



**UNC
GREENSBORO**

School of Health
and Human Sciences

***GUIDE TO
OFFICE OF RESEARCH SERVICES
FOR HHS FACULTY***

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THE SCHOOL OF HEALTH AND HUMAN SCIENCES

OFFICE OF RESEARCH

Summary of Office of Research Services for HHS Faculty

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

Pre-Award

- Identify Funding Opportunities
- Prepare Plan of Action for Proposal Submission
- Ensure Compliance with Funding Agency Guidelines
- Support Budget Development
- Expedite Internal Processing and Routing Using RAMSeS
- Provide Boilerplate and Supporting Documentation
- Assemble the Proposal Application

Post-Award

- Assist Researchers with Award Budgets
- Advise on Fiscal Management Policies and Procedures
- Provide Budget Interpretation and Internal Financial Expenditure Reports
- Assist with Preparation of Assumption of Risk (AOR) Requests
- Assist with No-Cost Extension Requests
- Process Payroll Documents for Research Salary Support
- Assist with Funding Agency Reports

Other Services

- Facilitate Collaborative and Interdisciplinary Projects
- Provide Methodological and Statistical Support
- Offer Data Management through REDCap
- Maintain and Allocate HHS Research Space
- Secure and Provide Financial Support to Researchers for Scientific and Editorial Review of Externally Funded Proposals
- Offer a Variety of Internal Funding Mechanisms Supporting Research, Travel, Dedicated Time for Grant Writing, Research-Related Training or Consultation, Building Research Collaborations, & Special Projects
- Host Workshops & Training Opportunities
- Sponsor Research Excellence Awards for HHS Faculty

PRE-AWARD SUPPORT: PROPOSAL DEVELOPMENT & SUBMISSION

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.

In effect since Fall 2018, OOR issued a [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
6. Process Payroll Documents for Research Salary Support (Electronic Personnel Action Forms—EPAFs)
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/>) 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](#).

Pre-Award Support: Proposal Development and Submission - Continued

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.

In effect since Fall 2018, OOR issued a 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 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 2020; for up-to-date rates, please refer to the OSP website)

- Calculate fringe benefits at a rate of 38% for all faculty salaries (EHRA).
- Calculate fringe benefits at a rate of 43% for all staff positions (SHRA).
- Calculate student fringe benefits at 0.10% 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 2020) 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 2020.

- 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 9/13/2020

Background:

- Clearly, the scientific contribution and writing of the investigators is key to the success of any grant proposal, but successful submission of a grant 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 grant through the needed approval process at UNCG.
- After a grant leaves HHS, it takes time to be reviewed and ultimately submitted by OSP.
- Multiple faculty within and beyond HHS submit grants 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

	Task	Deadline
1.	Alert HHS OOR (e.g., email or meet with Pre-Award Specialist or Associate Dean for Research) and Department Chair of potential grant/contract plans.	3 to 6 months in advance of sponsor deadline (even earlier helps us plan)
2.	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.	10 to 12 weeks before deadline is suggested
3.	Meet with Pre-Award Coordinator and Associate Dean for Research to: <ul style="list-style-type: none"> • provide detailed overview of planned project • review sponsor guidelines, review budgetary needs (e.g., faculty effort* during AY and summer, funds for graduate students, potential HR issues, allocation of credit, etc.) • discuss internal (RAMSES) and external (e.g., NIH ASSIST) submission process • discuss plans for external reviews prior to submission • create detailed timeline together, etc. Department chair 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	2 weeks (10 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 their availability.

Human Subjects – The Principal Investigator is responsible for completing this section in ASSIST.

Changes to the NIH R15 application:

- Budget – A personnel justification which includes all personnel & consultants is required for the R15 application. Detailed justification is no longer needed for the application but is required for Ramses.
- Letters of support – A letter from the Office of Sponsored Programs (OSP) will be added to the support letters verifying your employment status at UNCG. The letter will be created and completed by OSP and sent to the HHS Office of Research to add to the application.

Note: Grant applications to foundation and/or industry sponsors require permission from OSP. Individuals seeking funds from foundations, even for a regularly occurring, open call, must complete [this form](#).

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 Dues Dates

Checklist	Target Due Dates
I. Draft Internal Budget and Justification	ASAP
II. Route the internal documents to Departments > Schools > OSP through Ramses Internal documents/items needed (at minimum) for routing: <input type="checkbox"/> Title <input type="checkbox"/> Project Abstract <input type="checkbox"/> Internal budget and justification <input type="checkbox"/> Conflict 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. <i>*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.</i>	
III. Final Documents needed to prepare Grants.gov application <u>Application Components/Attachments</u> R&R Other Project Information <input type="checkbox"/> Project Summary/Abstract (30 lines of text) <input type="checkbox"/> Project Narrative (relevance to public health in plain language: 2-3 sentences) <input type="checkbox"/> References Cited (include PMC or NIH reference number) <input type="checkbox"/> Facilities & Other resources (request boilerplates from Verna) PHS 398 Research Plan <input type="checkbox"/> Introduction to Application (1 page, for resubmissions and revisions only) <input type="checkbox"/> Specific Aims (1 page) <input type="checkbox"/> Research Strategy (12 pages) <input type="checkbox"/> Human Subjects – see separate attachment <input type="checkbox"/> Multiple PI Leadership plan (if applicable) <input type="checkbox"/> Consortium/Contractual Arrangements <input type="checkbox"/> Select Agents (if applicable) <input type="checkbox"/> Letters of Support (first support letter is from UNCG verifying eligibility – all other consultants and other letters as appropriate) <input type="checkbox"/> Appendix materials – New – Please refer to the application guidelines for guidance on documents loaded in the Appendix Senior / Key Person Profiles Component <input type="checkbox"/> 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 <input type="checkbox"/> Cover letter (No longer needed)	<i>Send supporting documents (biosketches, consultant letters, facilities documents, appendix materials, etc.) to Verna as soon as they are final.</i> Subcontract documents (budget forms, letter of collaboration) by Final documents to Verna by

Budget Verna will complete budget forms using approved internal budget <u>Templates/samples available:</u> 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.

