# TABLE OF CONTENTS

**OVERVIEW** ............................................................................................................................................. 2 - 8

**SUMMARY OF OOR SERVICES** .................................................................................................................. 2-3
**SUMMARY OF PRE-AWARD SUPPORT** .......................................................................................................... 4
**SUMMARY OF POST-AWARD SUPPORT** ........................................................................................................ 5
**OTHER OOR SERVICES** ............................................................................................................................. 6-8

**PRE-AWARD SUPPORT** ..................................................................................................................... 9 - 33

**OVERVIEW** ............................................................................................................................................. 9-11
**BUDGETING BASICS FOR GRANTS AND CONTRACTS** ............................................................................ 12-17
**TIMELINE FOR SUCCESSFUL GRANT SUBMISSION** ............................................................................... 18-21
**HUMAN SUBJECTS** ................................................................................................................................ 22-23
**BIOSKETCH** ........................................................................................................................................... 24-29
**SAMPLE BUDGET TEMPLATE** ..................................................................................................................30
**SUBCONTRACTORS VERSUS CONSULTANTS** ...........................................................................................31
**SUBRECIPIENT COMMITMENT FORM** ....................................................................................................32-33

**POST-AWARD SUPPORT** ................................................................................................................ 34 - 42

**OVERVIEW** ........................................................................................................................................... 34-36
**ASSUMPTION OF RISK** ........................................................................................................................... 37-39
**NO-COST EXTENSIONS** .......................................................................................................................... 40-42

**METHODOLOGICAL & STATISTICAL SUPPORT** ................................................................... 43 - 49

**OVERVIEW** ........................................................................................................................................... 43-45
**DATA MANAGEMENT SERVICES** ........................................................................................................... 46-47
**ENDNOTE FOR NIH PROPOSALS** ......................................................................................................... 48-49

**INTERNAL FUNDING** ...................................................................................................................... 50 - 51

**RESEARCH RESOURCES** ................................................................................................................ 52 - 64

**PRIMARY CONTACTS** ......................................................................................................................... 52-54
**INSTITUTIONAL CONTACTS** .................................................................................................................. 55
**F&A COSTS** ............................................................................................................................................ 56
**FRINGE BENEFITS** ................................................................................................................................... 57
**FACULTY RESEARCH SUPPORT INITIATIVES IN UNCG LIBRARIES** .................................................... 58-64
Welcome to the School of Health and Human Sciences Office of Research! Our goals are to support and encourage faculty scholarship across all the disciplines represented in the School. The fields of study in the School of Health and Human Sciences (HHS) are central to universal human issues and to the health and well-being of individuals, children, and families. Faculty members in HHS are committed to making a difference in the world through their research and scholarship.

The HHS Office of Research (OOR) serves as a resource for faculty who are developing new ideas, seeking financial support for projects, and managing external funds. We also work to facilitate interdisciplinary research and scholarship across HHS departments and in collaboration with faculty from other departments at UNC Greensboro and elsewhere. Please visit the HHS Office of Research website for more information.

We welcome suggestions from faculty about innovative ways to promote scholarship within our School. We hope you will use the support services provided by OOR. We look forward to working with you!
# OOR Services Provided for HHS Faculty

<table>
<thead>
<tr>
<th>Pre-Award</th>
<th>Post-Award</th>
<th>Other Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Identify Funding Opportunities</td>
<td>• Assist Researchers with Award Budgets</td>
<td>• Facilitate Collaborative and Interdisciplinary Projects</td>
</tr>
<tr>
<td>• Prepare Plan of Action for Proposal Submission</td>
<td>• Advise on Fiscal Management Policies and Procedures</td>
<td>• Provide Methodological and Statistical Support</td>
</tr>
<tr>
<td>• Ensure Compliance with Funding Agency Guidelines</td>
<td>• Provide Budget Interpretation and Internal Financial Expenditure Reports</td>
<td>• Offer Data Management through REDCap</td>
</tr>
<tr>
<td>• Support Budget Development</td>
<td>• Assist with Preparation of Assumption of Risk (AOR) Requests</td>
<td>• Maintain and Allocate HHS Research Space</td>
</tr>
<tr>
<td>• Expedite Internal Processing and Routing Using RAMSeS</td>
<td>• Assist with No-Cost Extension Requests</td>
<td>• Secure and Provide Financial Support to Researchers for Scientific and Editorial Review of Externally Funded Proposals</td>
</tr>
<tr>
<td>• Provide Boilerplate and Supporting Documentation</td>
<td>• Process Payroll Documents for Research Salary Support</td>
<td>• Offer a Variety of Internal Funding Mechanisms Supporting Research, Travel, Dedicated Time for Grant Writing, Research-Related Training or Consultation, Building Research Collaborations, &amp; Special Projects</td>
</tr>
<tr>
<td>• Assemble the Proposal Application</td>
<td>• Assist with Funding Agency Reports</td>
<td>• Host Workshops &amp; Training Opportunities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sponsor Research Excellence Awards for HHS Faculty</td>
</tr>
</tbody>
</table>
Overview:
OOR offers school-based support for researchers to address the many administrative aspects of proposal development and submission, allowing researchers to focus on science, team development and writing quality. The services listed below assist researchers with successful, timely and efficient research proposal submission in full compliance with funding agency requirements. OOR serves as the local resource for faculty who are developing new ideas, seeking financial support for projects and managing external funds. Please review the Pre-Award Section of this manual or the Pre-Award Support Section on the OOR website for additional information about these services.

Time Constraints:
To fully utilize the available support, researchers are strongly encouraged to contact the pre-award staff 3 to 6 months in advance of sponsor deadline (or earlier, if possible). Exceptions may be made for rapid turnaround requests for applications (RFA) in which the PI can demonstrate the timing of the call and the deadline necessitated a shortened timeframe (e.g., RFA with 60-day turnaround from posting). A three-month minimum is required for a proposal to be routed internally and submitted by the sponsor deadline; however, complex proposals may require more lead time. This time allows staff to develop the budget, collect supporting documentation, and enlist external reviewers. Keep in mind that, for the vast majority of cases, the Office of Sponsored Programs (OSP) is the office that actually submits the proposals. They are the official signatory for all grants and contracts and require a minimum of five business days to process an application.

Effective August 15, 2018, OOR issued a new HHS OOR Timeline for Successful Grant Submission; please refer to that document for detailed information about the timing of grant submissions through OOR.

List of Pre-Award Services:
1. Identify Funding Opportunities
2. Prepare Plan of Action for Proposal Submission
3. Ensure Compliance with Funding Agency Guidelines
4. Support Budget Development
5. Expedite Internal Processing and Routing Using RAMSeS
6. Provide Boilerplate and Supporting Documentation
7. Build the Proposal Application
POST-AWARD SUPPORT: ASSISTANCE WITH PROJECT MANAGEMENT

Overview:
Project management can be daunting and involve many policy nuances. Although the research team is responsible for the overall operations of their project, OOR post-award staff provides essential advising and support that may be critical to the smooth operation of a research project. Researchers should discuss their needs with the post-award staff so that they have a clear understanding of what level of support OOR can provide. Please review the Post-Award Section of this manual or the Post-Award Support Section on the OOR website for additional information about these services.

Time Considerations:
Researchers should be aware of the potential lag time between the notice of award from the funding agency and availability of funds. It is not uncommon for funding to be cut or delayed (or, in some cases, to “arrive” before it is expected). Whatever the circumstances, researchers should coordinate with OOR post-award staff to develop a financial management plan to ensure that the financial operations (i.e., spending) of the project proceed in a timely fashion. Following is a description of ways in which the OOR post-award staff can support researchers.

List of Post-Award Services:
1. Assist Researchers with Award Budget
2. Advise on Fiscal Management Policies and Procedures
3. Provide Budget Interpretation and Internal Financial Expenditure Reports
4. Assist with Assumption of Risk (AOR) Requests
5. Assist with No-Cost Extensions Requests
7. Assist with Funding Agency Reports
OTHER OOR SERVICES

Facilitate Collaborative and Interdisciplinary Projects:
A major goal of OOR is to work with faculty in the School of Health and Human Sciences and across the University in developing collaborative programs of work. To this end, we welcome suggestions from faculty regarding topics they view as candidates for larger interdisciplinary proposals. In support of interdisciplinary proposals, we can provide administrative support for bringing groups of faculty together, provide funds to bring in an external consultant during the development phase, and help to organize the proposal writing process.

OOR will help researchers collaborate with other groups, networks, coalitions, centers and institutes at UNC Greensboro who are focused on interdisciplinary work, including the Child and Family Research Network, the LGBTQI Education and Research Network, the Research and Instruction in STEM Education Network, the Violence Prevention Research Network, the Gerontology Research, Outreach, Workforce & Teaching Hub, the Center for Women’s Health and Wellness, the Institute to Promote Athlete Health and Wellness, the Center for Youth, Family & Community Partnerships, the Institute for Community and Economic Engagement, the Center for New North Carolinians, the Center for Health of Vulnerable Populations, and the Center for Translational Biomedical Research, as well as additional groups which may form in the future.

Methodological & Statistical Support and Data Management Services:
In addition to pre-award and post-award services, OOR is available to provide statistical support to current or planned research projects. This support is available to all HHS faculty as well as HHS students to a more limited extent. This support typically includes analytical consultation for projects already underway or methodological consultation and power analysis for prospective projects. Support for external funding proposals, including consultation for methodological design and plan of analysis, is also available. In all cases, the statistical and methodological support provided by OOR is intended to be a collaborative effort by the faculty/student and the statistician to achieve the research goals of the investigator. Please review the Methodological and Statistical Support Section of this manual or the Methodological & Statistical Support and Data Management Services Section on the OOR website for additional information about these services.

Common support roles include, but are not limited to:
- Consultation on statistical analysis for manuscript preparation
- Power analysis for prospective studies
- Methodological design consultation
- Plan of analysis consultation and/or writing for funding proposals
- Assistance with data management plan
- Coming onto a grant as the statistician or co-investigator
Training and support for electronic data storage, and online database and survey development using REDCap (redcap.uncg.edu)

**Data Management:**
Data management and security have always been important components of successful research. They are also becoming increasingly important points of emphasis when applying for external funding. REDCap is the preferred resource for electronic data entry, management, and storage available to HHS researchers. REDCap (Research Electronic Data Capture; [https://projectredcap.org/](https://projectredcap.org/)) is a web application that can be used to build and manage databases. Think of this as a better alternative to using programs like Excel to manage electronic data. The application is accessible anywhere you are connected to the internet, so there is no software to install and you’re not anchored to a few select lab computers. User accounts are authenticated through the UNC Greensboro portal, so there are also no new usernames or passwords to remember: just use your current UNC Greensboro credentials. Also, when you use REDCap, all data is stored on secure, UNC Greensboro servers. REDCap access, training, user setup, and basic support are available at no charge for most projects. The standard procedure will be to help research teams get started using REDCap and to provide support for basic troubleshooting and functionality needs. However, if a more substantial level of support is required, the HHS Statistician is available to come onto externally-funded projects.

As noted earlier, the statistical and data management support provided by OOR is intended to be a collaborative effort. Our goal is to help foster research success among our faculty and students within HHS! Refer to the ‘Methodological & Statistical Support’ section for further details.

**Maintain and Allocate HHS Research Space:**
HHS maintains and supports a number of research facilities for faculty. Space in all of UNC Greensboro’s buildings is very limited, so priority for the allocation and use of research space is always given to externally funded projects. Needs for space should be identified at the time of proposal submission and brought to the attention of the Associate Dean for Research. All investigators are asked to send a formal request when proposals are submitted. Whenever projects are funded, the Associate Dean for Research will work with the investigator to identify space options. No firm commitments for space can be made until after projects receive external funding.

OOR does, however, make every effort to identify and make available appropriate space for all research activities, funded or not. To facilitate both short-term and long-term planning, faculty should discuss their needs for research space with the HHS Associate Dean for Research. Please review the [HHS Research Space Allocation Policy](#) for details and for descriptions of the available space.
Secure and Provide Financial Support to Researchers for Scientific and Editorial Review of Externally Funded Proposals:

Once an externally funded proposal is written and in its final or semi-final stages, OOR can provide financial support for scientific and/or editorial review. This review can provide researchers with a 'double-check' of both their scientific and their grammatical content making for a more comprehensible, succinct and professional proposal. Faculty should discuss their proposal review needs with the HHS Associate Dean for Research or with the HHS Assistant Dean for Research Finance and Operations.

Internal Support Mechanisms:

OOR, supported, in part, by the HHS Dean’s Office and by the UNC Greensboro Office of Research and Engagement (ORE), offers opportunities for HHS researchers to receive internal support for their research endeavors; additionally, other opportunities for internal research support from various UNC Greensboro entities exist.

A variety of these mechanisms are available; some require direct application to OOR, and others require application to ORE, the University Libraries, or the International Program Office, to name a few. Please see the Internal Funding section for details about the HHS and UNC Greensboro internal support opportunities.

Workshops & Training Opportunities:

Throughout the year, OOR hosts various workshops, meetings and other training opportunities for faculty, research staff, post docs, and, at times, students. These allow faculty to gain in-depth knowledge of specific funding mechanisms, to garner skills to assist with their grant-writing, and to build collaborative relationships with others in the School.

