



Faculty Research & Publication Board

RESEARCH, DISSEMINATION & FACULTY DEVELOPMENT PROGRAM (RDFD) Guidelines

Purpose of the Program

The RDFD program supports faculty scholarship and professional activity to develop as teachers, researchers, scholars and artists. Funding is made available to full-time instructional faculty members through a competitive internal grant process.

Notice of Intent to Apply REQUIRED!

In order to apply for an RDFD award, applicants **MUST** complete and submit the Notice of Intent to Apply form, on the [RDFD website](#) at least one week prior to the RDFD submission deadline. On the day following the Notice of Intent due date, recipients receive an email from Digital Measures with a link to their application in Digital Measures.

Application Deadlines See [RDFD website](#) for precise due dates.

Fall Competition

1. Notice of Intent due 1st Friday in October
2. Application release date: 1st Saturday in October
3. Applications are due in Digital Measures/Faculty Success on the 2nd Friday in October

Spring Competition

4. Notice of Intent due 4th Friday in March
5. Application release date: 4th Saturday in March
6. Applications are due in Digital Measures/Faculty Success on the 5th Friday in March

Grant Duration

RDFD grant funds will be obligated for two years from the date of award notification. Any unexpended grant funds will be returned to the FRPB upon completion of the project or at the end of the two-year grant period.

RDFD Rules/Restrictions/Requirements

1. The maximum level of funding is limited to \$8,000 for both individual projects and collaborative projects involving two or more faculty members.
2. Only professionally written, fully complete proposals will be reviewed.
3. Recipients of an RDFD award are ineligible to

7. Awards must be fully expended within the period as indicated on the award document.

Funding Limitations

The following cost types may be supported with Provost Funds:

Faculty salaries, including summer salaries. Release time is allowable at the current adjunct rate only if the proposal clearly explains why work on the project will exceed the faculty member's professional activities. Staff or student support is allowable with sufficient justification for why students are necessary for faculty research; however, student support must be budgeted at an hourly rate, not a per-student rate. Students cannot receive fringe benefits.

Tuition costs

The cost of commercial program development or marketing ventures, as the focus of this program is faculty development and scholarship.

Retroactive payment for the cost of travel (may be considered with sufficient justification).

Retroactive payment for the cost of research.

Costs for programmatic development.

Submission Instructions

You must have your unit's 5-digit Banner organization code (Org) to complete the application in Digital Measures. Contact your accounting specialist or business operations manager if you do not know your unit's Org.

To be ready to complete the application in Digital Measures, please prepare the following items for upload in pdf format.

The proposal narrative must:

be no more than eight pages long (References are not included in the eight-page limit.)

be double-spaced

use a standard (e.g. Times New Roman or Arial) size 10 font

use 1" margins on all four sides

address each of the criterion in the review categories, and in the same order as described below

1. Description of Project, Workshop, or Training Activity to be funded

a. Need for and significance of project, workshop or training
value and potential impact of the research, creative project, workshop or training to the discipline and society is convincing and compelling
potential contribution to increased knowledge in area of investigation is evident
potential impact of the project on the applicant's current area of research or scholarship is evident

b. Design of Project, Workshop or Training

goals and objectives are relevant and clearly specified

For a Research or Creative Project:

purpose of workshop or training is clearly stated

methodology is appropriate (e.g., quantitative or qualitative design plan for data analysis)

implications of expected findings, creative output provided

explanation of dissemination plan (books, journals, other media and audience to be served) is clear

For Participation in a Workshop or Other Professional Training:

purpose of workshop or training is clearly stated

information about the methodology of the workshop or training is adequately described
impact on applicant's teaching, research or creative work or professional development is clearly explained

c.

Department Chair/School Director and Dean Approvals

Department chair/school director and dean approvals will be requested only for funded applications after the FRPB has selected awardees. Department chairs/school directors and deans will be notified of the approval period in advance and then will receive notification from Digital Measures when the application is ready for their approval. Applications that do not receive department chair/school director and dean approval by the deadline for those approvals will not be funded. Please make your department chair/school director and dean aware of your award once you receive an award letter from FRPB.

RDFD Application Submission Deadline

Proposals must be submitted in Digital Measures not later than 5 p.m. on the published deadline date. It is the policy of the FRPB that, without exception, proposals received after the deadline will not be considered for funding. See [the RDFD website](#) for precise due dates.

Grant Conditions

Grant recipients are expected to include recognition of FRPB funding by the University in any publications or presentations resulting from the grant. The award funds is a contract between the faculty member and the Office of the Provost. Awardees are expected to remain in the employ of UNC for at least one academic year after the award is granted. If an RDFD recipient leaves UNC within one year of the award, the FRPB reserves the right to require repayment of NPP funds.

Final Report

A final project report is due no later than 90 days after the award termination date. Reports are to be completed using the [RDFD Final Report Form](#), and are to be submitted by email to orsp@unco.edu

Applications may be submitted in RDFD, NPP and PAT competitions in the same annual funding cycle (July 1-June 30). Proposals will be reviewed one per cycle for RDFD projects (1 Friday in November and 1 Friday in April), once per cycle for NPP projects (2 Wednesday in October) and three times per year for PAT projects (1 Friday in September, 1 Friday in January and 1 Friday in April).