Research Team Member Name	F&A Distribution	Course Release?	AY% Effort/Summer months Year 1	AY% Effort/Summer months Year 2	AY% Effort/Summer months Year 3

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

1.4.b. 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? Y N

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

2.3a. Inclusion of Individuals across the Lifespan (new Inclusion of Children document – see directions)

2.4 Attachment about the inclusion of Women and Minorities (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.)*

INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	Completion Date MM/YYYY	FIELD OF STUDY

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.*)

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

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.

- Merryle, R.J. & Hunt, M.C. (2004). Independent living, physical disability and substance abuse among the elderly. *Psychology and Aging*, 23(4), 10-22.
- Hunt, M.C., Jensen, J.L. & Crenshaw, W. (2007). Substance abuse and mental health among community-dwelling elderly. *International Journal of Geriatric Psychiatry*, 24(9), 1124-1135.
- Hunt, M.C., Wiechelt, S.A. & Merryle, R. (2008). Predicting the substance-abuse treatment needs of an aging population. *American Journal of Public Health*, 45(2), 236-245. PMID: PMC9162292 Hunt, M.C., Newlin, D.B. & Fishbein, D. (2009). Brain imaging in methamphetamine abusers across the life-span. *Gerontology*, 46(3), 122-145.

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.
 - a. Gryczynski, J., Shaft, B.M., Merryle, R., & Hunt, M.C. (2002). Community based participatory research with late-life addicts. *American Journal of Alcohol and Drug Abuse*, 15(3), 222-238.
 - b. Shaft, B.M., Hunt, M.C., Merryle, R., & Venturi, R. (2003). Policy implications of genetic transmission of alcohol and drug abuse in female nonusers. *International Journal of Drug Policy*, 30(5), 46-58.
 - c. Hunt, M.C., Marks, A.E., Shaft, B.M., Merryle, R., & Jensen, J.L. (2004). Early-life family and community characteristics and late-life substance abuse. *Journal of Applied Gerontology*, 28(2), 26-37.
 - d. Hunt, M.C., Marks, A.E., Venturi, R., Crenshaw, W. & Ratonian, A. (2007). Community-based intervention strategies for reducing alcohol and drug abuse in the elderly. *Addiction*, 104(9), 1436-1606. PMID: PMC9000292
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.
 - a. Hunt, M.C., Merryle, R. & Jensen, J.L. (2005). The effect of social support networks on morbidity among elderly substance abusers. *Journal of the American Geriatrics Society*, 57(4), 15-23.
 - b. Hunt, M.C., Pour, B., Marks, A.E., Merryle, R. & Jensen, J.L. (2005). Aging out of methadone treatment. *American Journal of Alcohol and Drug Abuse*, 15(6), 134-149.

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 network. 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).

Sponsor
Project Title:
Principal Investigator

		From:			From:			From:			From:			From:			
		To:			To:			To:			To:			To:			
DIRECT COSTS																	
	Salary Yr1	Effort Yr1	Amount	Salary Yr2	Effort Yr2	Amount	Salary Yr3	Effort Yr3	Amount	Salary Yr4	Effort Yr4	Amount	Salary Yr5	Effort Yr5	Amount	Grand Total	
Salaries			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
PI (acad)			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
PI (summ)	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
EHRA staff			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
SHRA staff			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Postdoc			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Graduate Student (acad)			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Graduate Student (summ)			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Undergrad Student (acad)			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Undergrad Student (summ)			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
SUBTOTAL			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Fringe Benefits	Rates	Per Mo	Amount	Per Mo	Amount	Per Mo	Amount	Per Mo	Amount	Per Mo	Amount	Per Mo	Amount				
PI (acad)	38%	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0		
PI (summ)	38%	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0		
EHRA staff	38%	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0		
SHRA staff	43%	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0		
Postdoc	38%	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0		
Graduate Student (acad)	0.10%	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0		
Graduate Student (summ)	8.00%	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0		
Undergrad Student (acad)	0.10%	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0		
Undergrad Student (summ)	8.00%	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0		
SUBTOTAL			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Tuition (Graduate TBA)																	
Out of State																	
In state																	
Health Fee																	
SUBTOTAL			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Equipment																	
SUBTOTAL			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Travel																	
Domestic			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Foreign			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
SUBTOTAL			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Other Direct Costs																	
Materials and Supplies																	
Publication Costs																	
Consultant Services																	
ADP/Computer Services																	
Equipment or Facility Rental/User Fees																	
Alterations and Renovations																	
Other																	
SUBTOTAL			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Subcontractors (DC+IDC)																	
SUBTOTAL			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL DIRECT COSTS			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Modified Total Direct Cost (Less >25K Sub, tuition, Equipment, etc.)			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Indirect Cost (MTDC)	F&A	45.5%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
GRAND TOTAL			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

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.