HHS Research Excellence Awards:

Every year, HHS OOR honors colleagues for their excellence in community engaged scholarship and for their excellence in research. A call for nominations is made in January/February of each year for three research-related award categories: Senior Research Excellence; Junior Research Excellence; and Community Engaged Scholarship. For a list of previous awardees, please visit: HHS Faculty Excellence Awards.
Overview:
The School of Health and Human Sciences Office of Research (HHS OOR) offers school-based support for researchers to address the many administrative aspects of proposal development and submission, allowing researchers to focus on science, team development and writing quality. The services outlined below assist researchers with successful, timely and efficient research proposal submission in full compliance with funding agency requirements. The HHS OOR serves as the local resource for faculty who are developing new ideas, seeking financial support for projects and managing external funds.

Time Constraints:
To fully utilize the available support, researchers are strongly encouraged to contact the pre-award staff 3 to 6 months in advance of sponsor deadline (or earlier, if possible). Exceptions may be made for rapid turnaround requests for applications (RFA) in which the PI can demonstrate the timing of the call and the deadline necessitated a shortened timeframe (e.g., RFA with 60-day turnaround from posting). A three-month minimum is required for a proposal to be routed internally and submitted by the sponsor deadline; however, complex proposals may require more lead time. This time allows staff to develop the budget, collect supporting documentation, and enlist external reviewers. Keep in mind that, for the vast majority of cases, the Office of Sponsored Programs (OSP) is the office that actually submits the proposals. They are the official signatory for all grants and contracts and require a minimum of five business days to process an application.

Effective August 15, 2018, OOR issued a new HHS OOR Timeline for Successful Grant Submission; please refer to that document (at the end of this section) for detailed information about the timing of grant submissions through OOR.

Pre-Award Services in Detail:

Identify Funding Opportunities
Although researchers themselves typically have the most relevant knowledge of potential funders for their research ideas, the OOR pre-award staff can perform focused searches of funding databases to identify potential funding sources for research projects. Relevant opportunities are forwarded to individual faculty as they become available. Faculty members who are interested in a particular topic and who are seeking funding are invited to contact office staff with a topic, and one of the pre-award staff will conduct a focused search on that topic.

Prepare Plan of Action for Proposal Submission
During the initial meeting with pre-award staff on a project idea, the staff develops a plan of
action, including a checklist of tasks and proposal documents, clarification of roles and responsibilities, and timeline for completion of the many tasks required for a successful submission. Researchers must have a clear understanding of “who does what” in this process, thus, a checklist and clarification of roles and responsibilities are critical for the smooth development of the proposal.

After the initial meeting with the pre-award research administrator, the researcher will receive a proposal checklist with dates on which to submit the documents for Ramses and the final proposal. The researcher will also receive an Excel spreadsheet budget template that can be used to develop a budget; the most current fringe benefit, mileage, and indirect costs rates will be included within the template. The ‘HHS OOR Timeline for Successful Grant Submission’ document, a sample NIH R15 Application Checklist and Timeline, and a sample budget spreadsheet are included at the end of this section.

Ensure Compliance with Funding Agency Guidelines

Once a funding opportunity is identified, the pre-award staff ensures that the proposal follows funding agency application guidelines, such as budget constraints, cost sharing requirements, formatting, necessary forms and supporting documents.

Support Budget Development

Budget planning should start as soon as proposal development begins. The pre-award staff works directly with faculty and the research team to develop budgets for external funding. Budgets must receive final approval by the department chair, the HHS Office of the Dean, and OSP before the proposal can be submitted. If the research team has faculty members from other departments or schools, the budget must be reviewed and approved by their department chairs and, if outside the School of HHS, the relevant Dean’s office as well.

Pre-award staff can provide an initial draft of a budget justification based on information provided by the research team. They prepare an outline for the justification that provides the sponsor with a clear picture of the scope of work, team composition and level of commitment.

Expedite Internal Processing and Routing Using RAMSeS

UNC Greensboro policy is that all proposals for external funding must be routed for approval through the RAMSeS electronic proposal submission system in order for OSP to submit the final proposal to the funding agency. Upon the initial meeting with the researcher, pre-award staff will establish a RAMSeS file to ensure a timely submission.

Provide Boilerplate and Supporting Documentation

The pre-award staff provides boilerplate documentation and supporting documents for proposal applications. Typical examples include facilities and environment language, student enrollment information, non-profit status documentation, university financial reports, board-of-trustee
listings, biosketch templates, and letters of support from relevant administrators. Many of these items can be found on the OOR or the OSP website. A biosketch template and a sample biosketch are located at the end of this section; detailed instructions for completion are available through the [NIH.gov](https://nih.gov) website.

**Build the Proposal Application**

A proposal application is normally comprised of multiple parts, including letters of support, subcontract documentation, budget, appendices and cover letters - in addition to the main body. In fact, the main body of the grant may form a small portion of the total application package. One of the primary functions of the pre-award staff is to “build” the application by pulling together all components into a complete application, upload the final application to RAMSeS, and monitor the submission to the funding agency.
Budgeting Basics for Grants and Contracts

This information is provided for HHS faculty developing grant or contract budgets. Guidelines for budgeting are organized around the standard budget categories used by UNC Greensboro and most agencies, including NIH.

Developing your budget:
- The HHS Office of Research (OOR) staff can help you interpret the budget guidelines, develop your budget and arrange for approval through the UNC Greensboro Office of Sponsored Programs (OSP.)
- If you prepare your own budget, please send it to OOR for review prior to routing the proposal through RAMSeS in order to avoid last-minute delays in the submission process.
- Not all funding agencies require a detailed budget – NIH, for example, allows modular budgets in multiples of $25,000 for many grants – but UNC Greensboro requires a detailed budget and justification that demonstrates you have thought through the amount of funds you will need to complete the proposed work.
- If the sponsor requires the budget in a format with categories that do not match UNC Greensboro budget categories (outlined below), a separate internal budget is needed to show how funds will be used according to UNC Greensboro policies. An internal budget template is included in this section and will be electronically sent to the researcher at the beginning of the proposal process or upon request.

Tips for starting out:
- Imagine the day-to-day activities of your project. Prepare a budget spreadsheet and a justification of all expenses for use in the planning process.
- Start with a timeline for multi-year projects. If you are involving participants, hosting workshops, or doing home visits, it is important to calculate travel and incentive funds per year based on when funds will be needed – and to stay within your annual budget.
- Think like a reviewer. The budget is a financial picture of your project.
UNC Greensboro Budget Categories

I. Personnel – Please plan to review the budgeted effort planned for your project with your department chair prior to meeting with the research office. Budgeted effort for each project is determined by the department and the Principal Investigator not the research office.

a. Include all faculty members who are playing a major role in the project in the detailed budget that is submitted to UNC Greensboro. Faculty who are involved but are not receiving salary from the grant should be listed in the budget with no salary.

- On the budget spreadsheet, estimate the salary for Year 1 based on the faculty’s current salary. If the Year 1 project start date is after July of the current year and/or the next year, add 3% increase to the current salary for each academic year until the project start date.

- Faculty can be paid in two ways:
  - Academic year: The Department Chair and faculty member should discuss workload distribution to assure the effort allocated for externally-funded work is sufficient to meet the project goals (with the recognition that the effort allocated may be greater than the amount funded externally).
  - Summer salary: For faculty on 9-month assignments, calculate using 1/9 of the 9-month base and multiply by number of summer months or portion of months to be paid. For faculty on 10-month assignments, calculate using 1/10 of the 10-month base and multiply by number of summer months or portion of months to be paid.

- UNC Greensboro faculty and staff cannot work as consultants on grant-funded projects but instead are listed as project staff (co-investigator, methodologist, statistician, recruitment coordinator, etc.) and paid salary with fringe benefits using course buyout or summer salary.

b. List other staff you need, including EHRA & SHRA personnel, post-docs, students, or temporary employees. Use salaries that are appropriate for the position. The appropriate fringe rate will be calculated and added to the budget.

- Graduate research assistant stipends vary by department. Check with the graduate director or department chair for the current rate (GRA positions can range from approx. $12,500 – $17,500 for the Academic
Year, $3,500 – $5,500 for the summer). Graduate students can also be paid an hourly rate (usually $10 or $12 per hour).

- Undergraduate students can be budgeted into the proposal starting at minimum wage, but usually start at $8 per hour at 20 hours per week during the Academic Year and up to 40 hours per week in the summer.

c. For multi-year projects, increase all salaries by 3% each year. Student salaries are not subject to annual increases.

d. It is important to review with the department chair those faculty members who will not receive salary. Describe the roles of all personnel in the budget justification, including those who are not receiving salary. Faculty who will contribute unpaid time to the project should be written as using “a portion of their allocated faculty research time” to the project; do not quantify their effort on the project unless the time is being used as matching required by the sponsor.

*Note: Salaries are determined by UNC Greensboro, not by funding agencies. Including a salary increase in a grant does NOT guarantee the person that salary.*

**Fringe Benefits** (current as of Fall 2019; for up-to-date rates, please refer to the OSP website)

- Calculate fringe benefits at a rate of 34% for all faculty salaries (EHRA).
- Calculate fringe benefits at a rate of 40% for all staff positions (SHRA).
- Calculate student fringe benefits at 0.03% during the academic year and 8% for summer months (when not enrolled).
- Temporary employee fringe rate is 8%.

II. Consultant Costs

a. List the names of any external consultants, along with the agreed-upon rate of pay and amount of time to be spent. (Consultant travel costs are included in the travel portion of the budget.) Please refer to funding guidelines for possible funding limits for consultants.

b. Include a support letter from the consultant that lists their role, effort and rate of pay.

III. Equipment
a. List single items costing more than $5,000 under the Equipment category. Printers, computers, and other items costing less than $5,000 each are listed under Supplies.

IV. Supplies

a. Think through what will be needed to get the project started and include these Start-Up costs in the Year 1 budget.

b. You can group together smaller items into a single line such as:
   - Computers and printers, external hard drives, flash drives
   - Software
   - Video cameras, DVD recorders and players
   - Research supplies (consumable items such as lab supplies and chemicals, DVDs and copy paper – most agencies will not pay for “office supplies”, so it is better to request “research supplies”) – estimate a monthly cost and multiply by 12 rather than itemizing

   Usually it is sufficient to give a monthly supply cost estimate ($100 or $200 per month). If the supply budget is especially large, you should explain the need for specific supplies in the budget justification.

V. Travel

- Local travel: Use the current UNC Greensboro mileage rate found on OSP’s web site and estimate the number of trips (given a particular task) at an average round-trip distance, depending upon your travel radius.

- Out-of-state travel: Estimate travel costs per trip (usually approximately $1,200 - $1,500 per trip) including conference attendance.

VI. Other Expenses

- Include the following types of costs in the Other Expenses category:
  - Research participant incentives (although gifts, such as children’s toys, are included under Supplies).
  - Purchased services (postage, printing, phone charges, memberships, subscriptions, etc.)
  - GRA tuition waivers (check current tuition at the Registrar’s Office); for multi-year projects, a tuition increase of 5% per year should be budgeted.
VII. Subcontracts

- **UNC Greensboro as the primary grantee**
  - Prepare your budget according to the guidelines above, leaving enough money for the proposed subcontract. Include the subcontract amount as a single line item on the primary budget. A separate budget, justification and scope of work must be attached to itemize the work to be done by the subcontractor. The subcontract budget must be approved by the fiscal office of the subcontracting university or organization. Please refer to [OSP](#) for the required subrecipient documents to be completed by the subcontract.
  - UNC Greensboro charges indirect costs on the first $25,000 of any subcontract (a one-time charge.)

- **UNC Greensboro as the subcontractor**
  - Prepare a budget according to the guidelines above, along with a “Scope of Work” describing the work to be done. Contract budgets must be submitted and approved through the regular internal grant submission process at UNC Greensboro. Please also include the required subrecipient documents from the prime institution.
  - Indirect costs (also referred to as ‘Facilities & Administrative’, ‘F&A’ or ‘overhead’ costs) are calculated at the standard 45.5% rate (as of Fall 2019) or, if the funding agency specifies a lower rate, at the same rate as paid to the primary grantee. Include documentation of a lower rate, if applicable.

VIII. Indirect Costs

- Create a Modified Total Direct Cost (MTDC) by subtracting any tuition and equipment from your direct cost subtotal. Use this MTDC to calculate the indirect cost, and then add the indirect cost to the direct costs to determine your total.
  - If you do not have tuition and/or equipment, simply calculate the indirect cost at 45.5% of the total direct budget (26% for projects conducted entirely off-campus); these rates are current as of Fall 2019.
- If your funding agency specifies a different indirect cost rate, include documentation when sending the proposal to OOR and attach the document in RAMSeS for routing.

**IX. Cost Sharing**

- **Do not** include or quantify in-kind or cost matching support unless the sponsor specifically requires it in the guidelines.
- Read the guidelines to determine what type of in-kind the sponsor will accept (salary, equipment, F&A, etc.).
- If the sponsor does require cost sharing or matching, please follow the guidelines from Contracts & Grants.
HHS Office of Research (OOR) Timeline for Successful Grant Submission

Effective 8/15/18

Background:

- Clearly, the scientific contribution and writing of investigators is key to the success of any grant proposal, but successful submission of a proposal also requires effective and advance communication with various offices on campus. The HHS OOR is charged with facilitating that process for HHS faculty. There are many tasks we must complete, and many additional supports we can provide if given adequate notice.

- It takes time to route a proposal through the needed approval process at UNCG (RAMSES).

- After a proposal leaves HHS, it takes time to be reviewed and ultimately submitted by UNCG’s Office of Sponsored Programs (OSP).

- Multiple faculty within and beyond HHS submit proposals at any one time. Schedules need to be coordinated to ensure that each planned submission is routed successfully.

- Given the increase in HHS and UNCG submissions, we must create and adhere to firmer deadlines than we have in the past.

