1 or Budget Option 2 and how you allocate funds between Fiscal Year One and Fiscal Year Two.

Continuing faculty and new assistant professors participating in the New Assistant Professor Resubmission program will submit their proposals to the fall deadline **(November 8, 2024). Applicants whose proposals are funded may choose either Budget Option 1 or Budget Option 2 to determine the start date of the FRG project.**

New assistant professors participating in the Resubmission program may also choose either Budget Option 1 (start date, January 15, 2025) or Budget Option 2. However, if their proposal

is not recommended for funding, after proposal revision and resubmission, the timing defaults to Budget Option 2 with a project start date of July 1, 2025. CAUTION: Be careful in selecting your budget option because *it will not be possible to change your start date once an award is made and the project starts.*

*Budget Option 1 (*Start date: January 15, 2025, ending May 31, 2026)
- Fiscal Year One funds will run from January 15, 2025, through May 31, 2025. Fiscal Year Two funds will run from July 1, 2025, through May 31, 2026. Funds must be expended by May 31, 2025, for Fiscal Year One budgets and May 31, 2026, for Fiscal Year Two budgets.
- Faculty stipends, where appropriate, will be included in the grantee's May 15 payroll check of the year indicated on the budget. The maximum stipend amount allowed by the FRG program is $4,200 per faculty member. If you choose Budget Option 1 and if your stipend in Year 1 was less than that amount, you may include funds that total up to that maximum in the second year.
- If you choose Budget Option 1 (start date, January 15, 2024) and your project will require compliance committee approvals (for human or animal subjects or biosafety review), please carefully consider whether you will be able to have your protocol written and approved within the first six-month budget period. *You will not be able to receive any funds (including stipends or graduate assistant salary) until your protocol has been approved.*

*Budget Option 2 (*Start date: July 1, 2025, ending December 31, 2026)
- Fiscal Year One funds will run from July 1, 2025, through May 31, 2026. Fiscal Year Two funds will run from July 1, 2026, through December 31, 2026. Funds must be expended by May 31, 2026, for Fiscal Year One budgets and December 31, 2026, for Fiscal Year Two budgets.
- For Budget Option 2, faculty stipends, where appropriate, are only available in Fiscal Year One and will be included in the grantee's May 15, 2026, payroll check.
  - New assistant professors who participate in the New Assistant Professor Proposal Development program should select Budget Option 2 (start date, July 1, 2025).

Round all budget figures to the nearest dollar.
If you are submitting an individual FRG proposal, the maximum amount of funding you may request is $8,000. You may request up to $4,200 for a stipend. For joint proposals, your total budget must not exceed $16,000 ($8,000 per PI). Faculty stipends on joint proposals are limited to a total of $8,400. PIs on joint proposals must produce one budget request document and designate one department to receive the funds.

The Committee reserves the right to modify any budgetary requests that it considers unreasonable, unexplained, or not in keeping with the allowable expenses. The Committee may also reduce allocations to all funded proposals to accommodate funding a greater number of projects.

See APPENDIX 2: Frequently Asked Questions for FRG Budgets for more information.

Budget Justification
To justify your budget, you must include precise documentation for items such as travel and equipment. Describe how you arrived at your cost estimates. You may name the vendor you

consulted, but do not attach quotations. If faculty from more than one department are involved, specify which department is the home department for budget purposes.

Allowable Expenses include the following:

- **Stipends:** Faculty with 12-month appointments may not receive faculty stipends (they may still apply for the entire $8,000.) For those faculty with 9-month appointments who receive a stipend, the stipend is treated as salary and is subject to state and federal income tax, as well as social security tax and retirement deductions. You are not required to request a stipend, in which case you may still request up to the full $8000.

- **Graduate Student Salaries:** Applicants who propose paying more than **50%** of the budget funds to student salaries should carefully explain how the graduate student's work will advance the faculty member's research agenda. Graduate student salary amounts should be consistent with other graduate student salaries in your department.

- **Special Pay to Faculty other than Grantee:** Fees for normal peer consultations will not be paid to UNC Charlotte faculty. Budgets may include resources allocated to UNC Charlotte faculty other than the proposers, but such allocations must be specifically justified and are subject to special scrutiny by the Committee. Such allocations must be justified in terms of specialized expertise. In each case, you must identify the UNC Charlotte faculty member(s) who will provide the service and attach to the proposal a statement of his/her ability and agreement to provide the service, along with documentation of how the service will be provided and how it differs from the normal scope of peer consultation.