	Subcontractors	Consultants	Contracted Services
General Characteristics	<ul style="list-style-type: none"> ▪ Institution or company ▪ Investigator(s) and other personnel are identified and assigned a specific level of effort ▪ Perform work as part of their institutional appointment and may use university facilities and resources ▪ Involved in programmatic decisions 	<ul style="list-style-type: none"> ▪ 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 ▪ Do not have use of UNCG facilities and resources ▪ Not involved in programmatic decisions 	<ul style="list-style-type: none"> ▪ Typically provides service(s) as part of normal business operations ▪ Does not have use of UNCG facilities and resources ▪ Not involved in programmatic decisions
Budget	<ul style="list-style-type: none"> ▪ Requires a detailed budget breakdown and written justification of all direct costs (e.g. salary, fringe, equipment, travel, supplies, publications). ▪ Indirect costs applied at the institution's federally negotiated rate. UNCG is allowed indirect costs on the first \$25,000 of each subcontract. 	<ul style="list-style-type: none"> ▪ Typically bills by the day or hour and flat rate for deliverables is acceptable. ▪ Includes all costs and paid directly to the consultant. 	<ul style="list-style-type: none"> ▪ Submits an invoice to UNCG on a per project basis ▪ Usually in the form of a quote for services and does not include a detailed budget and justification ▪ Contractor cannot claim F&A costs
Compliance	<ul style="list-style-type: none"> ▪ Flow-down of prime sponsor terms and conditions ▪ Additional information 	<ul style="list-style-type: none"> ▪ Generally not subject to sponsor monitoring or reporting requirements 	<ul style="list-style-type: none"> ▪ Generally not subject to sponsor monitoring or reporting requirements
Prior Approvals	<ul style="list-style-type: none"> ▪ Formalized agreement that requires a signed letter of intent from the institution 	<ul style="list-style-type: none"> ▪ Formalized agreement not usually required 	<ul style="list-style-type: none"> ▪ Formalized agreement with Purchasing

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 #: _____ Federal Employer ID Number (EIN): _____

SAM Registered? Yes Exp. Date: ____/____/____ No 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 of 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.

Subrecipient organization is: select from list

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/>

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.fsr.gov/#a-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. 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-

end date and ninety days prior to close-out. Sponsors require official financial reports from awardees; these official financial reports should be requested from the Office of Contracts and Grants in a timely manner.

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.

The University of North Carolina at Greensboro Assumption of Risk (AOR) Policy

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).

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.

The AOR can be requested for:

- Preaward 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:
 - a. The AOR request form is included in this document.
 - b. The first attachment is an itemized budget for the period requested (1-3 months)
 - c. 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 Engagement for approval and guarantee.
6. Once ORE 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.

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.

rev 9/16, unit names updated 1/19

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

Ramses Proposal Number: P-_____ Current Fund Number, for existing projects: _____

Project Title: _____

UNCG PI: _____ Department: _____

PI Phone: _____ Email: _____

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

Funding Agency: _____

Period of Performance: _____ To: _____ Award Amount: _____

Request to Initiate / Continue Project

AOR Type: New Existing Award Amend or Extend Existing AOR: Existing AOR Period: _____

AOR Period of Performance: _____ To: _____ AOR Amount: _____

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

Certifications and Approvals

<p style="text-align: center;">PI Certification</p> <p>I confirm that this request adheres to University policy and a time-sensitive need exists to commit funds prior to funding approval.</p> <p>_____ Principal Investigator Signature Date</p>	<p>Central Office Only</p>
<p style="text-align: center;">Sponsored Programs Certification</p> <p>The Office of Sponsored Programs has reviewed the request and <input type="checkbox"/> recommends <input type="checkbox"/> does not recommend authorization by the Office of Research and Engagement.</p> <p>_____ Sponsored Programs Signature Date</p>	<p>OSP Comments: _____</p> <p>_____</p> <p>_____</p> <p>Specialist Initials/date: _____</p>
<p style="text-align: center;">Contracts and Grants Certification</p> <p>The Office of Contracts and Grants has reviewed the request and <input type="checkbox"/> recommends <input type="checkbox"/> does not recommend authorization by the Office of Research and Engagement.</p> <p>_____ Contracts and Grants Signature Date</p>	<p>C&G Comments: _____</p> <p>_____</p> <p>_____</p> <p>Specialist Initials/date: _____</p>
<p style="text-align: center;">Office of Research and Engagement Certification</p> <p>The Office of Research and Engagement has reviewed the request and <input type="checkbox"/> approves <input type="checkbox"/> does not approve The assumption of risk. Approval is granted in the amount of \$ _____ for work to be performed: _____ to _____.</p> <p>_____ Vice Chancellor for Research Signature Date</p>	<p>ORE Comments: _____</p> <p>_____</p> <p>_____</p>

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 (xxxxxxx@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 xxxxxxxx@uncg.edu.

Page 1 of 1

SUBMIT

Never submit passwords through Google Forms.