- Our goal is to assist all faculty with their grant submissions. But, moving forward, if a high volume of submissions are being routed at the same time, priority will be given to those in which the PI adhered to this timeline. Exceptions may be made for rapid turnaround requests for applications (RFA) in which the PI can demonstrate the timing of the call and the deadline necessitated a shortened timeframe (e.g., RFA with 60-day turnaround from posting).

- In instances in which HHS OOR cannot assist faculty with a submission due to time constraints/volume, we will reach out to OSP to see if their staff can assist with the submission.

- Please see detailed timeline on next page. Faculty responding to standard, ongoing funding programs/RFAs, should plan to adhere to the timeline on the following page as the new norm in HHS.
## HHS OOR Timeline for Successful Grant Submission

<table>
<thead>
<tr>
<th>Task</th>
<th>Deadline</th>
</tr>
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<tbody>
<tr>
<td><strong>1.</strong> Alert HHS OOR Pre-Award Specialist by email (<a href="mailto:vrleslie@uncg.edu">vrleslie@uncg.edu</a>) and <strong>Department Chair</strong> of potential grant/contract plans as soon as you consider (re)applying. Provide the targeted funder, mechanism, and submission date.</td>
<td>3 to 6 months in advance of sponsor deadline (even earlier helps us plan)</td>
</tr>
<tr>
<td><strong>2.</strong> Optional: Meet with HHS Research Methodologist if you need guidance/consultation regarding design/analytic features (e.g., statistical power, needed sample size, etc.). This information can inform your specific aims, research strategy, budget, etc.</td>
<td>10 to 12 weeks before deadline is suggested</td>
</tr>
</tbody>
</table>
| **3.** Meet with Pre-Award Specialist and Associate Dean for Research to:  
  • provide detailed overview of planned project  
  • review sponsor guidelines and budgetary needs (e.g., faculty effort during AY and summer, funds for graduate student stipends and tuition, staffing, subcontracts, etc.)  
  • discuss internal (RAMSES; e.g., allocation of credit) and external (e.g., NIH ASSIST) submission steps including whether or not the research involves Human Subjects and qualifies as a clinical trial  
  • discuss plans for external reviews prior to submission  
  • create personalized timeline together, etc.  
  You will be sent a series of questions in advance to facilitate an effective meeting.  
**Department chair(s) MUST be notified of plans by this time** | 8 to 10 weeks prior to sponsor deadline |
| **4.** Attend preliminary budget meeting | 6 weeks prior to sponsor deadline* |
| **5.** Send draft to Scientific Reviewer of Your Choosing (optional but highly recommended) | 5 to 6 weeks prior to sponsor deadline |
| **6.** Forward draft to OOR for review by our recommended editor (optional but highly recommended) | 3 to 4 weeks prior to sponsor deadline** |
| **7.** Submit all needed attachments/documents (except primary proposal which is likely still being refined) to Pre-Award Specialist for checking and uploading (e.g., biosketches, facilities, equipment, etc.). PI completes human subjects section for NIH, if relevant. | 2 weeks prior to sponsor deadline |
| **8.** Submit main proposal documents (e.g., specific aims, research strategy, references) and any missing attachments (e.g., letters of support; required revisions to above documents) to Pre-Award Specialist | 7 business days prior to sponsor deadline |

*Additional time may be needed under some circumstances such as if you plan to have subcontracts or if you plan to exceed the NIH $500,000 annual cap.  
**Timing depends on volume of PIs requesting this review and her availability.

Note: Individuals seeking funds from foundations or industry sponsors, even for a regularly occurring, open call, must reach out to Dr. Terri Shelton, Vice Chancellor for Research and Engagement, first to prevent multiple UNCG applications competing with one another or with Development efforts.
APPLICATION CHECKLIST AND TIMELINE

Funder: __________________________________________________________________________________________________________________________

Deadline: ____________________________________ Mechanism: R 15 – Parent Announcement

Project Start Date: End Date:

Title of Project:

UNC Greensboro Research Team:

Possible Subcontract:

Cap: Total 300k for up to three years

This application should include plans to involve undergraduate or graduate students in the proposed research. However, the AREA program is a research grant program, not a training or fellowship program. The application should include plans to expose students to hands-on research and should not include training plan

eRA Commons User name and Login: The Office of Sponsored Programs will establish an eRA Commons account if needed or assist changing your affiliation to UNCG.

Conflict of Interest Training – Must be completed by a key personnel and subcontracts. If graduate assistants are named they must also complete the training. Conflict of Interest Training

Contact the program officer to discuss your application and research plan.

Table 1: Application Checklist with Due Dates

<table>
<thead>
<tr>
<th>Checklist</th>
<th>Target Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Draft Internal Budget and Justification</td>
<td>ASAP</td>
</tr>
<tr>
<td>II. Route the internal documents to Departments &gt; Schools &gt; OSP through Ramses</td>
<td></td>
</tr>
<tr>
<td>  Internal documents/items needed (at minimum) for routing:</td>
<td></td>
</tr>
<tr>
<td>  Title</td>
<td></td>
</tr>
<tr>
<td>  Project Abstract</td>
<td></td>
</tr>
<tr>
<td>  Internal budget and justification</td>
<td></td>
</tr>
<tr>
<td>  Conflicts of Interest Disclosure - Once the Ramses is submitted the Principal Investigator(s) will receive an email from OSP with a link to the Conflict of Interest online module. Complete the module promptly as any delay may hinder approval of the Ramses.</td>
<td></td>
</tr>
<tr>
<td>*The application that goes to the sponsor is typically not included in the routing process. Once the application is finalized, it will be uploaded to Ramses and submitted to the sponsor by OSP.</td>
<td></td>
</tr>
<tr>
<td>III. Final Documents needed to prepare Grants.gov application</td>
<td></td>
</tr>
<tr>
<td>Application Components/Attachments</td>
<td></td>
</tr>
<tr>
<td>R&amp;R Other Project Information</td>
<td></td>
</tr>
<tr>
<td>  Project Summary/Abstract (30 lines of text)</td>
<td></td>
</tr>
<tr>
<td>  Project Narrative (relevance to public health in plain language: 2-3 sentences)</td>
<td></td>
</tr>
<tr>
<td>  References Cited (include PMC or NIH reference number)</td>
<td></td>
</tr>
<tr>
<td>  Facilities &amp; Other resources (request boilerplates from Verna)</td>
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<tr>
<td>PHS 398 Research Plan</td>
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</tr>
<tr>
<td>  Introduction to Application (1 page, for resubmissions and revisions only)</td>
<td></td>
</tr>
<tr>
<td>  Specific Aims (1 page)</td>
<td></td>
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<tr>
<td>  Research Strategy (12 pages)</td>
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<td>  Human Subjects – see separate attachment</td>
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<tr>
<td>  Multiple PI Leadership plan (if applicable)</td>
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<tr>
<td>  Consortium/Contractual Arrangements</td>
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<tr>
<td>  Select Agents (if applicable)</td>
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</tr>
<tr>
<td>  Letters of Support (consultants and others as appropriate)</td>
<td></td>
</tr>
<tr>
<td>  Appendix materials – New – Please refer to the application guidelines for guidance on documents loaded in the Appendix</td>
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</tr>
<tr>
<td>Senior / Key Person Profiles Component</td>
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</tr>
<tr>
<td>Send supporting documents (biosketches, consultant letters, facilities documents, appendix materials, etc.) to Verna as soon as they are final.</td>
<td></td>
</tr>
<tr>
<td>Subcontract documents (budget forms, letter of collaboration) by</td>
<td></td>
</tr>
<tr>
<td>Final documents to Verna by</td>
<td></td>
</tr>
</tbody>
</table>
NIH Biosketch for each senior personnel (use new format with personal statement and no more than 15 publications; include PMC numbers when applicable)

Cover Page Component
- Cover letter (identify institute/center or review group, ask for sample)

Budget
Verna will complete budget forms using approved internal budget

Templates/samples available: Biosketch

IV. Send / upload application for OSP review
V. OSP submits application

Research Team Planning Sheet

Table 2: Research Team Planning Sheet. Use this table to record your research team’s information.

<table>
<thead>
<tr>
<th>Research Team Member Name</th>
<th>F&amp;A Distribution</th>
<th>Course Release?</th>
<th>AY% Effort/Summer months Year 1</th>
<th>AY% Effort/Summer months Year 2</th>
<th>AY% Effort/Summer months Year 3</th>
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</tbody>
</table>
Human Subjects

The Principal Investigator is required to complete this section of the ASSIST Application. Please input your information directly into the text boxes provided and do not cut and paste text into this document.

NIH Forms-E Human Subjects: Information Needed from PIs for Non-Clinical Trials

1.1 Study title:

1.2 Is this study exempt from Federal Regulations? Yes (extremely rare) No

1.3 If yes, exemption number: (1-8)

1.4 Clinical Trial Questionnaire: (if answer to all 4 is yes, this is a clinical trial)
   • 1.4.a Does the study involved human participants? Yes, No
   • 1.4b. Are the participants assigned to intervention? Yes, No
   • 1.4.c. Is the study designed to evaluate the effect of the intervention on the participants? Yes, No
   • 1.4.d. Is the effect that will be evaluated a health-related biomedical or behavioral outcome? Yes, No

1.5 Provide ClinicalTrials.gov Identifier if applicable: N/A (unlikely to be applicable)

2.1. Conditions or focus of Study (List up to 20 key words or conditions): Must enter at least one condition or focus of study

*Consider using MeSH terms if applicable. Search for relevant terms here: NIH MeSH Search

2.2 Eligibility criteria for participation:

2.3 Age limits for participants; Minimum age Maximum age
   *Be sure to provide units (e.g., minutes, hours, days, months, years); N/A (no limit) is an option for both

2.4 Attachment about the inclusion of Women, Minorities and Children (see directions)

2.5 Attachment about recruitment and retention plan (no longer needs to be in approach)

2.6 Recruitment Status (must select one; not yet recruiting is most common)
   • Not yet recruiting
   • Recruiting
   • Enrolling by invitation
   • Active, not recruiting
   • Completed
   • Suspended
   • Terminated (Halted Prematurely)
   • Withdrawn (No Participants Enrolled)

2.7 Attachment: Study timeline
2.8 Enrollment of First Subject (mm/dd/yyyy)

- **Inclusion enrollment report:** this used to be an attachment, now must be directly entered into ASSIST; please complete accompanying EXCEL file for this purpose and answer the below questions.

  You can add up to 20 enrollment reports for a study. If your study involves different types of individuals (e.g., parents, children, teachers; patients, doctors, etc) you may wish to take advantage of this and note in the comments who is included in each.

  1. Using and existing dataset or resource Yes No
  2. Enrollment Location Type: Domestic or Foreign
  3. Enrollment countries: United States
  4. Enrollment locations (where data will be collected, not recruitment site):
  5. Comments:

3.1 Attachment: Protection of Human Subjects (see directions)

3.2 Is this a multi-site study with will use the same protocol at more than one domestic site?

  Yes No NA

  If yes: Attachment, describe single IRB plan

3.3 Data safety and monitoring plan (see directions)

3.4 Will a Data and Safety Monitoring Board be appointed for this study?

3.5 Overall Structure of the Study Team

4.1 IF ANSWERED YES TO ALL CLINICAL TRIAL QUESTIONS, THE FOLLOWING IS MANDATORY

- 4.2 Study design narrative
- 4.2b Primary purpose (see directions)
- 4.2c Interventions (see directions)
- 4.2d Study Phase (see directions)
- 4.2e Intervention Model (see directions)
- 4.2f Masking (see directions)
- 4.2g Allocation (see directions)
- 4.3 Outcome measures (see directions)
- 4.4 Statistical Design and Power (see directions)
- 4.5 Subject participation duration (see directions)
- 4.6 Will the study use an FDA-regulated intervention? Yes No
- 4.7 Dissemination plan

5 Other Clinical Trial-related Attachments

- If you answered “Yes” to all the questions in the “Clinical Trial Questionnaire:” Include an attachment only if your FOA specifies that an attachment(s) is required or permitted; otherwise, do not include any Other Clinical Trial-related attachments.

- If you answered “No” to any question in the “Clinical Trial Questionnaire:” Do not provide information in this section. Inputting information in this section will result in errors and will prevent your application from being accepted.
BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors. Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

NAME:

eRA COMMONS USER NAME (credential, e.g., agency login):

POSITION TITLE:

EDUCATION/TRAINING **(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)**

<table>
<thead>
<tr>
<th>INSTITUTION AND LOCATION</th>
<th>DEGREE (if applicable)</th>
<th>Completion Date MM/YYYY</th>
<th>FIELD OF STUDY</th>
</tr>
</thead>
</table>

A. Personal Statement

B. Positions and Honors

C. Contributions to Science

D. Additional Information: Research Support and/or Scholastic Performance
BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.
Follow this format for each person. DO NOT EXCEED FIVE PAGES.