  Student Temporary Wages (Graduate or Undergraduate): Funding for undergraduate student support is allowed only to the extent that student participation is central to the proposed project. Applicants who propose paying more than 50% of the budget funds to student salaries should carefully explain how the student's work will advance the faculty member's research agenda.

  Applicants are encouraged to provide an exact hourly rate for all student help. Generally, undergraduate students are paid at a rate of not less than $7.25 per hour. An investigator who proposes to pay a higher wage rate should justify this, as well as the amount of student time required, in the budget justification. All investigators who propose hiring students should specify what duties the students will carry out.

- **Non-Student Temporary Wages:** If you employ someone who is not currently enrolled at UNC Charlotte, including a recent graduate, that employment assignment is subject to policies relating to non-student temporary wage employment ([PIM-8](#)). Hourly pay rates are determined by the type of work performed and the candidate's experience, based on the current N.C. state grade and salary schedule. Non-student temporary wage employees are typically paid at the minimum of the grade level considered by Human Resources to best match the level of the duties performed. A rate above the minimum of the salary grade level may be approved providing the rate is justified, does not create salary inequity with other current employees doing similar work, and the candidate qualifies for the rate requested. Investigators needing assistance on estimating hourly rates for temporary employees should contact the staff employment manager in Human Resources.

- **Honoraria:** Consultants may be included, if justified and if the expertise is not

available at UNC Charlotte.

- **Participant Incentives** for payments to human subjects.

- **Travel:** The FRG Program will fund foreign and/or domestic travel, to libraries, archives, museums, laboratories, computer facilities, natural settings, government agencies, corporations, etc. that are essential to the research. ***The FRG Program does not fund travel to conferences to disseminate the results of your research.***

  You must fully justify the need for travel and explain what materials and/or facilities you will use, and you should document travel expenditures as completely as possible with price quotations from specific vendors. Airfares must be tourist class, with every effort made to obtain the most economical rates.
  Mileage and subsistence expenses are normally allowed up to the state guidelines for in-state and out-of-state or foreign travel; requests for subsistence expenses in excess of these limits must be fully documented.

- **Communication and/or Printing (and photocopying).**

- **Supplies and materials.**

- **Computing Equipment:** This program funds project-specific software, but does not fund computer equipment (that is the responsibility of your department). If you propose to develop a computer software package, you must document that

  similar software is not already available in the public domain (contact the Office of OneIT at 704-687-5500).

- **Educational Equipment** required for the proposed project. Equipment purchased with FRG funds belongs to the University.

- **Other Contracted Services** include payments to the UNC Charlotte Urban Institute or Conference Services.

Unallowable expenses include the following:

- Academic-year release time or reduced teaching loads

- Research that informs curriculum or teaching or retention at the local (course, department, college, University) level. These proposals must be submitted to the Scholarship of Teaching and Learning (SOTL) Program. The FRGC will not consider proposals that list these, and they will be returned without review.

- Preparation of textbooks or other manuscripts with a primarily pedagogical purpose

- Projects conducted primarily to produce financial reward for the investigator

- Production costs for books or other manuscripts, including manuscript preparation or evaluation, copyediting, page charges and illustrations

- Travel to conferences for disseminating research results

- Computers (expected through departmental funds)

- Professional transcription services

- Food

Proposal Evaluation Criteria

Proposals are evaluated by the FRGC, which consists of faculty members elected by the faculty; the Director of the Center for Research Excellence serves as ex-officio, non voting member. In consultation with the Vice Chancellor for the Division of Research, the FRGC will establish three ad hoc subcommittees to read and score FRG proposals. These subcommittees include: (1) Arts and Humanities (AH);
(2) Science, Technology, Engineering, and Mathematics (STEM); and (3) Social Sciences, Business, Health, and Education (SBHE). These ad hoc committees include elected members of the FRGC supplemented by ad hoc members with specialized expertise in appropriate discipline areas. Ad hoc committee members will be appointed to one-year terms and will be full members of the FRGC for purposes of reviewing proposals only. Ad hoc members will not participate in policy decisions. The faculty member submitting the proposal will select which subcommittee reads the proposal by checking the appropriate box on the application face page. Each review committee will evaluate proposals in the context of disciplinary expectations using the FRGC criteria, then forward the committee recommendations to the Center for Research Excellence.