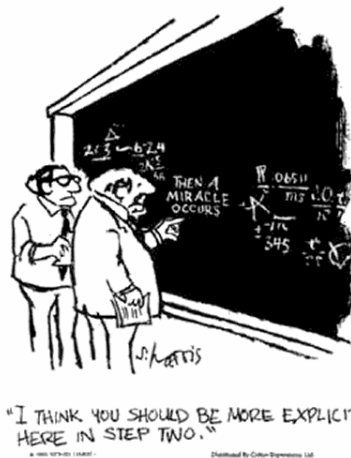
Methodological & Statistical Support

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?
 - 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?
 - 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
 - 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!
 - 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
 - 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:

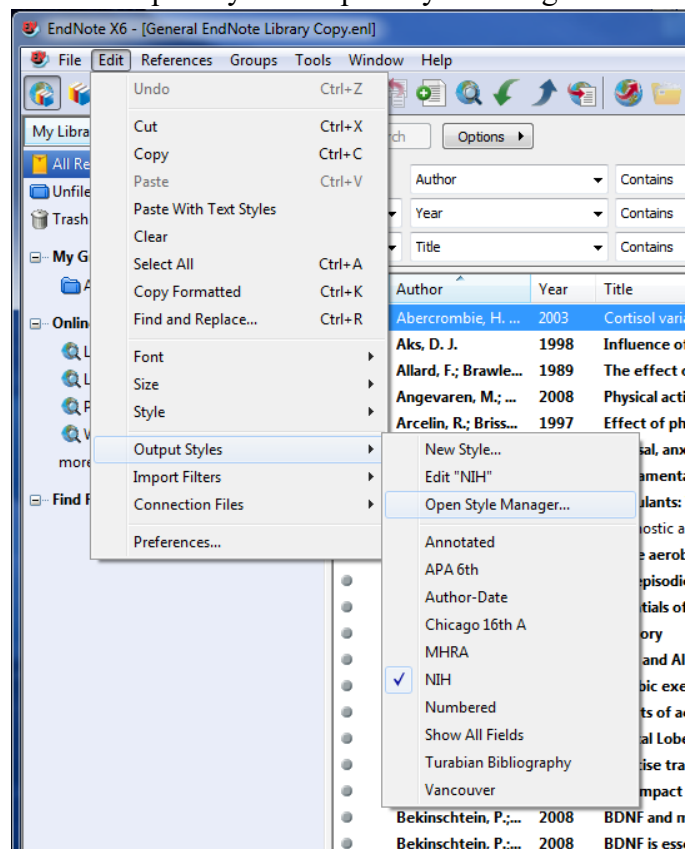
User rights are adjustable and specific to each person. PI's generally have full access to all of the data, as well as report generators and data exporting privileges. Members responsible for data entry can be limited to creating new participant records and editing existing records. One member of the 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 information¹ 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:

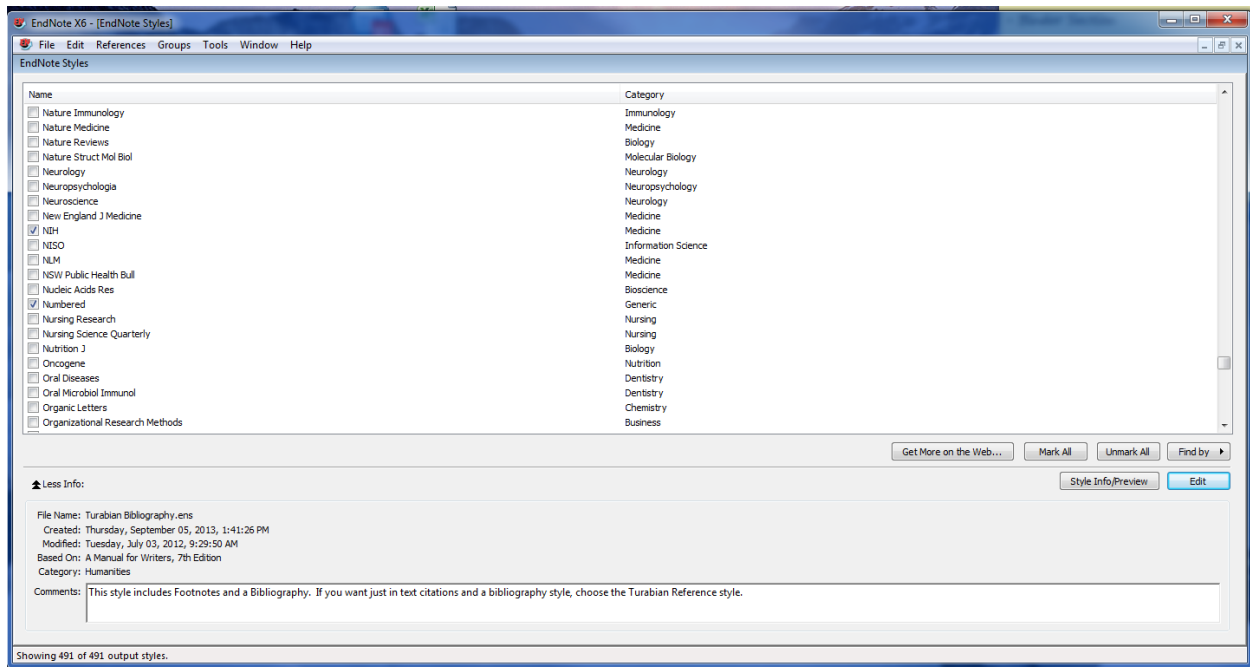
Edit → Output Styles → Open Style Manager



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 each 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)

**Primary Contacts for Research Administration
Fall, 2020**

Office of Sponsored Programs (OSP)		
Tamara Adams	334-4574	tsadams@uncg.edu
Angela Boseman	334-4921	ambosema@uncg.edu
Chris Davis	334-5134	cwdavis@uncg.edu
Valera Francis	334-4919	vtfranc2@uncg.edu
Rebecca Libera	334-4316	rclibera@uncg.edu
Aubrey Turner	334-4920	arturne2@uncg.edu
Julie Voorhees	334-3729	jkvoorhe@uncg.edu