NAME: Hunt, Morgan Casey

eRA COMMONS USER NAME (credential, e.g., agency login): huntmc

POSITION TITLE: Associate Professor of Psychology

EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)

<table>
<thead>
<tr>
<th>INSTITUTION AND LOCATION</th>
<th>DEGREE (if applicable)</th>
<th>Completion Date MM/YYYY</th>
<th>FIELD OF STUDY</th>
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<tbody>
<tr>
<td>University of California, Berkeley</td>
<td>B.S</td>
<td>05/1990</td>
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<td>University of Vermont</td>
<td>Ph.D.</td>
<td>05/1996</td>
<td>Experimental Psychology</td>
</tr>
<tr>
<td>University of California, Berkeley</td>
<td>Postdoctoral</td>
<td>08/1998</td>
<td>Public Health and Epidemiology</td>
</tr>
</tbody>
</table>

A. Personal Statement

I have the expertise, leadership, training, expertise and motivation necessary to successfully carry out the proposed research project. I have a broad background in psychology, with specific training and expertise in ethnographic and survey research and secondary data analysis on psychological aspects of drug addiction. My research includes neuropsychological changes associated with addiction. As PI or co-Investigator on several university- and NIH-funded grants, I laid the groundwork for the proposed research by developing effective measures of disability, depression, and other psychosocial factors relevant to the aging substance abuser, and by establishing strong ties with community providers that will make it possible to recruit and track participants over time as documented in the following publications. In addition, I successfully administered the projects (e.g. staffing, research protections, budget), collaborated with other researchers, and produced several peer-reviewed publications from each project. As a result of these previous experiences, I am aware of the importance of frequent communication among project members and of constructing a realistic research plan, timeline, and budget. The current application builds logically on my prior work. During 2005-2006 my career was disrupted due to family obligations. However, upon returning to the field I immediately resumed my research projects and collaborations and successfully competed for NIH support.

B. Positions and Honors

Positions and Employment
1998-2000  Fellow, Division of Intramural Research, National Institute of Drug Abuse, Bethesda, MD
2000-2002  Lecturer, Department of Psychology, Middlebury College, Middlebury, VT
2001-     Consultant, Coastal Psychological Services, San Francisco, CA
2002-2005  Assistant Professor, Department of Psychology, Washington University, St. Louis, MO
2007-     Associate Professor, Department of Psychology, Washington University, St. Louis, MO

Other Experience and Professional Memberships
1995- Member, American Psychological Association
1998- Member, Gerontological Society of America
1998- Member, American Geriatrics Society
2000- Associate Editor, Psychology and Aging
2003- Board of Advisors, Senior Services of Eastern Missouri
2003-05 NIH Peer Review Committee: Psychobiology of Aging, ad hoc reviewer
2007-11 NIH Risk, Adult Addictions Study Section, members

Honors
2003  Outstanding Young Faculty Award, Washington University, St. Louis, MO
2004  Excellence in Teaching, Washington University, St. Louis, MO
2009  Award for Best in Interdisciplinary Ethnography, International Ethnographic Society

C. Contribution to Science

1. My early publications directly addressed the fact that substance abuse is often overlooked in older adults. However, because many older adults were raised during an era of increased drug and alcohol use, there are reasons to believe that this will become an increasing issue as the population ages. These publications found that older adults appear in a variety of primary care settings or seek mental health providers to deal with emerging addiction problems. These publications document this emerging problem but guide primary care providers and geriatric mental health providers to recognize symptoms, assess the nature of the problem and apply the necessary interventions. By providing evidence and simple clinical approaches, this body of work has changed the standards of care for addicted older adults and will continue to provide assistance in relevant medical settings well into the future. I served as the primary investigator or co-investigator in all of these studies.

2. In addition to the contributions described above, with a team of collaborators, I directly documented the effectiveness of various intervention models for older substance abusers and demonstrated the importance of social support networks. These studies emphasized contextual factors in the etiology and maintenance of addictive disorders and the disruptive potential of networks in substance abuse treatment. This body of work also discusses the prevalence of alcohol, amphetamine, and opioid abuse in older adults and how networking approaches can be used to mitigate the effects of these disorders.

3. Methadone maintenance has been used to treat narcotics addicts for many years but I led research that has shown that over the long-term, those in methadone treatment view themselves negatively and they gradually begin to view treatment as an intrusion into normal life. Elderly narcotics users were shown in carefully constructed ethnographic studies to be especially responsive to tailored social support networks that allow them to eventually reduce their maintenance doses and move into other forms of therapy. These studies also demonstrate the policy and commercial implications associated with these findings.


**Complete List of Published Work in MyBibliography**

**D. Additional Information: Research Support and/or Scholastic Performance**

**Ongoing Research Support**

R01 DA942367    Hunt (PI)   09/01/08-08/31/16
Health trajectories and behavioral interventions among older substance abusers
The goal of this study is to compare the effects of two substance abuse interventions on health outcomes in an urban population of older opiate addicts.
Role: PI

R01 MH922731    Merryle (PI)   12/15/07-11/30/15
Physical disability, depression and substance abuse in the elderly
The goal of this study is to identify disability and depression trajectories and demographic factors associated with substance abuse in an independently-living elderly population.
Role: Co-Investigator

Faculty Resources Grant, Washington University   08/15/09-08/14/15
Opiate Addiction Database
The goal of this project is to create an integrated database of demographic, social and biomedical information for homeless opiate abusers in two urban Missouri locations, using a number of state and local data sources.
Role: PI

**Completed Research Support**

R21 AA998075    Hunt (PI)   01/01/11-12/31/13
Community-based intervention for alcohol abuse
The goal of this project was to assess a community-based strategy for reducing alcohol abuse among older individuals.
Role: PI
Putting your best foot forward. The New NIH/AHRQ Biosketch

Sections (directly drawn from NIH instructions as of May 2018: Instructions for NIH/AHRQ Biosketch.)

A. Personal Statement: Briefly describe why you are well-suited for your role(s) in this project. Relevant factors may include: aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and/or your past performance in this or related fields. You may cite up to four publications or research products that highlight your experience and qualifications for this project. Research products can include, but are not limited to, audio or video products; conference proceedings such as meeting abstracts, posters, or other presentations; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware. You are allowed to cite interim research products. Note: interim research products have specific citation requirements. See related Frequently Asked Questions for more information.

- If you wish to explain impediments to your past productivity, you may include a description of factors such as family care responsibilities, illness, disability, and active duty military service.
- Indicate whether you have published or created research products under another name.
- You may mention specific contributions to science that are not included in Section C.
- Do not present or expand on materials that should be described in other sections of this Biosketch or application.
- Figures, tables, or graphics are not allowed.

B. Positions and Honors: List in chronological order the positions you've held that are relevant to this application, concluding with your present position. High school students and undergraduates may include any previous positions. For individuals who are not currently located at the applicant organization, include the expected position at the applicant organization and the expected start date.

List any relevant academic and professional achievements and honors. In particular:
- Students, postdoctorates, and junior faculty should include scholarships, traineeships, fellowships, and development awards, as applicable.
- Clinicians should include information on any clinical licensures and specialty board certifications that they have achieved. List in chronological order previous positions, concluding with the present position. List any honors. Include present membership on any Federal Government public advisory committee.

C. Contribution to Science: Briefly describe up to five of your most significant contributions to science. The description of each contribution should be no longer than one half page, including citations. While all applicants may describe up to five contributions, graduate students and postdoctorates may wish to consider highlighting two or three they consider most significant. For each contribution, indicate the following:

- the historical background that frames the scientific problem;
- the central finding(s);
- the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and
- your specific role in the described work.

For each contribution, you may cite up to four publications or research products that are relevant to the contribution. If you are not the author of the product, indicate what your role or contribution was. While you may mention manuscripts that have not yet been accepted for publication as part of your contribution, you may cite only published papers to support each contribution. You may provide a URL (.gov) to a full list of your published work.

D. Research Support: List ongoing and completed research projects from the past three years that you want to draw attention to. Briefly indicate the overall goals of the projects and your responsibilities. Do not include the number of person months or direct costs.

Do not confuse "Research Support" with "Other Support." Other Support information is not collected at the time of application submission.
**How to create your new NIH Bio?  Two options...**

- Download the form and fill it out: [Biosketch Form](#)
  - Note: In addition to blank Biosketch form, link above includes instructions & a sample biosketch
- [Online SciENcy](#)
  - SciENcy step by step instructions/

**How to create a URL to a full list of your published work?**

- My Bibliography:
  - Use "My Bibliography" to create a complete list of your published work (& URL link)
    1. [Go to pubmed](#)
    2. Log in to myNCBI (top right of page)
    3. Run author search (e.g. "turner, aubrey [au]")
    4. Select your publications (with the checkboxes to the left of each ref.)
    5. Click "send to" dropdown, and then select "my bibliography" (near upper right of screen)
  - When done adding refs to "My Bibliography", go to [myNCBI](#)
  - On myNCBI, you can
    - Copy the unique URL that leads to your references (and add to your NIH Bio)
    - [Manage my Bibliography](#)
  - Note: Can add citations that are not in NCBI pubmed, including book chapters, abstracts, and audio/video (via HTML links). Don’t need to be peer reviewed.
  - [My Bibliography step by step instructions/](#)
- [NIH Biosketch requirements](#)
- [NIH Biosketch FAQ's](#)

**From the FAQ’s: What does it mean to be compliant with the new biosketch policy?**

All biosketches included in applications submitted for due dates on/after May 25, 2015 must be formatted per the instructions in the application guide (and repeated in online resources), including:

- Completing each section (A - Personal Statement; B – Positions and Honors; C – Contributions to Science; D – Research Support or Scholastic Performance)
- Including no more than 5 contributions to science with no more than 4 citations per contribution
- Ensuring that if you include the optional link to a full list of your published work in a site like My Bibliography that the URL is .gov
- Refraining from including information, such as preliminary data, that belongs elsewhere in the application
- Following NIH guidance on font type, font size, paper size, and margins (See [Format Attachment](#) instructions)
- Using PDF format for your biosketch attachment
- Limiting the length of your biosketch to 5 pages or less

Failure to follow the policy means NIH may withdraw your application from consideration (NOT-OD-15-095).

**Key changes**

<table>
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<tr>
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<th>New Format (as of May 25, 2015)</th>
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<td>15 selected refs</td>
<td>Up to 5 contributions to science +4 refs each</td>
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### DIRECT COSTS

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<tr>
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<td>0.00</td>
<td>0.00</td>
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</tr>
<tr>
<td>SHRA staff</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Postdoc</td>
<td>34%</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Graduate Student (acad)</td>
<td>8.00%</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Graduate Student (summ)</td>
<td>0.03%</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td></td>
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<tr>
<td>Undergrad Student (acad)</td>
<td>8.00%</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
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<tr>
<td>Undergrad Student (summ)</td>
<td>0.00%</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
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<tr>
<td><strong>Tuition (Graduate TBA)</strong></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Out of State</td>
<td>$0</td>
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<td>$0</td>
<td>$0</td>
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<tr>
<td>In state</td>
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<td>$0</td>
<td>$0</td>
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<td>$0</td>
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<tr>
<td>Health Fee</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td><strong>Equipment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Travel</strong></td>
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<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Domestic</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
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<td></td>
</tr>
<tr>
<td><strong>Other Direct Costs</strong></td>
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<tr>
<td>Materials and Supplies</td>
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<td>$0</td>
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<td>$0</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
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<td></td>
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<tr>
<td>Consultant Services</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
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<tr>
<td>ADP/Computer Services</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<td>Equipment or Facility Rental/User Fees</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
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<tr>
<td>Alterations and Renovations</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
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<tr>
<td><strong>Subcontractors (DC+IDC)</strong></td>
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<td></td>
<td></td>
<td></td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
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</tr>
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</table>

**Modified Total Direct Cost (Less >25K Sub, tuition, Equipment, etc.)**

### Indirect Cost (MTDC)

<table>
<thead>
<tr>
<th>Description</th>
<th>Yr 1</th>
<th>Yr 2</th>
<th>Yr 3</th>
<th>Yr 4</th>
<th>Yr 5</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>F&amp;A</td>
<td>45.5%</td>
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<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

MTDC formula is automatically set up to exclude the required totals, including the total subcontractor amount, however, for EACH subcontract, $25,000 will need to be added back in (F&A agreement states that indirects can only be charged on the first $25,000 of each sub.

After that, the sub total should be completely excluded. OSP can help with these calculations once the number of subcontractors and annual subcontractor totals are identified.
<table>
<thead>
<tr>
<th>General Characteristics</th>
<th>Consultants</th>
<th>Contracted Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution or company</td>
<td>Experts acting outside the University hired to provide advice and/or perform a service on the project; UNCG faculty/staff should not be listed as paid consultants on an UNCG project.</td>
<td>Typically provides service(s) as part of normal business operations.</td>
</tr>
<tr>
<td>Investigator(s) and other personnel are identified and assigned a specific level of effort</td>
<td>Do not have use of UNCG facilities and resources.</td>
<td>Does not have use of UNCG facilities and resources.</td>
</tr>
<tr>
<td>Perform work as part of their institutional appointment and may use university facilities and resources.</td>
<td>Involved in programmatic decisions.</td>
<td>Not involved in programmatic decisions.</td>
</tr>
<tr>
<td>Involved in programmatic decisions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Requires a detailed budget breakdown and written justification of all direct costs (e.g. salary, fringe, equipment, travel, supplies, publications).</td>
<td>Typically bills by the day or hour and flat rate for deliverables is acceptable.</td>
</tr>
<tr>
<td>Indirect costs applied at the institution’s federally negotiated rate. UNCG is allowed indirect costs on the first $25,000 of each subcontract.</td>
<td>Includes all costs and paid directly to the consultant.</td>
</tr>
<tr>
<td></td>
<td>Submits an invoice to UNCG on a per project basis.</td>
</tr>
<tr>
<td></td>
<td>Usually in the form of a quote for services and does not include a detailed budget and justification.</td>
</tr>
<tr>
<td></td>
<td>Contractor cannot claim F&amp;A costs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compliance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Flow-down of prime sponsor terms and conditions</td>
<td>Generally not subject to sponsor monitoring or reporting requirements.</td>
</tr>
<tr>
<td>Additional information</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prior Approvals</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Formalized agreement that requires a signed letter of intent from the institution</td>
<td>Formalized agreement not usually required.</td>
</tr>
<tr>
<td></td>
<td>Formalized agreement with Purchasing.</td>
</tr>
</tbody>
</table>
SUBRECIPIENT COMMITMENT FORM

SECTION A: Basic Proposal Information

UNCG Information

PI: __________________________________________

Prime Sponsor: __________________ Federal? ☐

Proposal Title: __________________________________________

Total Budget: __________________________________________

Period of Performance: __/__/____ To: __/__/____

Subrecipient Information

PI: __________________________________________

Organization Legal Name: __________________________________________

Sub. Budget Total: __________________________________________

Cost-Sharing Amount: __________________________________________

Period of Performance: __/__/____ To: __/__/____

SECTION B: Subrecipient Proposal Information

Subrecipient PI or Administrative Contact: (Required)

Name: __________________________________________

Title: __________________________________________

Phone: ____________ Email: ____________

Subrecipient Authorized Official (AO): (Required)

Name: __________________________________________

Title: __________________________________________

Phone: ____________ Email: ____________

Fringe Benefit Rates included in this project are calculated based on: (Required)

☐ Rates consistent with or lower than subrecipient organization’s federally negotiated rates.