The FRGC will strongly consider the researcher's publication record for work supported by past grants, as well as alignment with the areas of research focus and distinction for the current proposal, and efforts to secure extramural funding where appropriate to the discipline. Awards duplicated by outside granting agencies will be returned to the University research fund.

The ad hoc review committees, working with the Center for Research Excellence, will send written feedback to all FRG applicants whose proposals are not selected for funding.

Proposal Review Criteria

Applicants are required to write their proposal with non-experts in mind. Because the FRGC is composed of faculty from across the University, successful proposals are those that are easily understood by faculty outside the applicant's discipline. The ad hoc review committees will be constituted along broad disciplinary lines, and you cannot assume that someone from your exact discipline or subdiscipline will be on the committee. Proposals will be evaluated by the FRGC using the following criteria:

- Has the author documented the significance of the project? Has the applicant placed the research or artistic endeavor in context with the existing scholarship or other works of this nature?

- Are the proposed activities related well to a specific question, problem, or hypothesis?

- To what extent are the proposed activities aligned with UNC Charlotte's identified areas of research focus and distinction?

- Does the applicant show sufficient familiarity with recent developments in the field and/or provide a context for his or her research?

- Does the applicant demonstrate his or her ability to carry out the project?

- Does the applicant clearly explain the (appropriate) process and/or methodology? If in the arts (including creative writing): Does the applicant clearly explain the artistic process and product?

- Are the project goals and design clearly and adequately stated?

- Does the proposed research or artistic endeavor relate to the applicant's previous work and is it clearly explained? Or does it represent a new research agenda or artistic endeavor that is clearly explained?

- Is the proposal intelligible to an audience outside the proposer's discipline?

- Is the budget cost-effective?

- Does the applicant present evidence of efforts (successful or unsuccessful) to receive external funding? Does the applicant discuss plans to pursue future external funding?

Niner Research Support

All FRG proposals must be uploaded to Niner Research, UNC Charlotte's integrated electronic research administration (eRA) system that helps to manage the University's research and research compliance activities.

The Niner Research homepage includes reference guides and video tutorials and demos. Under "Video Tutorials and Documentation" at the bottom of the page, click on "General" for a Niner Research Basics video. Click on "Grants (Proposal Development, Proposal Tracking, Award Tracking, Financial Tracking)" to find the Proposal Development reference guide and an Internal Grants guide with step-by-step instructions for entering information into Niner Research. There you will also find more how-to videos for working in Niner Research.

See Appendix 1 for a step-by-step guide to uploading FRG proposals to Niner Research.

For general Niner Research inquiries, please contact Stacy Leotta, sleotta@charlotte.edu in CRE. You can also contact ninerresearch@charlotte.edu, or other members from the Office of Research staff for additional assistance:

Office of Research Services (for all other colleges and units not listed specifically below):
ORS Interim Executive Director: Stafford Farmer, sfarme15@charlotte.edu

ORS College-Specific Research Administrators:
CCI: Caroline Kennedy 7-0498 cekenned@charlotte.edu
CHESS: Stafford Farmer 7-1860 sfarme15@charlotte.edu
COS: Stafford Farmer 7-1860 sfarme15@charlotte.edu
CHHS: Vikki Cherwon 7-7912 vcherwon@charlotte.edu
COEN: Jordan Rizzo jrizzo6@charlotte.edu
Belk CoB: Stafford Farmer 7-1860 sfarme15@charlotte.edu
COAA: Stafford Farmer 7-1860 sfarme15@charlotte.edu
COED: Stafford Farmer 7-1860 sfarme15@charlotte.edu

While the research staff are happy to answer questions and to try to resolve any issues with your submission, we encourage you to contact them early, since as we get closer to the deadline their availability may be more limited due to the volume of proposals being submitted.

All FRG proposals must be submitted in Niner Research in accordance with Research Administration Policy 20.2: Deadlines for Proposal Submissions to University Offices. The applicable requirement for FRG submissions is:

- At least 10 business days in advance of the submission deadline (i.e. by October 17th),

an Internal Processing Form (IPF) must be initiated in Niner Research and the following sections completed (1) Setup Questions, (2) Personnel, and (3) General Information.