Office of Contracts and Grants (C&G)		
Rachel Agner	334-5041	rhagner@uncg.edu
Amy Coble	334-4248	ajcoble@uncg.edu
Rhonda Florence	256-0385	rfloren@uncg.edu
Thomas Langland	334-5091	tlangla@uncg.edu
Kate Lennon	334-5091	klennon@uncg.edu
Yolanda McLean	334-5750	ymclean@uncg.edu
Debbie Otis	334-3522	deotis@uncg.edu
Rachel Simon	256-8563	rsimon@uncg.edu
Bill Walters	334-5824	wdwalter@uncg.edu

Research Advisory Council (RAC) Contacts			
Amy Adamson	334-4758	aladamso@uncg.edu	College of Arts & Sciences
Jeremy Bray	334-5463	jbbray@uncg.edu	Bryan School of Business and Economics
Kelly Burke	334-5375	kburke@uncg.edu	The Graduate School
Michael Crumpton	334-5880	macrumpt@uncg.edu	University Libraries
Tami Draves	298-2098	tjdraves@uncg.edu	College of Visual and Performing Arts
Valera Francis	334-4919	vtfranc2@uncg.edu	Office of Sponsored Programs
Lisa Goble	256-1173	lagoble@uncg.edu	Office of Research Integrity
Laura Gonzalez	334-3437	lmgonza2@uncg.edu	Research Policies Committee
Julie Edmunds	315-7415	jedmunds@serve.org	SERVE
Bob Henson	334-4728	rahenson@uncg.edu	School of Education
Yirong Mo	285-2813	y_mo3@uncg.edu	Joint School of Nanoscience & Nanoengineering
Esther Leerkes	256-0310	emleerke@uncg.edu	School of Health and Human Sciences
Kimberly Littlefield	256-1298	klittle@uncg.edu	Office of Research and Engagement (ORE)
Lee Phillips	334-4622	liphill@uncg.edu	Undergraduate Research, Scholarship & Creativity Office
Sam Seyedin	334-4773	s_seyed2@uncg.edu	Office of Research and Engagement
Terri Shelton	256-0232	tshelto@uncg.edu	Child and Family Research Network & ORE
Terri Shelton	256-0232	tshelto@uncg.edu	Office of Research and Engagement

College/School/ Administrative Unit	ORG CODE	Department	OSP Administrative Contact	OSP Budget Contact	C&G Primary Contact	Departmental Contact
Provost	10101	Office of the Provost	Valera Francis	Tamara Adams	Thomas Langland	
Enrollment Management	10207	Enrollment Management	Julie Voorhees	Tamara Adams	Thomas Langland	Trish Plunkett
	10208	Financial Aid	Rebecca Libera	Rebecca Libera	Kate Lennon	
	10912	Special Support Services	Christopher Davis	Tamara Adams	Yolanda McLean	
	44601	New Student Transition and FYE	Christopher Davis	Tamara Adams	Thomas Langland	
Continual Learning	10301	CL - Continuing Education	Christopher Davis	Tamara Adams	Thomas Langland	
	10302	CL - Summer Session	Christopher Davis	Tamara Adams	Thomas Langland	
Undergraduate Studies	10901	Undergraduate Studies	Rebecca Libera	Rebecca Libera	Thomas Langland	
	10905	Teaching Innovations Office	Rebecca Libera	Rebecca Libera	Thomas Langland	
	11507	Undergraduate Research	Rebecca Libera	Rebecca Libera	Thomas Langland	
Weatherspoon Art Museum	13601	Undergraduate Student Success			Thomas Langland	
	11001	Weatherspoon Art Museum	Rebecca Libera	Rebecca Libera	Rhonda Florence	
International Programs	11101	International Program Center	Rebecca Libera	Rebecca Libera	Thomas Langland	
Graduate Studies	11401	Graduate School	Valera Francis	Tamara Adams	Yolanda McLean	
	11406	Informatics and Analytics			Thomas Langland	
University Libraries	11601	University Libraries	Rebecca Libera	Rebecca Libera	Rachel Simon	Robin Paschal
Business & Economics	11801	Dean's Office - Bryan School of Business & Economics	Valera Francis	Tamara Adams	Rachel Simon	Connie Uselman
	11802	Economics	Valera Francis	Tamara Adams	Rachel Simon	Jess Saunders
	11804	Center for Business & Economic Research	Valera Francis	Tamara Adams	Rachel Simon	Connie Uselman
	11806	Information Systems & Supply Chain Management	Valera Francis	Tamara Adams	Rachel Simon	Connie Uselman
	11809	Management	Valera Francis	Tamara Adams	Rachel Simon	Connie Uselman
	11812	Accounting and Finance	Valera Francis	Tamara Adams	Rachel Simon	Connie Uselman
	11813	Marketing Entrepreneurship and HTM	Valera Francis	Tamara Adams	Rachel Simon	Connie Uselman
School of Education	12404	Consumer, Apparel & Retail Studies	Valera Francis	Tamara Adams	Rachel Simon	Connie Uselman
	12001	Dean's Office, School of Education	Rebecca Libera	Rebecca Libera	Rachel Simon	Deana Hasty - Pre Allyson Lugo - Post Matthews - Post Haley
	12002	Teachers Academy	Rebecca Libera	Rebecca Libera	Rachel Simon	Deana Hasty - Pre Allyson Lugo - Post Matthews - Post Haley
	12003	Counseling & Educational Development	Rebecca Libera	Rebecca Libera	Rachel Simon	Deana Hasty - Pre Allyson Lugo - Post Matthews - Post Haley
	12005	Library & Information Studies	Rebecca Libera	Rebecca Libera	Rachel Simon	Deana Hasty - Pre Allyson Lugo - Post Matthews - Post Haley
	12006	Teacher Education/Higher Education	Rebecca Libera	Rebecca Libera	Rachel Simon	Deana Hasty - Pre Allyson Lugo - Post Matthews - Post Haley
	12008	Center for Educational Research & Evaluation	Rebecca Libera	Rebecca Libera	Rachel Simon	Deana Hasty - Pre Allyson Lugo - Post Matthews - Post Haley
	12010	Piedmont Triad Education Consortium	Rebecca Libera	Rebecca Libera	Rachel Simon	Deana Hasty - Pre Allyson Lugo - Post Matthews - Post Haley
	12011	Educational Leadership & Cultural Foundations	Rebecca Libera	Rebecca Libera	Rachel Simon	Deana Hasty - Pre Allyson Lugo - Post Matthews - Post Haley
	12012	Educational Research Methodology	Rebecca Libera	Rebecca Libera	Rachel Simon	Deana Hasty - Pre Allyson Lugo - Post Matthews - Post Haley
12015	Pathways	Rebecca Libera	Rebecca Libera	Rachel Simon	Deana Hasty - Pre Allyson Lugo - Post Matthews - Post Haley	
12017	Specialized Education Services	Rebecca Libera	Rebecca Libera	Rachel Simon	Deana Hasty - Pre Allyson Lugo - Post Matthews - Post Haley	
College of Arts & Sciences	12201	Dean's Office, College of A&S	Christopher Davis	Tamara Adams	Thomas Langland	Tiffany Wright
	12201	Dean's Office - MERGE	Christopher Davis	Tamara Adams	Thomas Langland	Tiffany Wright
	12232	Associate Dean - Research	Christopher Davis	Tamara Adams	Thomas Langland	Tiffany Wright
	12202	Anthropology	Christopher Davis	Tamara Adams	Thomas Langland	Tiffany Wright

