



Thank you for looking to the University Research Committee to fund your research. Below you will find important information regarding this year's award cycle. Please be sure to note policy changes as well as mandatory submission guidelines.

Important Policy Change Information

In consultation with the Provost's Office and with the Faculty Council, the URC has instituted a change in policy: **applicants may now request funds for student assistance (including undergraduates, graduate students and post-docs)**, in addition to allowable expenses related directly to the research project submitted. The URC awards continue to be short-term, non-renewable grants, capped at the amount specified in each category, available on a competitive basis. Therefore, it is incumbent on the applicant to ensure that alternate funding sources will cover student compensation, where needed, beyond the period of URC funding. Any fees and expenses must fall within that total dollar amount, and be spent within the year of the award. Please note that this change only applies to future awards given by the URC and is **NOT** retroactive for awards given in previous years.

Full-time Emory Faculty are eligible to apply, and successful applicants are eligible to apply again in three years, provided that they submitted their end of award report to the URC coordinator.

Updates:

- A brief, approximately 250 word, lay person's abstract is required for all applications
- Multiple emails are not allowed. Applications not submitted in one **complete** PDF file will be rejected.
- Applications can no longer be emailed to the URC coordinator. Please upload your application via box.com or by emailing them using the following email link upload.2016_Ap.z7jy71m8yk@u.box.com

Budget

- **Interdisciplinary applications may occasionally exceed the \$40,000 limit in case of unusually interesting and promising projects. Justification is required and must be submitted along with the application.**
- Although budget is not a criterion for assessing the merit of the application, please bear in mind that the funds requested should be aligned with and/or are appropriate for the proposed work to be done.
- Please note the following policies:
 - Only direct expenses for the specific project are funded;
 - Nothing that binds the university to a future expense or commitment;
 - Nothing that could be construed as part of a faculty's usual operating expenses (e.g., the purchase of a pc; travel to conferences).
- The following are **allowable expenses**:
 - Course release (only applies to Emory College, Candler School, and Oxford College);

- **Direct expenses** for the specific project;
 - Equipment may only be requested in cases involving specific hardware or materials that may possibly be needed to carry out precisely the research in the proposal, giving clear explanation and justification;
 - Sub-contracts to Emory-affiliated entities such as CHOA with justification.
- **Non-allowable expenses** include:
- Purchasing equipment of a sort involving normal operations (e.g., personal computers, standard laboratory equipment in the field);
 - Purchasing books or computer software, subscribing to professional journals;
 - Conference attendance.

Please submit this application form along the following materials in one single PDF:

- _____ Brief (approx. 250-word), lay person's abstract
- _____ Completed application (and resubmission justification page if needed)
- _____ Research Plan (eight pages maximum, not including appendices)
- _____ CV (two page maximum for each PI and co-PI)
- _____ Bibliography of works cited in proposal
- _____ Certification page completed and signed by department chair
- _____ Course Release Form sign by the dean (if applicable)

For resubmissions:

- _____ Explanation of changes since last submission (one-page maximum)

**Questions and concerns can be directed to Ms. Latasha Thomas 2-1340 or
urcappl@emory.edu**



University Research Committee
2016 Application Form

Project Title:

Application Category (Please select only ONE):

Table with 3 columns: Check ONE, Category, Select # of Principal Investigators. Rows include Health and Biological Sciences (ACTSI), Health and Biological Sciences (regular URC), Humanities, Interdisciplinary, Math/Natural Sciences, Social Sciences, and Visual and Performing Arts.

(Proposals submitted under the Interdisciplinary category may have one or two Principal Investigators (no more than two).)

Principal Investigator:

Department/School:

Rank:

Email:

Phone:

For interdisciplinary proposals only, a second PI may be listed:

Principal Investigator:

Department/School:

Rank:

Email:

Phone:

Total Budget Requested:

(\$30,000 maximum per application / \$40,000 for dual applications)

Resubmission: Yes No

Course Release: *(Requests for course release from Emory College must also include the Course Release Request Form: please consult guidelines for additional information. For other schools, An approval letter from your faculty dean is required)*

Abstract (Please limit your abstract to the space below): *Please note: If you are submitting an application for Biological & Health Sciences, Math & Computer Sciences, and Interdisciplinary Research you are required to submit a layperson's abstract.*

□

Layperson's Abstract: Required for all submissions. (Please limit your abstract to the space below):

□

Does your project include any of the following elements?

(Relevant approval must be obtained from appropriate committees before the funding of the project can be disbursed)

Animals -	Bio-hazardous materials —
Human subjects —	Radioactive materials —

Interdisciplinary applicants: please use the space below to explain the interdisciplinary nature of the proposal

□

Proposed Budget

(Please itemize and attach additional sheets as necessary)

Personnel

_____ @ _____ /month _____

_____ @ _____ /month _____

_____ @ _____ /month _____

_____ @ _____ /month _____

Personnel subtotal

\$ _____

Supplies

Supplies subtotal

\$ _____

Travel

Travel subtotal

\$

(Budget Proposal Form Continued)

Equipment and Other Costs

Equipment and Other Costs subtotal

\$

Course Release Subtotal (\$15,000/course)

\$

Total Requested

\$

Please note that as of the Spring 2016 URC award cycle, interdisciplinary applications with unique potential impact, the award may occasionally exceed the limit of \$40,000. However, the additional need must be clearly justified, and applicants must indicate if the work can be completed without the additional funds. Remember justification is required and must be submitted along with the application.

Other Support

(Please attach abstract and budget pages for all pending and existing grants on which you have a significant role. Use additional pages as needed, follow the format below. Submit a separate list for each Principal Investigator.)

Source:

Amount:

Title:

Role in Project:

Duration:

Effort %:

Source:

Amount:

Title:

Role in Project:

Duration:

Effort %:

Are you a previous recipient of an URC or ACTSI grant?

Yes

No

If so, when?

Spring

Fall

Year _____

Publications/grants resulting from previous URC support (attach additional sheets as needed; provide a separate list for each Principal Investigator):

University Research Committee Application
Certification Page

I understand and accept the terms and conditions set forth in the University Research Committee grant guidelines.

Signature of Applicant

Date

Approved:

Signature of department chair

Date

For Official Use Only

College Faculty only:
Course Release Request Approval

Signature of Dean

Date

The completed application must be submitted in PDF form via upload.2016_Ap.z7jy71m8yk@u.box.com or direct upload to box.com by **5pm, January 8, 2016**.

Questions and concerns can be directed to Ms. Latasha Thomas 2-1340 or urcappl@emory.edu

UNIVERSITY RESEARCH COMMITTEE

Additional Funding Justification Page

(Only required for Interdisciplinary applications requesting more than \$40k)

Duplicate and attach more pages if needed.

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