- You do not need to attach the PDF document of the full proposal at that time, or submit IPF at that 10-day mark. Those are due by 5 pm on the proposal due date.

Research Compliance

If your project requires approval from any of the UNC Charlotte compliance committees (Human Subjects, Animal Subjects, Radioactive Materials, Biological Hazards, Chemical Hazards) your funds will not be released until the Director of the Center for Research Excellence has received a copy of your approved protocol.

Final Report

A final report following the suggested format (in Microsoft Word or PDF format) and summarizing the project funded by the Faculty Research Grants Program should be uploaded here (add link to Smartsheet) no later than two months after the end of your award period. Faculty who fail to submit a final report will be ineligible for future funding. The final report form can be found on the Center for Research Excellence "Locating Funding" page: Final Report Form

APPENDIX 1: Guide to Submitting FRG Applications in Niner Research

Log into [Niner Research](#) using your University login credentials

From the *Home* screen select *Proposals*

Under *Create New* click on *Proposal* and a new window will open titled *Create New Proposal*

Create New Proposal:
The PI Name field will default to the name of the person who logged in (i.e. you), so unless you are entering this information for a project in which someone else is the Lead PI (e.g. a joint submission), you should not need to change anything in that field. If you do need to change the name, start typing the last name and the system will provide options to choose from. Click on one of the system options to select it.

Select *Create a New Proposal*

Click on *Select from Grants.gov Opportunities* and then select *Set Up Proposal Manually*

In the *Sponsor* field type in "UNCC" and then select *UNCC – Faculty Research Grant (FRG)* from the options that appear.

For *Proposal Type*, select *Internal Funding* from the drop-down list Enter the full proposal title

Enter the proposed *Start* and *End* dates
**Note: for the FRG the only two date options, based on the two budget options available to you, are: *01/15/2025 to 06/30/2026*, or *07/01/2025 to 12/31/2026*

Under *Number of Project Periods* select "2" Click on *Create Proposal*

The system will process and take you to a new screen with several tabs/sections listed in a menu on the left side of the screen. You can click on the tab/section name to access it.

Setup Questions Tab:
Take note of the proposal number (IPF-2024-xxxx) in the upper right corner of the screen. This is your proposal record number and can be used to access it again after you log out.

Enter FRG deadline date – November 8, 2024 or March 21, 2025

Answer *General Proposal Properties* questions as relevant to your proposed project

Associated Department will default to the PI's home department. If any others need to be added, click on *Add* and search for a department by name in the pop-up window that appears by starting to type the name of the department. Select one from the options that appear by clicking on it. Then click on the *Select* button.

Click on *Save and Continue* button at the bottom right side of the screen

Personnel Tab:
The PI's name will automatically carry over and already be entered here

To add another PI (for collaborative submissions), in the box that says *Begin typing to select Personnel Name* start typing last name of person to be added. Then select from the list of options by clicking on it. Select their role from the *Role* drop-down list. Then click on *Save* and their name will be added in the lower section of this screen (where the PI's name appears).

Once you are done, click in the box next to *Completed* in the upper right corner

Internal General Information Tab:
The answers to some questions will carry over from the Setup Tab. Enter

Lead PI Employee ID (800 number)

Enter *Rank*

Enter *Academic Appointment* (9 or 12 month)

Enter *Date of Initial Appointment*

Choose either *New Assistant Professor* or *Continuing Faculty*

Enter *Academic Appointment* (9 or 12 month)

Answer *Is this a joint proposal (multi-PI)?*

    If you checked *Yes*, then:
    Enter Co-PI's name by clicking on the pencil next to *Co-investigator*, searching for them and selecting them

    Enter Co-PI *Rank*
    Enter Co-PI *Academic Appointment*
    Enter Co-PI *Date of Initial Appointment*
    Select Co-PI faculty type (e.g. New, Continuing…)

Select department the funds will be allocated to:
    Click on the pencil and the department list will pop up
    Begin typing the department name in the *Find Department* field
    Highlight the department, then click *Locate* (this will highlight the department in red on the list)
    Click on *Select*

Select the subcommittee you want to review your proposal from the drop-down list Answer the

compliance questions

Once you have answered all questions, click on *Save* (top left corner) then click in the box next to *Complete* (top right corner)

Budget:
<u>Note:</u> *Your college-based research officer or the Office of Research Services can help you complete this section if needed*

Click on *Setup* from the menu on the upper left and then on *Period/Dates*

Click on the *Add* button next to *Budget Period* and then select *OK* in the pop-up window that appears. A second project period will appear.