College/School/ Administrative Unit	ORG CODE	Department	OSP Administrative Contact	OSP Budget Contact	C&G Primary Contact	Departmental Contact
	12204	Biology	Angela Boseman	Tamara Adams	Amy Coble	Tiffany Wright - Pre Ann Ashby - Post
	12205	Chemistry & Biochemistry	Angela Boseman	Tamara Adams	Amy Coble	Tiffany Wright - Pre Ann Ashby - Post
	12205	Medicinal Chemistry Collaborative	Angela Boseman	Tamara Adams	Amy Coble	Tiffany Wright
	12206	Classical Studies	Christopher Davis	Tamara Adams	Thomas Langland	Tiffany Wright
	12207	English	Christopher Davis	Tamara Adams	Thomas Langland	Tiffany Wright
	12235	Geography, Environment, and Sustainability	Christopher Davis	Tamara Adams	Thomas Langland	Tiffany Wright
	12210	History	Christopher Davis	Tamara Adams	Thomas Langland	Tiffany Wright
	12212	Philosophy	Christopher Davis	Tamara Adams	Thomas Langland	Tiffany Wright
	12213	Physics & Astronomy	Christopher Davis	Tamara Adams	Thomas Langland	Tiffany Wright
	12214	Political Science	Christopher Davis	Tamara Adams	Thomas Langland	Tiffany Wright
	12215	Psychology	Angela Boseman	Tamara Adams	Rhonda Florence	Tiffany Wright
	12216	Religious Studies	Christopher Davis	Tamara Adams	Thomas Langland	Tiffany Wright
	12217	Languages Literatures & Cultures	Christopher Davis	Tamara Adams	Thomas Langland	Tiffany Wright
	12218	Sociology	Christopher Davis	Tamara Adams	Thomas Langland	Tiffany Wright
	12221	Communication Studies	Christopher Davis	Tamara Adams	Thomas Langland	Tiffany Wright
	12224	Women's & Gender Studies	Christopher Davis	Tamara Adams	Thomas Langland	Tiffany Wright
	12225	African American Studies	Christopher Davis	Tamara Adams	Thomas Langland	Tiffany Wright
	12226	Media Studies	Christopher Davis	Tamara Adams	Thomas Langland	Tiffany Wright
	12227	Math & Statistics	Christopher Davis	Tamara Adams	Rhonda Florence	Tiffany Wright
	12228	Computer Science	Christopher Davis	Tamara Adams	Thomas Langland	Tiffany Wright
	12230	Environmental Studies	Christopher Davis	Tamara Adams	Thomas Langland	Tiffany Wright
	12231	International & Global Studies	Christopher Davis	Tamara Adams	Thomas Langland	Tiffany Wright
	12406	Interior Architecture	Christopher Davis	Tamara Adams	Thomas Langland	Tiffany Wright
	12411	Ctr for Community Engaged Design	Christopher Davis	Tamara Adams	Thomas Langland	Tiffany Wright
College of Visual and Performing Arts	12601	Coll. of Visual and Performing Arts	Rebecca Libera	Rebecca Libera	Yolanda McLean	Brigitte Pfister
	12203	Art	Rebecca Libera	Rebecca Libera	Yolanda McLean	Brigitte Pfister
	12222	Theatre	Rebecca Libera	Rebecca Libera	Yolanda McLean	Brigitte Pfister
	12602	Music	Rebecca Libera	Rebecca Libera	Yolanda McLean	Brigitte Pfister
	12604	Music Studies	Rebecca Libera	Rebecca Libera	Yolanda McLean	Brigitte Pfister
	12607	Music Education	Rebecca Libera	Rebecca Libera	Yolanda McLean	Brigitte Pfister
	12610	Aycock Auditorium	Rebecca Libera	Rebecca Libera	Yolanda McLean	Brigitte Pfister
	12611	Music Performance	Rebecca Libera	Rebecca Libera	Yolanda McLean	Brigitte Pfister
	13004	Dance	Rebecca Libera	Rebecca Libera	Yolanda McLean	Brigitte Pfister
School of Nursing	12801	Dean's Office, School of Nursing	Valera Francis	Tamara Adams	Rachel Simon	Caroline Kernahan
	12801	Dean's Office - Center for Health of Vulnerable Populations	Valera Francis	Tamara Adams	Rachel Simon	Caroline Kernahan
	12802	School of Nursing	Valera Francis	Tamara Adams	Rachel Simon	Caroline Kernahan
	12803	Adult Health	Valera Francis	Tamara Adams	Rachel Simon	Caroline Kernahan
	12805	Family and Community Nursing	Valera Francis	Tamara Adams	Rachel Simon	Caroline Kernahan
International Honors College	13101	International Honors College	Christopher Davis	Tamara Adams	Rachel Simon	Caroline Kernahan
Joint School of Nanoscience & Nanoengineering	13201	Dean's Office Joint School - Nanoscience & Nanoengineering	Christopher Davis	Tamara Adams	Amy Coble	Nancy Brown
Health and Human Sciences	13401	Dean's Office	Angela Boseman	Tamara Adams	Thomas Langland	Verna Leslie Hannah Hawks
	13401	Dean's Office - Center for Women's Health and Wellness	Angela Boseman	Tamara Adams	Thomas Langland	Verna Leslie Hannah Hawks
	13402	HHS Office of Research	Angela Boseman	Tamara Adams	Thomas Langland	Verna Leslie Hannah Hawks
	11402	Genetic Counseling	Angela Boseman	Tamara Adams	Thomas Langland	Verna Leslie Hannah Hawks
	11403	Gerontology	Angela Boseman	Tamara Adams	Thomas Langland	Verna Leslie Hannah Hawks
	11404	Peace and Conflict Studies	Angela Boseman	Tamara Adams	Thomas Langland	Verna Leslie Hannah Hawks
	12401	Social Work	Angela Boseman	Tamara Adams	Thomas Langland	Verna Leslie Hannah Hawks
	12403	Human Development & Family Studies	Angela Boseman	Tamara Adams	Rhonda Florence	Verna Leslie Hannah Hawks
	12405	Nutrition	Angela Boseman	Tamara Adams	Thomas Langland	Verna Leslie Hannah Hawks
	12410	Child and Family Research Network	Angela Boseman	Tamara Adams	Rhonda Florence	Verna Leslie Hannah Hawks
	13001	Communications Sciences & Disorders	Angela Boseman	Tamara Adams	Thomas Langland	Verna Leslie Hannah Hawks
	13003	Kinesiology	Angela Boseman	Tamara Adams	Rhonda Florence	Verna Leslie Hannah Hawks
	13005	Community and Therapeutic Recreation	Angela Boseman	Tamara Adams	Thomas Langland	Verna Leslie Hannah Hawks
	13006	Public Health Education	Angela Boseman	Tamara Adams	Rachel Agner	Verna Leslie Hannah Hawks
	13009	HHS - Office of Academic Outreach	Angela Boseman	Tamara Adams	Thomas Langland	Verna Leslie Hannah Hawks
	13406	Inst for Prom of Ath Hlth Well	Angela Boseman	Tamara Adams	Rachel Agner	Verna Leslie Hannah Hawks
Development	33801	Development	Rebecca Libera	Rebecca Libera	Yolanda McLean	
Student Affairs	44501	Student Affairs	Christopher Davis	Tamara Adams	Yolanda McLean	Karen Steiner
	44502	Housing and Residence Life	Christopher Davis	Tamara Adams	Yolanda McLean	
	44602	Accessibility Resources- Srv/OARS	Christopher Davis	Tamara Adams	Yolanda McLean	
	44603	Career Services Center	Christopher Davis	Tamara Adams	Kate Lennon	
	44604	Student Health Services	Christopher Davis	Tamara Adams	Yolanda McLean	
	44801	Recreation and Wellness	Christopher Davis	Tamara Adams	Yolanda McLean	Janet Dunbar - Post
	44804	Office of Intercultural Engagement	Christopher Davis	Tamara Adams	Yolanda McLean	