☐ Other rates: __________________________________________

Facilities and Administrative Rates for the proposal are calculated based on: (Required)

☐ Subrecipient Organization’s federally negotiated F&A rates for this type of work.

☐ A restricted F&A rate published by the Federal sponsoring agency. Rate: _____% on base: __________________________

☐ Other rates: __________________________________________

☐ Not applicable, subrecipient is not requesting payment of F&A costs.

Research Subjects Information (Required)

Human Subjects

☐ Yes ☐ No Human Subjects will be involved in the subrecipient’s portion of this project. FWA #: __________________________

Vertebrate Animal Care and Use

☐ Yes ☐ No Animals will be involved in subrecipient’s portion of this project. IACUC Assurance #: __________________________

Recombinant DNA and Transgenic Organisms

☐ Yes ☐ No Recombinant DNA and/or transgenic organisms will be used in the subrecipient’s portion of this project.

Export Controlled Data/Materials/Equipment (Required)

☐ Yes ☐ No Does Subrecipient Scope of Work involve foreign travel; sending/transporting or receiving anything from outside of the U.S.; OR is any member of the research team a Foreign National? If “Yes,” list name(s) and country(ies): __________________________________________________________________________

Other Compliance Certifications (Required) Subrecipient’s proposal work involves/may involve the following (check all that apply):

☐ Stem Cells ☐ Clinical Trials ☐ Select Agents ☐ Confidential Information ☐ Proprietary Materials

SECTION C: Subrecipient Organization Information

Is organization profile listed in the FDP Expanded Clearinghouse online system? If yes, provide URL, and skip to section F:

________________________________________________________________________

DUNS #: __________________________

SAM Registered? ☐ Yes Exp. Date: __/__/____ ☐ No

Federal Employer ID Number (EIN): __________________________

US Congressional District: __________________________

F/A Rate URL: __________________________________________

Subrecipient is identified as:

☐ Select from list

☐ Other: __________________________________________________________________________
**SECTION D: Subrecipient Eligibility**

- **Yes**  ☐  **No**  ☐  Is the subrecipient organization, PI, or any other employee/student planning to participate in the project presently disbarred, suspended, proposed for debarment, or declared ineligible for award of federal contracts?
- **Yes**  ☐  **No**  ☐  Is the subrecipient presently indicted or otherwise criminally or civilly charged by a government entity?
- **Yes**  ☐  **No**  ☐  Has the subrecipient had one or more contracts terminated for default by any federal agency within three (3) years?
- **Yes**  ☐  **No**  ☐  Within three (3) previous years, has subrecipient organization been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

**SECTION E: Certifications**

**Audit Status (Required)**

- **Yes**  ☐  **No**  ☐  Does the subrecipient organization receive an annual audit in accordance with 2 CFR 200 (“Uniform Guid.”)?

  **If “Yes”:** - Provide a URL link to the most recent audit report: ____________________________________________

  - Were there any findings or exceptions noted in the most recent audit?  ☐  Yes  ☐  No.  If “Yes,” attach explanation.

  - In the last 3 years, have any material weaknesses been identified in subrecipient organization’s single audit report?  ☐  Yes  ☐  No.  If “Yes,” provide a URL link to the report: ____________________________________________

  **If “No”:** - Indicate why Subrecipient is not subject to these audit requirements.

**Conflict of Interest (COI) Policy and Procedures (Required)**

- ☐  Subrecipient has an active and enforced Conflict of Interest Policy that is consistent with the provision of 42 CFR part 50, Subpart F “Responsibility of Applicants for Promoting Objectivity in Research and 42 CFR part 94.”

  ☐  The Subrecipient does not have an active and/or enforced COI policy and hereby agrees to abide by UNCG’s policy and related procedures, as specified at [http://sponsoredprograms.uncg.edu/conflict-of-interest/](http://sponsoredprograms.uncg.edu/conflict-of-interest/)

**Federal Financial Accountability & Transparency Act (FFATA) Information (Required if box is checked: ☐)**

- **Yes**  ☐  **No**  ☐  Is entity exempt from reporting compensation?

  ☐  The FFATA Act requires a prime awardee to provide the names and total compensation of the five most highly compensated officers if the entity in the preceding fiscal year received 80% or more of its annual gross revenues in Federal awards; and $25,000,000 or more in annual gross revenues from Federal awards; and the public does not have access to information about the compensation of the senior executives. (details: [https://www.firs.gov/fa-faqs](https://www.firs.gov/fa-faqs))

**SECTION F: Certifications, Part 2**

**Fiscal Compliance (Required).** Subrecipient:

- **Yes**  ☐  **No**  ☐  has the capability to identify, in its accounts, all Federal awards received and expended and the Federal programs under which they were received.

- **Yes**  ☐  **No**  ☐  maintains internal controls to assure that it manages Federal awards in compliance with applicable laws, regulations, and the provision of contracts and grants.

- **Yes**  ☐  **No**  ☐  can prepare appropriate financial statements, including schedule of expenditures of Federal awards.

**Responsible Conduct of Research (RCR) Training (Required if box is checked: ☐, and sponsor is PHS/NIH or NSF)**

- **Yes**  ☐  **No**  ☐  NIH: Subrecipient Organization will monitor and maintain records of individual RCR training plans in accordance with NIH’s RCR training requirements for NIH Grants for Training and Fellowship awards.

- **Yes**  ☐  **No**  ☐  NSF / USDA-NIFA: Subrecipient Organization has a training program in place and will train all undergraduate and graduate students and postdoctoral trainees in accordance with NSF or USDA-NIFA’s RCR requirements.

**Findings of Sexual Harassment, Other Forms of Harassment, or Sexual Assault (Required if box is checked: ☐, and sponsor is NSF)**

- **Yes**  ☐  **No**  ☐  Entity is aware of and acknowledges requirements of the NSF term and condition entitled “Notification Requirements Regarding Findings of Sexual Harassment, Other Forms of Harassment, or Sexual Assault.”

  Term details and more information: [https://www.nsf.gov/od/odi/term_and_condition.jsp](https://www.nsf.gov/od/odi/term_and_condition.jsp). Note: In the event that a notice to NSF is required, and a co-PI is affiliated with a subawardee organization, the Authorized Organizational Representative of the subawardee must provide the requisite information directly to NSF, as instructed in the Federal Register Notice 83 FR 47940, published 9/21/2018.

**SECTION G: Subrecipient Official Authorization**

The information, certifications, and representations above have been read, signed, and made by an authorized official of the Subrecipient. All proposal documents included in proposal submission (Scope of Work, Budget, etc.) are covered by the certifications in this form. The appropriate programmatic and administrative personnel of the subrecipient are aware of the prime funding agency’s policy in regards to Subawards and are prepared to establish the necessary interinstitutional agreement consistent with those policies. Subrecipient understands that any expenses incurred prior to execution of a subagreement are at the Subrecipient’s own risk.

---

Subrecipient Organizations’ Authorized Official’s Signature  ____________________________________________  Date  ________________
Post-Award Support: Assistance with Project Management

Overview:

Project management can be daunting and involve many policy nuances. Although the individual researcher or research team is responsible for the overall operation of their project, the HHS OOR post-award staff provide essential advising and support that may be critical to the smooth operation of a research project. Researchers should discuss their needs with the post-award staff so that they have a clear understanding of what level of support OOR can provide.

Time Considerations:

Researchers should be aware of the potential lag time between the notice of award from the funding agency and availability of funds. It is not uncommon for funding to be cut or delayed (or, in rare cases, to “arrive” before it is expected). Whatever the circumstances, researchers should coordinate with OOR post-award staff to develop a financial management plan to ensure that the financial operations (i.e., spending, hiring of research personnel) of the project proceed in a timely fashion. Following is a description of ways in which the OOR post-award staff can support researchers.

Post-Award Services in Detail:

Assist Researchers with Award Budget

With the receipt of formal project funding, the OOR post-award staff serves as the liaison between the researcher and the Office of Contracts & Grants (C&G) to facilitate the establishment of the project budget. In some cases, researchers need to re-evaluate and possibly revise the budget that was originally submitted. Some funding agencies require prior approval to revise the budget or may have other stipulations regarding changes to the budget, so it is important to work within the funding agency’s guidelines; the post-award staff can assist researchers with this task to ensure that these guidelines are followed. The researcher and the HHS OOR post-award staff collaborate in order to allocate the budget into the appropriate expense categories in Banner.

Advise on Fiscal Management Policies and Procedures

Fiscal project management involves a host of tasks that may be unfamiliar to the researcher, including monitoring a budget, making personnel appointments, purchasing research supplies and materials and processing travel reimbursements. This fiscal project management and oversight falls to the researcher and his or her team; however, the OOR post-award staff can provide advice and critical guidance regarding fiscal management policies and procedures.

Provide Budget Interpretation and Internal Financial Expenditure Reports

Researchers have access to their grant budgets at any time through monthly e-Print Reports and through UNCGenie. The OOR post-award staff can interpret these reports upon request so that researchers can make informed decisions about project spending. The post-award staff can provide an internal financial report for the researcher ninety days prior to the grant budget year-
Assist with Assumption of Risk (AOR) Requests

Externally sponsored programs frequently have start dates that precede the receipt of formal award documents or agreements. Upon notification of the intent to fund, an AOR Request can be prepared to authorize the establishment of a restricted fund which enables the researcher to start their project one to three months before the receipt of the formal award. The application for AOR funding requires a short-term budget which is approved by the researcher and is submitted to the Office of Sponsored Programs (OSP). The OOR post-award staff works with the researcher to develop this budget to support critical resources (personnel, equipment, travel, etc.) needed for efficient project startup. The AOR policy “defines the general parameters through which the Vice Chancellor for Research and Engagement might assume financial risks associated with sponsored research or projects…” Each AOR is certified by the principal investigator(s) and is routed to the following offices for authorization or approval: the Office of Sponsored Programs; the Office of Contracts and Grants; and the Vice Chancellor for Research. Please see Appendix 1 for the UNC Greensboro AOR Policy and a copy of the AOR Request Form.

Assist with No-Cost Extension Requests

The post-award staff assists with planning for and requesting a No-Cost Extension. Most sponsors allow extensions of the final grant period to provide maximum possible continuity in funding research and educational activities. Many federal sponsors allow grantee institutions to extend the final budget period one time for up to twelve months. Normally, no single extension may exceed twelve months and, only in exceptional cases, is more than one extension granted. Each request requires a justification addressing “barriers that have created delays in the progress of your research project”, and the justification must “outline how this extension will lead to the successful completion of the funded project.” The post-award staff will assist the researcher with the appropriate paperwork to request the No-Cost Extension which is submitted online through the OSP website; OSP will contact the sponsor to request the extension. No-Cost Extension requests should be made at least 1 month prior to the end of a current project. Please see Appendix 2 for the UNC Greensboro No-Cost Extension Policy.

Process Payroll Documents for Research Salary Support (Electronic Personnel Action Forms—EPAFs)

The OOR post-award staff processes all EPAFs for grant-funded HHS EHRA faculty. The post-award staff works with the researcher, project manager, and/or departmental administrator to coordinate all of these EPAFs which are submitted through UNCGenie; the EPAFs are reviewed and approved by the project’s Principal Investigator (PI), the Department Chair, the HHS Dean, C&G, Payroll, Human Resources and any other relevant personnel/offices/departments. It is the responsibility of the PI to thoroughly review and approve all EPAFs of personnel funded by their project; therefore, the PI is the first approver listed in the EPAF approval queue, and the EPAF cannot be approved by anyone else until the PI approves it.
Assist with Funding Agency Reports

The HHS OOR can offers guidance with the preparation of reports to funding agencies. Each funding agency has specific due dates for their required reports, and they have specific criteria for these reports; the OOR staff can work with the researcher in the preparation of the reports.
Definition
Externally sponsored programs frequently have start dates that precede the finalization or receipt of formal award documents or agreements. When time is of the essence or when a fund number is required to develop position descriptions and job announcements, the PI can request an AOR. The AOR authorizes the establishment of a restricted funds account from which the PI may make expenditures for 1-3 months.

This policy defines the general parameters through which the Vice Chancellor for Research and Engagement might assume financial risks associated with sponsored research or projects prior to the receipt of a formal award or fully executed agreement or prior to the receipt of continuation support for multi-year projects; sets forth the necessary administrative review process; and designates who, within the University, authorizes an Assumption of Risk (AOR).