Change the dates of the two project periods based on the budget option you have chosen:

January 15th start
Period 1: 01/15/2025 to 06/30/2025
Period 2: 07/01/2025 to 06/30/2026

July 1st start
Period 1: 07/01/2025 to 06/30/2026
Period 2: 07/01/2026 to 12/31/2026

Click on the *Save* button in the upper left

Click on *Budget* from the menu in the upper left

If you are requesting a stipend, click the *Detail* button next to the PI name
In the *Base Salary* field, enter the amount of the stipend to be paid in that budget period In the *Calendar* field, put the number 12

If all of the stipend will be paid in one budget period, enter "0" as the *Base Salary* in the other budget period

Click on *Save and Close*
Repeat this process if you are requesting a stipend for a Co-PI (for joint proposals)

Under the section titled *Non-Personnel Costs* open the dropdown list in the *Select Budget Category* field to select other budget line items. Select the desired line item, (e.g., travel), the click *Add Item*. In the pop-up window enter the desired dollar amount for that line item in each budget period. Click on *Save and Continue*. Repeat for additional budget items.

Once you have entered all line items for your budget, click on the *Complete Budget* button in the upper right corner.

Compliance Tab:
Answer the questions as appropriate to your project (some may already be answered based on your answers on previous tabs)

Click on the box next to *Completed* in the upper right corner.

Attachments Tab:

Next to *Proposal Attachment (Proposal Documents)*, click on the Upload icon ( )

Browse your computer to select your proposal file (a single PDF file with all application components as described in the FRG guidelines).

Click the *Upload* button in the upper right corner of the pop-up window.

Click the glasses icon next to *Proposal Attachment (Proposal Documents)* to view your file once uploaded.

In the *View* column next to *Internal Scoring Sheet* click on the ✎ icon, A new window will open up. Click in the box next to *Complete* in the upper right corner of the window. That window will then close.

When finished, click in the box next to *Completed* in the upper right corner of the Attachments tab.

Finalize Tab:
Click on the *Build* button (if you go back to make updates after doing that already, click on *Build PDF/Form Pages* and then *Build*)

Once you are finished and ready to submit your proposal to the FRG committee click on the thumb's up icon (👍) next to *Submit Final Review*

A new window will open showing who will be informed once you submit. Click on the *Submit* button in that window to confirm your decision to submit the proposal.

Once you submit, no changes can be made to your submission.

APPENDIX 2: Frequently Asked Questions for FRG Budgets

What do I need to know about spending FRG funds?
UNC Charlotte Faculty Research Grants are awarded with state funds; therefore, all normal state purchasing procedures apply. Faculty should work with their department administrative assistants to understand the UNC Charlotte purchasing regulations.
Administrative assistants should refer to the purchasing manual for guidance on the regulations governing FRG funds.

What are the FRG budget year options?
There are two options for start dates on Faculty Research Grants. Faculty select the budget option they want at the time they write their proposal. Because we have a very small staff to administer the FRG program, faculty may not change their budget option once an award is made.

Budget Option 1

- Start date of Jan. 15, 2025, ending May 31, 2026.

- Fiscal Year One funds are available Jan.15, 2025, through May 31, 2025. Funds *must* be expended by May 31, 2025.

- In rare instances it is possible to request to move Fiscal Year One funds to Fiscal Year Two, but such requests must be made by May 15, 2025.

- Fiscal Year Two funds are available from July 1, 2025, through May 31, 2026, and *must* be expended by May 31, 2026.

- Faculty stipends, where appropriate, will be included in the grantee's May 15 payroll check of the year indicated on the budget form.

- Advantage for Option 1 budgets: funding begins at the start of the spring semester.

Budget Option 2

- Start date of July 1, 2025, ending Dec. 31, 2026.

- Fiscal Year One funds are available from July 1, 2025 through May 31, 2026, and funds *must* be expended by May 31, 2026.

- In rare instances it is possible to request to move Fiscal Year One funds to Fiscal Year Two, but such requests must be made by May 15, 2026.