College/School/ Administrative Unit	ORG CODE	Department	OSP Administrative Contact	OSP Budget Contact	C&G Primary Contact	Departmental Contact
	44805	Leadership and Svce. Learning	Christopher Davis	Tamara Adams	Yolanda McLean	
Business Affairs	56001	Business Affairs	Valera Francis	Tamara Adams	Bill Walters	
Safety & Emergency Management	57001	Public Safety & Police	Rebecca Libera	Rebecca Libera	Bill Walters	
	57002	Safety and Risk Management	Rebecca Libera	Rebecca Libera	Bill Walters	
	57004	Office of Safety	Rebecca Libera	Rebecca Libera	Bill Walters	
Chancellor	68801	Chancellor's Office	Valera Francis	Tamara Adams	Bill Walters	
Office of Research & Engagement	11501	Office of Research & Engagement	Rebecca Libera	Rebecca Libera	Yolanda McLean	Barbara Hemphill
	11504	Center for Youth, Family & Community Partnerships	Rebecca Libera	Rebecca Libera	Yolanda McLean	
	11511	NC Entrepreneurship Center	Rebecca Libera	Rebecca Libera	Yolanda McLean	Jan Szelowski
	11514	Comp Trans and Post-Sec Edu (Beyond Academics)	Rebecca Libera	Rebecca Libera	Yolanda McLean	Barbara Hemphill
	11515	Ctr for Housing & Community Studies	Rebecca Libera	Rebecca Libera	Yolanda McLean	Barbara Hemphill
	11516	NC Safe Communities	Rebecca Libera	Rebecca Libera	Yolanda McLean	Barbara Hemphill
	11517	Corporate Foundation Engagement	Rebecca Libera	Rebecca Libera	Yolanda McLean	Barbara Hemphill
	11518	Community Engagement	Rebecca Libera	Rebecca Libera	Yolanda McLean	Barbara Hemphill
	12004	SERVE	Rebecca Libera	Rebecca Libera	Rhonda Florence	Robin Kallam
	12409	Center for New North Carolinians	Rebecca Libera	Rebecca Libera	Yolanda McLean	
	13403	Ctr for Translational Biomedical Rsh	Rebecca Libera	Tamara Adams	Amy Coble	
Multidisciplinary Proposals/Research Networks			Aubrey Turner and Julie Voorhees	Tamara Adams		
Foundations			Rebecca Libera and Julie Voorhees	Rebecca Libera		