The AOR can be requested for:
- Pre-award expenditures
- New awards
- The period between the end date of a current budget period and receipt of the next increment of funds
- The formal extension of the end date for multi-year projects

If IRB or IACUC approval is pending, AORs will only be approved for the portion of proposed awards that does not require IRB/IACUC approval.

Administrative Review
AOR requests must be reviewed and approved by the Office of Sponsored Programs (OSP), the Office of Contracts and Grants (C&G), and the Vice Chancellor for Research and Engagement.

Procedure
1. The PI completes an AOR request form and attaches supporting documentation:
   - The AOR request form is here: Assumption of Risk Request Form 2019
   - The first attachment is an itemized budget for the period requested (1-3 months). Direct costs, only.
   - The second attachment is supporting documents or correspondence (email is fine) to show award is imminent.
2. The PI then submits an AOR request to the Office of Sponsored Programs (preferably via email).
3. The Offices of Sponsored Programs and Contracts and Grants review the request and make recommendations.

4. If the AOR request is recommended by both OSP and C&G, it is returned to OSP to be entered into Ramses.

5. The AOR request is then sent to the Vice Chancellor for Research and Economic Development for approval and guarantee.

6. Once ORED has approved the AOR, this is noted in Ramses and the AOR goes to Contracts and Grants so a fund number can be assigned. The PI will be notified when this is done. Please note that it can take a week for the fund to be established.

Notes
– If there are questions or issues with the AOR request at any point during this process, the PI will be notified.

– When the award is officially received by UNCG, the AOR will be cleared as a part of the setup process. No further action by the PI is necessary.
ASSUMPTION OF RISK REQUEST FORM

Please attach AOR Budget and sponsor confirmation of funding.
Complete this form and submit to your Grants Specialist in OSP, or to research@uncg.edu.

### Project Information

<table>
<thead>
<tr>
<th>Ramses Proposal Number:</th>
<th>Current Fund Number, for existing projects:</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Project Title:</th>
<th>Department:</th>
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<tbody>
<tr>
<td></td>
<td></td>
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</table>

**UNCG PI:**

<table>
<thead>
<tr>
<th>PI Phone:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IRB/IACUC approval or exemption is required prior to fund establishment:**

- Are Human/Animal Subjects involved in this project? ☐ Yes ☐ No
- IRB/IACUC Application Status? ☐ Exempt ☐ Approved
- Study Number: ____________________

### Award Information

- Anticipated Award will be: ☐ New ☐ Continuing ☐ Renewal ☐ Supplement

<table>
<thead>
<tr>
<th>Funding Agency:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Period of Performance:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Award Amount:** ____________________

### Request to Initiate / Continue Project

<table>
<thead>
<tr>
<th>AOR Type:</th>
<th>Existing Award</th>
<th>Amend or Extend Existing AOR:</th>
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</thead>
<tbody>
<tr>
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<td>☐ Existing</td>
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<tr>
<td></td>
<td>Award</td>
<td>Period of Performance:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AOR Amount:</td>
</tr>
</tbody>
</table>

Describe the request and provide justification. Please attach sponsor issued documentation confirming pending award and AOR Budget.

### Certifications and Approvals

#### PI Certification

I confirm that this request adheres to University policy and a time-sensitive need exists to commit funds prior to funding approval.

<table>
<thead>
<tr>
<th>Principal Investigator Signature</th>
<th>Date</th>
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**Central Office Only**

#### Sponsored Programs Certification

The Office of Sponsored Programs has reviewed the request and

- ☐ recommends ☐ does not recommend

authorization by the Office of Research and Engagement.

<table>
<thead>
<tr>
<th>Sponsored Programs Signature</th>
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**OSP Comments:** ____________________

**Specialist Initials/date:** __________

#### Contracts and Grants Certification

The Office of Contracts and Grants has reviewed the request and

- ☐ recommends ☐ does not recommend

authorization by the Office of Research and Engagement.

<table>
<thead>
<tr>
<th>Contracts and Grants Signature</th>
<th>Date</th>
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</tbody>
</table>

**C&G Comments:** ____________________

**Specialist Initials/date:** __________

#### Office of Research and Engagement Certification

The Office of Research and Engagement has reviewed the request and

- ☐ approves ☐ does not approve

The assumption of risk. Approval is granted in the amount of $ ____________________

for work to be performed: ____________________ to ____________________.

Vice Chancellor for Research Signature

Date
UNC Greensboro No-Cost Extension Policy

Updated 9-2019

The Principal Investigator is expected to finalize work under a sponsored agreement within the period of performance specified in the award. If a PI needs added time to complete the authorized scope of work, complete and submit the No-Cost Extension Request Form to your OSP Grants Specialist.

Important notes:

- In no case does a sponsor allow for an extension simply to use up unexpended funds.
- A no-cost extension requested after the end date of a grant will not be honored by the sponsor.

The guidelines for extending the period of an award are normally provided in the awarding Federal agency guidelines. If the award is with the State or a private agency, the terms are normally stated in the award document.

Most sponsors allow no-cost extensions of the final grant period to provide maximum possible continuity in funding research and educational activities. Many federal sponsors now allow grantee institutions to extend the final budget period one time for a duration of up to twelve months. Normally no single extension may exceed twelve months and only in exceptional cases will more than one extension be granted.

In all cases, the Principal Investigator must complete the Request for A No-Cost Extension to OSP and must contain the following information:

1. The length of time the extension is being requested.
2. Justification for the extension.
3. A brief statement as to progress and work remaining to be completed.

OSP must notify the sponsor within the sponsor’s deadlines. A letter is sent to the sponsor via the program official, with a copy to the grant official.
Request for No-Cost Extension

Purpose: In the event that you need additional time, but no additional funds, in order to complete a project, OSP will contact the sponsor on your behalf in order to request an extension.

Note: No-Cost Extensions should be at least 1 month prior to the end of a current project.

Your email address (lbwalke2@uncg.edu) will be recorded when you submit this form. Not you? Switch account

* Required

PI Name *
Your answer

Email of person who should be contacted about this request *
Your answer

OSP Specialist *
Choose

RAMSeS Proposal or Account Number *
Your answer

Current End Date *
Date
mm/dd/yyyy
Proposed End Date *

Date

mm/dd/yyyy

Unexpended Funds *

Your answer

Justification for request: **Extensions cannot be made for the sole purpose of spending out your award, or for research not contained in your original proposal. Therefore, your justification should address barriers that have created delays in the progress of your research project and outline how this extension will lead to the successful completion of the funded project.** *

Your answer

Realigning budget line items requires consultation with the Office of Contracts and Grants and may require prior approval from your sponsor. If a budget realignment is also requested, please provide details here:

Your answer

A copy of your responses will be emailed to lbwalke2@uncg.edu.
Methodological & Statistical Support

In addition to pre-award and post-award services, the Office of Research is available to provide statistical support to current or planned research projects. This support is available to all HHS faculty as well as HHS students to a more limited extent. This support typically includes analytical consultation for projects already underway or methodological consultation and power analysis for prospective projects. Support for external funding proposals, including consultation for methodological design and plan of analysis, is also available. In all cases, the statistical and methodological support provided by the Office of Research is intended to be a collaborative effort by the faculty/student and the statistician to achieve the research goals of the investigator.

Common support roles include, but are not limited to:

- Consultation on statistical analysis for manuscript preparation
- Power analysis for prospective studies
- Methodological design consultation
- Plan of analysis consultation and/or writing for funding proposals
- Assistance with data management plan
- Coming onto a grant as the statistician or co-investigator
- Training and support for electronic data storage, and online database and survey development using REDCap (redcap.uncg.edu)

As noted earlier, the statistical support provided by the Office of Research is intended to be a collaborative effort. The statistician will provide consultation concerning analysis options and/or interpretation, and may also conduct analyses depending upon the specific needs of the research project. Remember, our goal is to help foster research success among our faculty and students!

Common Questions:

- How do I make a request for support?
  - The easiest method is to contact the Office of Research statistician directly via email: jdlabban@uncg.edu. Typically, this is the fastest method of scheduling a meeting time to discuss your project needs and create a plan for support.
• About how long will it take to receive a response to my request?
  o We try to provide an initial response to support requests within one business day, and attempt to schedule an initial time to meet as soon as is conveniently possible for the investigator. Again, please keep in mind that personnel resources are extremely limited, so in times when there is a high volume of projects it may take a little longer to begin work on a new request.

• I’ve run an analysis, but could you check to make sure I ran it and interpreted it correctly?
  o This question arises more often than you might think, especially when investigators are revisiting older data. We are happy to take a look at the analysis and discuss the interpretation.

Things to Keep in Mind:
• Project Deadlines
  o At any one time, the office is supporting multiple research projects in various stages of completion. This means that we may not be able begin work on a new project immediately. Please do not wait until your anticipated deadline is upon you to request support.

• If you’re not sure whether we support that, just ask!
  o Support isn’t just provided for larger-scale tasks, such as analyses and proposal preparation. If you are having trouble with a command in your data analysis software, or you can’t seem to get a figure to look the way you want, feel free to contact us for help on these smaller tasks too.

• We don’t know it all
  o Unfortunately, we aren’t experts in everything. To the extent possible, we are continually taking a proactive approach to become more diverse in emergent areas of need. However, there may be an analytical need that we cannot meet. In such cases, we will attempt to locate either internal or external options for support that will meet your specific needs.

Documentation:
The current model for statistical support is for the investigator and statistician to discuss level of involvement and documentation during the initial meeting. For unfunded work, it is preferable that support be at such a level as to earn authorship on manuscripts or conference presentations. This is helpful in establishing a record of productive work amongst investigators and the Office of Research, which can be a critical factor when seeking external funding. In the event that support was not at the authorship level, it is requested that investigators include an acknowledgement of support in the manuscript or presentation. Below is a form that provides language for the acknowledgement, as well an agreement that will provide documentation for record-keeping purposes.
HHS Office of Research Acknowledgement:

In Text of Manuscript – This research was supported in part by the HHS Office of Research, through consultation and assistance provided by Dr. Jeffrey D. Labban.

Signed Author Statement – I attest that the HHS Office of Research provided support for this project through the consultation and assistance provided by Dr. Jeffrey D. Labban. I also attest that this support did not reach the level of authorship, but was invaluable to the publication of the herein titled manuscript. That this support would be at the level of noting an acknowledgement in the manuscript, but not at the level of authorship was mutually agreed upon at the outset of the support process.

Manuscript Title:
Journal/Publication:
Author Name:
Department:
Author Signature: ________________________________

Notes:

HHS Office of Research Support Provider Name: Dr. Jeffrey D. Labban
Signature: ________________________________
Data Management Services

Data management and security have always been important components of successful research. They are also becoming increasingly important points of emphasis when applying for external funding. REDCap is the preferred resource for electronic data entry, management, and storage available to HHS researchers. REDCap (Research Electronic Data Capture; https://projectredcap.org/) is a web application that can be used to build and manage databases. Think of this as a better alternative to using programs like Excel to manage electronic data. The application is accessible anywhere you are connected to the internet, so there is no software to install and you’re not anchored to a few select lab computers. User accounts are authenticated through the UNC Greensboro portal, so there are also no new usernames or passwords to remember: just use your current UNC Greensboro credentials. Also, when you use REDCap, all data is stored on secure, UNC Greensboro servers. REDCap access, training, user setup, and basic support are available at no charge for most projects. The standard procedure will be to help research teams get started using REDCap and to provide support for basic troubleshooting and functionality needs. However, if a more substantial level of support is required, the HHS Statistician is available to come onto externally-funded projects.

Benefits:

- Accessible from any computer with a secure internet connection
- Very user-friendly, and includes multiple topic-specific video tutorials
- User-specific rights – decide what level of access each user will have to the data
- Data quality features
  - The logging function automatically creates a date- and time-stamped record each time a user logs into a project, and records any action taken
  - The record locking function allows designated users to lock a record, preventing any further changes to be made to the selected participant’s data
- Meets the 2-Lock rating requirement of storage of “Moderate Risk” data
- Automated data export to multiple programs, including SPSS, SAS, R, Stata, and Excel
  - Including the metadata (i.e., codebook, value labels, etc.)
- Calendar function to help with scheduling and event tracking
- Online survey development and implementation
- There’s more, just ask!
User Rights and Super Users:
User rights are adjustable and specific to each person. PI’s generally have full access to all of the
data, as well as report generators and data exporting privileges. Members responsible for data
entry can be limited to creating new participant records and editing existing records. One
member of the research team can also be designated as a “super user”. The super user is usually
granted full access to the data and the database. This person has higher-level rights and
responsibilities within the project; they can make modifications to the database, adjusting user
rights, import and export data, etc. They will also be the first point of contact for research team
members when they have problems, questions or requests. The super users are also the primary
points of contact between the research team and the REDCap administrator. It is important that
users do not share their login credentials, but especially so for super users.
Using EndNote for NIH Proposals:

A relatively new requirement for the references section of NIH proposals is to include the PubMed ID’s if available, and/or a DOI. The good news is that if you use EndNote, you will not need to add this information manually. EndNote includes many reference types, including NIH, which includes this information\(^1\) by default. You may not have seen this option among the styles listed in the dropdown menu unless you have manually added it. What follows are step-by-step instructions for adding this style to your menu, and then applying it to your manuscript. EndNote X8 is available to all UNC Greensboro network computers through the Run Advertised Programs application installer on the desktop.