- Fiscal Year Two funds are available from July 1, 2026 through Dec. 31, 2026, and funds *must* be expended by Dec. 31, 2026.

- Faculty stipends, where appropriate, will be included in the grantee's May 15, 2026 payroll check. For Budget Option 2, stipends are only available in Fiscal Year One.

- Advantage for Option 2 budgets: funding includes two summer periods.

Can I change Budget Options after an award is made?
No. Because of limited staffing to administer these budgets, it is not possible to change Budget Options once an award is made. You should therefore choose your Budget Option carefully.

Why do FRG budgets have two fiscal years?
The FRG award period (18 months) will cross the UNC Charlotte fiscal year. ***Because you cannot carry state funds over from one fiscal year to the next, you should carefully consider how you allocate funds between Year One and Year Two.*** You must also carefully monitor your funds to ensure they are spent in time. Any funds remaining in your FRG budget at the end of the fiscal year ***will be lost***.

When can I start spending my FRG money?
As soon as your budget has been approved and you have a fund number, you can begin spending money.

How will I get my fund number?
You will receive your fund number via email from the Division of Research Budget & Personnel Office.

My project requires approval for human subjects or animal subjects research. Do I have to get the compliance committee's approval before I can spend my money? Yes. If your project requires approval from any of the UNC Charlotte compliance committees (Human Subjects, Animal Subjects, Radioactive Materials, Biological Hazards, Chemical Hazards) your funds will not be released until the Director of the Center for Research Excellence has received a copy of your approved protocol.

If you choose Budget Option 1 (start date of January 15, 2025) and your project will require compliance committee approvals, please carefully consider whether you will be able to have your protocol written and approved within the first six-month budget period. You will not be able to receive any funds (including stipends or graduate assistant salary) until your protocol has been approved.

Once I have compliance approval, how can I pay research participants?
You can pay by check or cash equivalent (gift cards).

I have included temporary wages for students in my budget. When will time cards for June be processed?
Hourly student payroll is processed biweekly. Please consult with your administrative assistant on the student payroll calendar and what funds should be included in the Fiscal Year 1 budget and what funds should be in the Fiscal Year 2 budget. Some June student time will be paid out in the next fiscal year.

I have money in the travel line that includes purchasing an airline ticket and *per diem* expenses. How will these funds be handled?
Except for prepaid items, travel funds come out of your budget when the Travel Expense Report is submitted in Concur.So, if you are traveling in June, but returning in July, you will need to have travel funds in your Fiscal Year 2 budget. If you prepay the airline ticket, that should be included in your Fiscal Year 1 budget.

What do I have to do to get my FRG stipend?
Nothing. Faculty stipends for the Principal Investigator and Co-Investigator (If applicable) are automatically included in the May 15 paycheck for the appropriate fiscal year and submitted by the DR Budget and Personnel Office.

Do I have to include fringe benefits in my budget?
You don't have to list fringe benefits as a line item, but you need to be aware that taxes and fringe benefits will be deducted from your stipend.

I have a Special Payment to another UNC Charlotte faculty member. How will that payment be made?
Your department administrative assistant will have to make a Special Payment to another UNC Charlotte faculty member.

Can I pay someone who is not on the UNC Charlotte payroll to work on the project? Yes, but you must follow all UNC Charlotte Human Resources regulations for non-student temporary wage employment (PIM-8). Hourly pay rates will be based on the current N.C. state grade and salary schedule. Temporary employees are typically paid at the minimum of the grade level considered by Human Resources to best match the level of the duties performed. For help in determining pay level, consult Human Resources. You cannot allow someone to begin work on the project until all necessary paperwork has been completed.

Can I move money between budget lines?
Yes. Work with your department administrative assistant and Sheri Rice in the Division of Research Budget Office to make changes in your budget.

Are there unallowable expenses for FRGs?
Yes. The following are **not** allowed:

- Stipends for faculty on 12-month appointments

- Purchase of computers

- Academic year release time

- Travel to conferences for disseminating research results

- Production costs for books (*i.e.,* page charges, subventions)

- Professional transcription services.

- Food.

I have money left in my Fiscal Year 2 budget. Can I pay myself a second stipend? The maximum stipend amount allowed by the FRG program is $4,200 per faculty member. If you choose Budget Option 1 and if your stipend in Year 1 was less than that amount, you may include funds that total up to that maximum in the second year.