This list is updated on a regular basis. Check the website for the latest version (click on Contact List at <http://sponsoredprograms.uncg.edu/>).
Valera Francis will act as interim indefinitely.

9/9/20

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
Office of Sponsored Programs
The University of North Carolina at Greensboro

Institution Mailing Address, Phone, Fax, Email

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
Office of Contracts and Grants
The University of North Carolina at Greensboro

Fiscal Contact Information / Invoice Remittance Address

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)

Bank Account Deposit Information:	Contact your C&G Grants Specialist
Cage Code	09GC3
County	Guilford
DUNS Number	616152567
Exempt from Reporting Executive Compensation	Yes
Federal Employer ID (EIN)	56-6001468
Fiscal Year-End (FYE)	June 30 (06/30)
IACUC (PHS/OLAW) Assurance Number	D16-00414 (A3706-01)
IRB Assurance Expiration	08/03/2025
IRB Assurance Number	FWA00000216
IRB Registration Number	IRB00000894
NC House District	58
NC Senate District	28
NCES# FIPS Code IPEDS	N/A (See FIPS Code or IPEDS #) 37 199148
Sam.gov Registration Expiration	07/16/2021
US Congressional District, On Campus	NC-006
US Congressional Districts, Off-campus sites	http://www.fws.gov/southeast/pubs/maps/nc.pdf http://www.house.gov/representatives/find/

Carnegie Classification: R2: Doctoral Universities – Higher research activity

Minority Serving Institution Information

Fringe Rate Matrix

F&A / Indirect Cost Information

Travel and Reimbursement Rates

Budget Template

Budget Development Details

Step-by-Step Proposal Routing

Limited Submission Information

Responsibility Matrix

Uniform Guidance (2 CFR 200)

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. Changes in fringe rates typically occur between June and August. Additional information and guidance can be found Appendix 2 of the [Contracts & Grants Policies and Procedures](#).

Fringe Benefit	FY 20 Fringe Benefit Composite Rate (updated 8/7/2020)
EHRA Faculty/Staff, Postdoc (>0.75 FTE) Composite Fringe	38%
SHRA Faculty/Staff (>0.75 FTE) Composite Fringe	43%
Students (enrolled/academic year)	0.10%
Students (non-enrolled/summer) and Temporary Employees	8.0%

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:

Fringe Benefit Breakdown	Preliminary FY 20 Fringe Benefit Rates (updated 8/7/2020)
FICA	7.65%
Optional Retirement*	13.61%
State Retirement*	21.71%
Health Insurance+	\$6,512/year (flat rate charge, not %)
EPA & SPA Fringe Reserve*	1.1%
Students and Temporary Employees*	0.10%
Temp/Student (non-enrolled)	7.65% (FICA)

*fringe rates typically updated at start of new fiscal year (7/1)

+fringe rates typically updated at calendar year (1/1)

Faculty Research Support Initiatives in the UNCG Libraries

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

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 Anna Craft (arcraft@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 Anna Craft, Coordinator of Metadata Services, arcraft@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.

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.

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

- [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

- [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](#)

NC DOCKS
UNCG's Institutional Repository
(from the University Libraries website)

http://library.uncg.edu/services/scholarly_communication/ncdocks.aspx

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 Anna Craft, Coordinator of Metadata Services, arcraft@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 EHRA 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 & Engagement have established this as an ongoing project.

Open Access Publishing Support Fund Guidelines

- The author/applicant must be a member of the full-time faculty, a full-time EHRA 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.
- Check with Anna Craft (arcraft@uncg.edu) or Christine Fischer (cmfische@uncg.edu) if you have any questions or concerns about the journal in which 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 Head of Technical Services and two other faculty members. 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 (APC).
4. Typically, the faculty member's department pays the APC invoice, then provides the University Libraries with documentation showing that the payment has been made. The University Libraries then process an interdepartmental invoice to move the award amount to the appropriate departmental fund.
 - If the faculty member pays the invoice directly, the award will be reimbursed to the faculty member upon receipt of required documentation of payment.
 - If the article processing charge can be fully covered by the amount awarded from the fund, the Libraries will pay the publisher directly.
 - Invoices must be submitted within the time of the terms of the invoice or a maximum of three months after the author's payment of the fee.

If you have questions about the fund or the process, please contact Christine Fischer (cmfische@uncg.edu), Head, Technical Services.

For information about other publication subsidies available from the Office of Research & Engagement, see [Publication Subsidies](#).