Step 1. From the toolbar menu in your EndNote library, use the following file path:

**Edit → Output Styles → Open Style Manager**

![EndNote Style Manager](image)

Step 2. The style manager will open with a long list of bibliographic style options, with a check box next to each of them. Scroll down until you see the option for NIH, and click the check box. Then close the style manager window. Don’t worry if you accidentally close

\(^1\) The EndNote field for the PubMed ID is *Accession Number*. This number is filled in automatically when using the online search function to locate and download a reference into your library. You may also be able to get EndNote to find and fill-in this information automatically through the *Find Reference Updates...* option in the References menu on the top toolbar of your EndNote window. Just left-click once on the reference you want to update, and then select the *Find Reference Updates* option.
out EndNote altogether – the change will have been saved automatically. Just make sure to re-open EndNote before trying to make any more changes in your Word document.

Step 3. The format of your references can now be changed directly from your Word document as long as the EndNote program is still open/running. Just click on the EndNote tab at the top toolbar menu in the Word document, and open the dropdown box of style options. Select NIH and the reference format should change throughout the manuscript automatically.
Internal Funding in HHS and at UNC Greensboro

The Office of Research (OOR), supported, in part, by the HHS Dean’s Office and by the UNC Greensboro Office of Research and Engagement (ORE), offers opportunities for HHS researchers to receive internal support for their research endeavors; additionally, other opportunities for internal support from various UNC Greensboro entities exist.

A variety of internal support mechanisms are available; some require direct application to OOR, and others require application to ORE, the University Libraries, or the International Program Office, to name a few. Full descriptions and application materials are available via the HHS OOR website at Internal Funding.

The HHS Internal Funding Mechanisms for Research are:

- **HHS Faculty Research Grants** – These are competitive internal research grants for which all HHS faculty may apply; this includes tenured and tenure track faculty. A call for applications is announced each fall.

- **HHS Top-Off Funding Program** - The purpose of this Top-Off Funding Program is to allow faculty who, in the last year, received a HHS Faculty Research Grant or an ORE New or Regular Faculty Grant to request additional funds to further enhance the quality or quantity of data they are able to collect/analyze in an effort to support projects that generate compelling data that will increase the likelihood of external funding and publications. A call for applications is announced each fall.

- **HHS Graduate Research Assistantship Funding** – These funds are intended to support ongoing faculty research, not student-generated research. Faculty (a) with ongoing external grants whose budgets have been cut, (b) with recently completed grants but ongoing work, and/or (c) conducting work that will likely lead to strong external funding applications may apply. A call for applications is announced each spring, if funding is available; assistantships are awarded for the following academic year.

- **Scholars’ Travel Funding** – With supplemental funding from ORE, OOR may provide faculty members with travel funds to support presentation of their research, scholarship, or creative activity, to serve as chair persons, to participate as panelists, or to contribute in other appropriate manners at scholarly meetings.

- **HHS International Travel Fund** - This HHS mechanism is intended to supplement the university’s ITF funding when HHS faculty are eligible and to provide some funding for HHS faculty when they are ineligible for university ITF funding.

- **HHS Summer Grant Writing Fellows Program** – Offered every other year; a call for applications is announced each spring. Fellows receive remuneration at the onset of their participation and when their proposal is submitted.
• **HHS Course Release to Write a Grant** - The HHS Course Release to Write a Grant provides HHS faculty with dedicated time to prepare competitive external grant proposals during the academic year via a course reduction. A call for applications is published each fall for the following spring and fall semesters.

• **HHS Funding for Individual Research-Related Training or Consultation** - This mechanism supports tuition/registration/travel to attend research-related workshops, training programs, short courses; and meetings with grant officers or consultants critical for planned research.

• **HHS Funding to Build Research Collaborations** - This mechanism supports expenses related to forging strong collaborative relations that will lead to externally funded research. This may include funds for travel, hosting meetings or events, etc.

• **HHS Special Projects Funding** – This mechanism assists faculty who may have unique time-sensitive needs for support for new projects or existing projects that do not fit with the timing or criteria for existing internal mechanisms.

• **Scientific and/or Editorial Review of External Funding Proposals** – OOR financially supports the external review of proposals to help strengthen proposals which are submitted to various funding agencies. Requests are directed to the HHS Associate Dean for Research.

• **Bridge Funding for Projects** – Please direct requests to the HHS Associate Dean for Research.

• **Research Space for Externally Funded Projects** – This is discussed with the HHS Associate Dean for Research and is typically requested during the proposal development phase.

• **Research Leave** – Discussion and requests are made directly to the Department Chair.

**Additional UNC Greensboro internal research support mechanisms are available from the offices identified for each:**

- New Faculty Research Awards (ORE)
- Regular Faculty Research Awards (ORE)
- Faculty First Awards (ORE & Office of the Provost)
- Community-Engaged Pathways and Partnerships (P²) Grants (ORE)
- Scholars’ Travel Program (now coordinated by OOR)
- Publication and Exhibition Subsidies (ORE)
- International Travel Fund (International Programs Center)
- Open Access Publishing Support Fund (University Libraries & ORE)
- UNC Greensboro Libraries Digital Partners Internal Grant (University Libraries)
- Undergraduate Research and Creativity Award (Undergraduate Research, Scholarship and Creativity Office)
- Linda Arnold Carlisle Faculty Research Grants (Women’s and Gender Studies)
### Office of Sponsored Programs

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tamara Adams</td>
<td><a href="mailto:tkadams@uncg.edu">tkadams@uncg.edu</a></td>
<td>334-4734</td>
</tr>
<tr>
<td>Angela Boeseman</td>
<td><a href="mailto:aboeseman@uncg.edu">aboeseman@uncg.edu</a></td>
<td>334-4921</td>
</tr>
<tr>
<td>Chris Davis</td>
<td><a href="mailto:ccdavis@uncg.edu">ccdavis@uncg.edu</a></td>
<td>334-5134</td>
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<tr>
<td>Valeria Francis</td>
<td><a href="mailto:vffranc2@uncg.edu">vffranc2@uncg.edu</a></td>
<td>334-4919</td>
</tr>
<tr>
<td>Helen Kiss</td>
<td><a href="mailto:hkgiao@uncg.edu">hkgiao@uncg.edu</a></td>
<td>334-4918</td>
</tr>
<tr>
<td>Aubrey Turner</td>
<td><a href="mailto:arturner2@uncg.edu">arturner2@uncg.edu</a></td>
<td>334-4920</td>
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<tr>
<td>Julie Voorhees</td>
<td><a href="mailto:jkvoorhees@uncg.edu">jkvoorhees@uncg.edu</a></td>
<td>334-3729</td>
</tr>
<tr>
<td>Rebecca Libera</td>
<td><a href="mailto:rrlibera@uncg.edu">rrlibera@uncg.edu</a></td>
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### Office of Contracts and Grants

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<tr>
<td>Rachel Agner</td>
<td><a href="mailto:rthagner@uncg.edu">rthagner@uncg.edu</a></td>
<td>334-5041</td>
</tr>
<tr>
<td>Amy Coble</td>
<td><a href="mailto:aacobe@uncg.edu">aacobe@uncg.edu</a></td>
<td>334-4248</td>
</tr>
<tr>
<td>Rhonda Florence</td>
<td><a href="mailto:rffloren@uncg.edu">rffloren@uncg.edu</a></td>
<td>256-0385</td>
</tr>
<tr>
<td>Thomas Langland</td>
<td><a href="mailto:tglangland@uncg.edu">tglangland@uncg.edu</a></td>
<td>334-5091</td>
</tr>
<tr>
<td>Kate Lennon</td>
<td><a href="mailto:klennon@uncg.edu">klennon@uncg.edu</a></td>
<td>334-5091</td>
</tr>
<tr>
<td>Yolanda McLean</td>
<td><a href="mailto:ymclean@uncg.edu">ymclean@uncg.edu</a></td>
<td>334-5760</td>
</tr>
<tr>
<td>Debbie Otis</td>
<td><a href="mailto:ddebbie@uncg.edu">ddebbie@uncg.edu</a></td>
<td>334-3522</td>
</tr>
<tr>
<td>Rachel Simon</td>
<td><a href="mailto:rjsimon@uncg.edu">rjsimon@uncg.edu</a></td>
<td>256-6563</td>
</tr>
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</table>

### Research Advisory Council (RAC) Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>College/School/Administrative Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Adamson</td>
<td><a href="mailto:aclarke@uncg.edu">aclarke@uncg.edu</a></td>
<td>College of Arts &amp; Sciences</td>
</tr>
<tr>
<td>Beth Bernhardt</td>
<td><a href="mailto:bbernhardt@uncg.edu">bbernhardt@uncg.edu</a></td>
<td>University Libraries</td>
</tr>
<tr>
<td>Jeremy Bray</td>
<td><a href="mailto:jbray@uncg.edu">jbray@uncg.edu</a></td>
<td>Bryan School of Business and Economics</td>
</tr>
<tr>
<td>Kelly Burke</td>
<td><a href="mailto:krubin@uncg.edu">krubin@uncg.edu</a></td>
<td>The Graduate School</td>
</tr>
<tr>
<td>Tamii Cravens</td>
<td><a href="mailto:tigrange@uncg.edu">tigrange@uncg.edu</a></td>
<td>College of Visual and Performing Arts</td>
</tr>
<tr>
<td>Valeria Francis</td>
<td><a href="mailto:vffranc2@uncg.edu">vffranc2@uncg.edu</a></td>
<td>Office of Sponsored Programs</td>
</tr>
<tr>
<td>Lisa Goble</td>
<td><a href="mailto:llagobe@uncg.edu">llagobe@uncg.edu</a></td>
<td>Office of Research Integrity</td>
</tr>
<tr>
<td>Laura Gonzalez</td>
<td><a href="mailto:lmgrome@bryan.edu">lmgrome@bryan.edu</a></td>
<td>Research Policies Committee</td>
</tr>
<tr>
<td>George Hancock</td>
<td><a href="mailto:ghancock@uncg.edu">ghancock@uncg.edu</a></td>
<td>SERVE</td>
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<tr>
<td>Bob Henson</td>
<td><a href="mailto:bnhson@uncg.edu">bnhson@uncg.edu</a></td>
<td>School of Education</td>
</tr>
<tr>
<td>Tim Johnson</td>
<td><a href="mailto:tdjohnson@uncg.edu">tdjohnson@uncg.edu</a></td>
<td>Joint School of Nanoscience &amp; Nanotechnology</td>
</tr>
<tr>
<td>Esther Leeser</td>
<td><a href="mailto:eleeser@uncg.edu">eleeser@uncg.edu</a></td>
<td>School of Health and Human Sciences</td>
</tr>
<tr>
<td>Kimberly Littlefield</td>
<td><a href="mailto:kpllittle@uncg.edu">kpllittle@uncg.edu</a></td>
<td>Office of Research and Engagement</td>
</tr>
<tr>
<td>Lee Phillips</td>
<td><a href="mailto:lplhill@uncg.edu">lplhill@uncg.edu</a></td>
<td>Undergraduate Research, Scholarship &amp; Creativity Office</td>
</tr>
<tr>
<td>Sam Seyedin</td>
<td><a href="mailto:s_seyedin@uncg.edu">s_seyedin@uncg.edu</a></td>
<td>Office of Research and Engagement</td>
</tr>
<tr>
<td>Terri Shelton</td>
<td><a href="mailto:tshe00@uncg.edu">tshe00@uncg.edu</a></td>
<td>Child and Family Research Network &amp; ORE</td>
</tr>
<tr>
<td>Terri Shelton</td>
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<td>Office of Research and Engagement</td>
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<tr>
<td>Debra Wallace</td>
<td><a href="mailto:dwwallace@uncg.edu">dwwallace@uncg.edu</a></td>
<td>School of Nursing</td>
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<tr>
<td>William Walters</td>
<td><a href="mailto:wjwalter@uncg.edu">wjwalter@uncg.edu</a></td>
<td>Office of Contracts and Grants</td>
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<tr>
<td>Jeff Whitworth</td>
<td><a href="mailto:jwiftworth@uncg.edu">jwiftworth@uncg.edu</a></td>
<td>Information Technology Services</td>
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### All Other University Contacts

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<tr>
<th>College/School/Administrative Unit</th>
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<th>OSP Administrative Contact</th>
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<td>Valeria Francis</td>
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<td>Bill Walters</td>
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<td>Center for Youth, Family &amp; Community Partnerships</td>
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<td>Rebecca Libera</td>
<td>Rhonda Florence</td>
<td>Robin Kallam</td>
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<td>Center for New North Carolinians</td>
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<td>Rebecca Libera</td>
<td>Rachel Agner</td>
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<td>Ctrl for Translational Biomedical RsH</td>
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<td>Rebecca Libera</td>
<td>Tamara Adams</td>
<td>Amy Coble</td>
<td>Cherie Turner</td>
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<td>Multidisciplinary Proposals/Research Networks</td>
<td>&amp;Julie Voorhees</td>
<td>Tamara Adams</td>
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<td>Rebecca Libera and Julie Voorhees</td>
<td>Rebecca Libera</td>
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This list is updated on a regular basis. Check the website for the latest version (click on Contact List at http://sponsoredprograms.uncg.edu/). 8/8/2019
Institutional Contacts

Applicant Institution  The University of North Carolina at Greensboro

Authorized Institutional Signatory/ Chancellor Designee/ Authorized Official  Valera T. Francis, Ph.D. Director, Office of Sponsored Programs

Institution Mailing Address, Phone, Fax, Email  Office of Sponsored Programs
The University of North Carolina at Greensboro
1111 Spring Garden St., Suite 2601, Room 2702
MHRA Building
Greensboro, NC 27412-5013
Phone: (336) 334-5878
Email: research@uncg.edu

Fiscal Officer / Fiscal Agent  William Walters, Director, Office of Contracts & Grants

Fiscal Contact Information / Invoice Remittance Address  Office of Contracts and Grants
The University of North Carolina at Greensboro
1111 Spring Garden Street, 2511 MHRA Building
Greensboro, NC 27412-5013
Phone: (336) 334-5091
Fax: (336) 256-2599
Email: grants@uncg.edu

Institutional Fact Sheet (Numbers)

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<th>Bank Account Deposit Information:</th>
<th>Contact your C&amp;G Grants Specialist</th>
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<td>Cage Code</td>
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<tr>
<td>County</td>
<td>Guilford</td>
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<tr>
<td>DUNS Number</td>
<td>616152567</td>
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<td>Exempt from Reporting Executive Compensation</td>
<td>Yes</td>
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<td>Federal Employer ID (EIN)</td>
<td>56-6001468</td>
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<td>Fiscal Year-End (FYE)</td>
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Carnegie Classification: R2: Doctoral Universities – Higher research activity
Facilities & Administrative (F&A) Costs

Facilities & administrative costs (F&A, “overhead,” “indirect”) are incurred for expenses that cannot be identified readily and specifically with a particular sponsored project. The cost of building operations and maintenance, equipment upkeep, general and departmental administrative expenses, sponsored projects’ administration, and library expenses are usually considered indirect costs. These costs are essential to the support of sponsored program activities.

UNC Greensboro’s F&A rates are based on a federally negotiated agreement that is unique to UNC Greensboro. One important element of federal guidelines is that we apply our negotiated F&A rates similarly across all sources of funding. To remain in compliance with federal policy, our federally negotiated rates must be used in all sponsored agreements unless the sponsor has an explicit policy regarding indirect costs that dictates another rate be used by all proposal applicants.

UNC Greensboro’s federally negotiated on-campus research F&A rate is 45.5% of Modified Total Direct Costs (MTDC).
Fringe Benefits

Fringe benefits include the cost of the University and State retirement programs, health insurance, group life insurance, social security, disability insurance, workmen’s compensation, and unemployment compensation.

- Fringe benefits are a direct cost to a sponsored project, are clearly related to the salaries and wages to be paid, and are shown as a separate entry in the budget. Fringe benefit costs have been calculated based on historical data. The actual costs for fringe benefits are charged (billed) to the sponsored project at the time the costs are incurred. The amount charged is based on salary, selected benefit package, and other variables applicable to the individual employee.
- UNCG’s fringe benefit rates are reviewed on an annual basis and adjustments to the rate will be made based on the claims incurred in past fiscal years.

<table>
<thead>
<tr>
<th>Fringe Benefit</th>
<th>FY 19 Fringe Benefit Composite Rate</th>
</tr>
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<tbody>
<tr>
<td>EHRA Faculty/Staff, Postdoc (&gt;0.75 FTE) Composite Fringe</td>
<td>34%</td>
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<tr>
<td>SHRA Faculty/Staff (&gt;0.75 FTE) Composite Fringe</td>
<td>40%</td>
</tr>
<tr>
<td>Students (enrolled/academic year)</td>
<td>0.03%</td>
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<tr>
<td>Students (non-enrolled/summer) and Temporary Employees</td>
<td>8.0%</td>
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The above composite fringe rates should be considered the default unless a sponsor specifically requests a breakdown of the fringe benefits calculation. In those cases, the following breakdown applies:

<table>
<thead>
<tr>
<th>Fringe Benefit Breakdown</th>
<th>FY 19 Fringe Benefit Rates (updated 7/3/2019)</th>
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<tr>
<td>FICA</td>
<td>7.65%</td>
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<td>Optional Retirement</td>
<td>13.46%</td>
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<td>State Retirement</td>
<td>19.75%</td>
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<td>Health Insurance</td>
<td>$6,349/year (flat rate charge, not %)</td>
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<td>EPA &amp; SPA Fringe Reserve</td>
<td>1.5%</td>
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<td>Students and Temporary Employees</td>
<td>0.00%</td>
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<tr>
<td>Temp/Student (non-enrolled)</td>
<td>7.65% (FICA)</td>
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Faculty Research Support Initiatives in the UNCG Libraries

Library Liaisons

Assigned to each academic department, learning community, institute, and program to work with faculty to ensure that the Libraries’ collections support their research and to assist faculty with specific research needs.

Faculty Representative Guidelines, Book Ordering & Budget Reports

This page provides detailed information for faculty representatives on book ordering & budget reports.

Data Services

Assistance and consultation with statistics and numeric data discovery, ICPSR, and statistical software packages (primarily SPSS and SAS).

Large Scale Digitization Projects

Provides consulting on standards and techniques. In some cases, we may be able to work directly with faculty on their large scanning projects.

NC DOCKS

UNCG’s institutional repository houses faculty publications and research and makes that content available for access worldwide.

Research Data Archiving and Support Services

The University Libraries can provide a variety of IT-related support, including long-term web hosting, web design, user interface development, programming, database design, data management, and long-term archiving of research data. Examples of collaborative initiatives include the Anne Finch Project, Holocaust Education Research and Outreach, the Digital Library on American Slavery, and the Literary Map of North Carolina. We are always happy to sit down and discuss ideas and options. Faculty interested in significant Library IT support for a project should apply for a Digital Partners grant.

Research Databases, Journals and Books

UNCG has over 300 online databases, 40,000 journals, and over a million books and ebooks. Faculty in need of additional content to support research should contact Beth Bernhardt (brbernha@uncg.edu).

Scholarly Communication

A concise listing of scholarly communication initiatives within the University Libraries
Faculty Delivery Services

The Libraries will deliver books to your department and will scan and email articles to you.

Interlibrary Loan

The UNCG Libraries will borrow needed research materials from other libraries.

Journal Publishing Support

Permanent archiving, OAI compliance, web design, ADA compliance, backups, server space, advice and consulting, scanning facilities and publishing advice. The Libraries host PKP OJS software. If you like us to host your journal, please contact Beth Bernhardt (brbernh@uncg.edu).

Open Access Publishing Support Fund

Faculty, EPA employees, and graduate students may apply for a grant of up to $1,000 to pay for article processing fees to publish in open access journals.

Staying Current With Your Research

The Libraries have developed a guide to help faculty stay abreast of new research and publications in their fields of study.

Zotero and Other Citation Management Tools

These applications for storing citations and generating in-text references and bibliographies are freely available to all or are provided for free to current UNCG faculty.

Web Support

Web design and support for the non-instructional web pages of institutes, departments, and other academic units. For a consultation, please contact Richard Cox.

Data Management Plans

Assistance creating effective data management plans for grant applications.

Collaboratories

Reservable group work spaces of varying sizes and configurations. All rooms include a large, wall mounted monitor. The largest rooms seat up to 12 people.

Grants - Help identifying grant opportunities.
Current Services Related to Research in the UNCG Libraries

http://library.uncg.edu/research/faculty.aspx

Collections and Obtaining Materials

- Current Awareness (keeping up-to-date with your research)
- Data Services: Finding Data
- Delivery Services (Office and Desktop)
- Electronic Books
- Faculty Representative & Liaison Resources
- Instructional Films: Booking and Delivery
- Interlibrary Loan
- Open Educational Resources

Computing and Technology

- Collaboratories in Jackson Library
- Digital Media Commons
- Digital Partners Grant
- Library/Faculty Digital Initiatives Partnerships

Publishing, Grants, and Scholarly Communication

- Citation Management (Zotero)
- Citation Management (Endnote Desktop)
- Grant Information
- NC DOCKS - UNCG's Institutional Repository
- Open Access Publishing Support Fund
- Open Journal Systems e-Journals hosted at UNCG
- Research Data Management
- Scholarly Communication at UNCG

Library Instruction and Other Services

- Instruction and Other Services
- Faculty Representatives and Library Liaisons
In support of the research and teaching missions of UNCG, the University Libraries has undertaken an initiative to collect, preserve, index, and distribute scholarly works of UNCG's faculty, as well as selected scholarly works of UNCG’s students, in order to make their works available to a global audience via the Internet. **NC DOCKS** is an open-access database for collecting, preserving, and disseminating the scholarly and creative works of UNCG's faculty and students. “Open Access” means that all works in NC DOCKS are freely accessible through the Internet. Although most works in NC DOCKS are peer-reviewed journal articles, the repository also includes technical and government reports, conference papers, book reviews, book chapters, educational documents, dissertations, theses, student papers, audio, video, and more. Publishers rarely allow books and book chapters in institutional repositories, especially if the book is still in-print; however, NC DOCKS does include several books and book chapters.

**Benefits from Archiving Works in NC DOCKS**

- Each work is archived permanently with a stable server, and it has a URL that will never break (personal Web pages can change and will eventually disappear).
- Each work is discoverable for researchers worldwide through Internet search engines (like Google), which crawl repositories like NC DOCKS and provide preferential treatment and keyword access to the full-text. In a keyword Google search, works in NC DOCKS tend to fall out early in the results list, which greatly increases discoverability.
- Google, Google Scholar, and other Internet search engines are primary discovery tools for a vast number of researchers.
- As a result of this discoverability and free access to the text, articles that are posted in repositories like NC DOCKS tend to be read more and cited more.
- Statistics on how often each work has been viewed are automatically generated and appear with each citation on the author's homepage.
- For UNCG, NC DOCKS is a great way of validating and showcasing the value of the faculty and student research and creative works to society outside the classroom.

**Faculty Content for NC DOCKS must meet the following criteria**

- Each work must be the intellectual property of a UNCG faculty member
- It must be a scholarly, research, or educational work.
- It must be complete and in final form.
- It must be the author's personal WORD or other word-processing copy, or it must be published in HTML, or the publisher must allow archiving of the publisher's PDF.
- It must be made available for global access at no cost via the Web.
The author/creator of each work must, in writing, grant to UNCG Libraries the non-exclusive right to preserve and distribute the work in perpetuity.

Contributions to NC DOCKS are entirely voluntary; should the author later wish to remove any contribution, the Libraries will comply with the request.

**Student Content for NC DOCKS must meet the following criteria**

All electronic theses and dissertations are automatically archived under the direction of the Graduate School.

For other non-published student work archived in NC DOCKS:
- Each work must be the intellectual property of a UNCG student or group of students
- It must be a scholarly, research, or educational work that has been nominated for inclusion by a sponsoring UNCG faculty member
- It must be in electronic form
- It must be made available for global access at no cost via the Web.
- The author(s)/creator(s) of each work must, in writing, grant to UNCG Libraries the non-exclusive right to preserve and distribute the work in perpetuity.
- For written works, the first page must have Title, Author(s)’s Name(s), Date, and Name of Faculty Sponsor or Advisor

For published student work archived in NC DOCKS
- Each work must be the intellectual property of a UNCG student
- It must have been written and/or published while the individual was enrolled at UNCG.
- It must be a scholarly, research, or educational work.
- It must be complete and in final form.
- It must be the author's personal WORD or other word-processing copy, or it must be published in HTML, or the publisher must allow archiving of the publisher's PDF.
- It must be made available for global access at no cost via the Web.
- The author/creator of each work must, in writing, grant to UNCG Libraries the non-exclusive right to preserve and distribute the work in perpetuity.

**Contributing Works to NC DOCKS**

Any faculty member interested in contributing works or sponsoring student works in NC DOCKS should contact Beth Bernhardt, Assistant Dean for Collection Management and Scholarly Communications, brbernha@uncg.edu.
Open Access Publishing Support Fund

The Open Access Publishing Support Fund was created as a pilot project by the University Libraries and the Office of Research & Economic Development.

To reduce barriers to open access publishing and to support UNCG's full-time faculty, full-time EPA employees, and enrolled graduate students who choose open access publishing as the best venue for their work, the University Libraries and the Office of Research & Economic Development established this pilot project, which is funded at $11,500.

Open Access Publishing Support Fund Guidelines

- The author/applicant must be a member of the full-time faculty, a full-time EPA employee, or an enrolled graduate student.
- The journal should be listed in the Directory of Open Access Journals (DOAJ)
- The article must be published in a peer-reviewed open-access journal.
- The article processing fee must have been paid no more than three months prior to submission of the application.
- Reimbursement will not exceed $1,000 per published article.
- Reimbursement will be limited to one award per fiscal-year per author.
- Authors are expected to exhaust all other grant or contract funding sources available to them before applying for support from the Open Access fund.
- Please make sure to check with Beth Bernhardt, beth_bernhardt@uncg.edu if you have any questions or concerns about the journal you want to publish.

Application & Funding Process

1. Authors should fill out an [online application form](#).
2. The application will be reviewed by a committee that is comprised of the Chair and two other members of the Faculty Senate Scholarly Communications Committee. The committee will review each application in a timely manner and will communicate its decision to the author as soon as possible.
3. Payment to the publisher or reimbursement of the author will be made after the article has been accepted for publication and the author has been invoiced for the article processing fee.
4. Authors must provide a copy of the publisher’s invoice to the University Libraries:
   - If the author processing fee can be covered by the amount awarded from the fund, the Libraries will pay the publisher directly.
   - If the fee exceeds the amount awarded from the fund, the author must pay the fee, and a reimbursement check for amount awarded will be sent to the author. The author must submit an application and the receipt of the payment to the journal within three months after the author’s payment of the fee.

If you have questions about the fund or the process, please contact Beth Bernhardt (brbernha@uncg.edu), Assistant Dean for Collection Management and Scholarly Communications.
For information about other publication subsidies available from the Office of Research & Engagement, see Publication Subsidies at http://research.uncg.edu/publication-exhibition-subsidies/.