

Department of Nutrition

Policy Document

**Title: In Support of Faculty Success with
External Funding**

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Chair Signature: 



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at CHAPEL HILL

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In Support of Faculty Success with External Funding

Policy Statement

The Department fully supports its faculty's efforts to obtain external funding. Successful proposals are key to the Department's ability to perform its mission. In addition to the traditional support provided by the Department, allocations of funding have recently been made available to promote faculty success in their external funding efforts. There are currently four ways these funds are being utilized: Pilot Awards, the Visiting Scholars and Sabbatical Program, payments to external reviewers for grant submissions, and TraCS matching funds. Each has detailed guidelines on obtaining and utilizing the funds. The Department has chosen these avenues in an effort to enable faculty to submit the most advanced, innovative, and polished proposals possible.

Audience

This policy applies to all faculty with a primary appointment in the Department of Nutrition who are applying for external funding.

Purpose

To ensure that all faculty are aware of the opportunities for assistance that are available to them from the Department.

Roles and Responsibilities

Faculty – Follow the criteria listed below and request additional information if required.

Chair – Provide leadership and mentoring as needed to ensure equitable implementation of the policy.

Criteria

There are currently four avenues for faculty to request financial assistance to develop or refine their proposals. A summary of each is below and the full RFA or instructions are attached to this document. Please contact the department manager for further clarification of any of the four methods.

1. Pilot Program – This program provides up to \$20,000 of support for one of the following potential needs:
 - a. Developing pilot data for a new application.
 - b. Resubmissions: Aiding competitive proposals that have been reviewed, are close to fundable, but need some additional pilot work, analysis, or components to get them into the fundable range.
 - c. Collaboration with a UNC Faculty Member with a strong research program. The goal is to promote team science for UNC Nutrition faculty members, particularly focusing on junior faculty to wish to team up with more senior faculty with strong research programs in a mutually beneficial fashion.

2. Visiting Scholar – This program provides up to \$8,000 of support to promote strategic collaborations for transdisciplinary research and team science. The goal of which is to gain additional skills needed to submit more competitive proposals.

3. External grant review – This program provides \$500 to pay for external reviewers to provide constructive criticism for proposal submissions.

4. Matching funds for a TraCS grant. The Gillings School of Global Public Health (SPH) will provide the required match of up to \$25,000 for a TraCS grant. If SPH does not provide matching funds, the department will provide the match (if funds are available). Given the competitive nature of these awards, the department strongly encourages review by Dr. Horita or another colleague. If you plan to submit a TraCS proposal, contact the Chair or the Department Manager. See link for additional details. <https://tracs.unc.edu/index.php/services/pilot-program/tracs-5k-50k-grants>

Related Regulations or Policies

- Effective Date: 11/1/2015
- Last Revised Date: 2/8/2017

RFA for Department of Nutrition Pilot Funding

Purpose

Transdisciplinary research and team science are both extremely important in the current funding environment. Strategic collaborations are required for either of these to take place. In order to promote transdisciplinary research and team science, the Department is funding pilot awards for faculty with the end goal of the faculty submitting proposals to funding agencies that include one or both of these important funding trends. We anticipate funding two awards.

Total Awards

Two awards for \$20,000 each.

Work to be completed in 6 months.

Proposal for external funding is expected to be submitted within 6 months of completion of work.

Who Should Apply

In order to be eligible to apply, the faculty must meet the following criteria: Research or Tenure Track professor at any rank with primary appointment in the UNC Nutrition Department.

Application Types:

1. Resubmissions: This is to aid competitive proposals that have been reviewed, are close to fundable, but need some additional pilot work, analysis, or components to get them into the fundable range.

2. Collaboration with a UNC Faculty Member with a strong research program: The goal is to promote team science for UNC Nutrition faculty members who have not yet formed significant collaborations with well-established UNC faculty. Proposals must outline the goals of the collaboration, including the ways in which the collaboration will increase success for the PI of the Pilot Proposal.

Required Items to Include in the Application:

- Aims document (one page max.)
- Approach document including significance, innovation, strategy (two-four pages, same outline/content as NIH)
- Timeline (not included in the page count)
- NIH bio for PI and key collaborators
- Budget for \$20k
 - Six months in duration
 - May not include faculty salary
 - Start date of January 1, 2017
- Reviews of previous proposal that will be resubmitted (if applicable) and specific description of how the proposed work will address the reviewer concerns.
- RFA(s) for the proposal(s) the faculty will submit or re-submit to as a result of the pilot funding
 - Potential RFAs can be for a federal agency or an alternative funding source must be specified. The date of the planned submission MUST be within 6 months of completion of the pilot.

Additional Information:

- All submissions to this pilot program must be reviewed by Dr. Horita or by a senior investigator who is not part of the PI's research team. Contact Dr. Beck if you need help identifying a reviewer.
- All submissions or resubmissions that occur as a result of the pilot funding must be reviewed by Dr. Horita, or an external peer reviewer.
- There is an additional \$20k in matching funds for pilot awards for collaborations with an NRI faculty member. This should be reflected in the budget for the proposal and must be confirmed by Dr. Zeisel.
- Matching funds are not required but are encouraged. Document any matching funds.
- Awards must be expended within 6 months.
- High priority will be given to faculty projected to be below Department norms for research funding.

Key Dates

RFA released: August 1, 2016

Proposal Due: October 1, 2016

Funding Awarded: January 1, 2017

Award completed: June 30, 2017

Resulting proposal submitted within 6 months of award completion (required).

Questions

Contact Chris Anderson chris_anderson@unc.edu with any questions.

RFA for Department of Nutrition Targeted Sabbaticals and Visiting Scholar Funding

Purpose

Transdisciplinary research and team science are both extremely important in the current funding environment. Strategic collaborations are required for either of these to take place. In order to promote transdisciplinary research and team science, and to advance the skill set of Nutrition Department faculty, the Department is funding targeted sabbaticals and visiting scholar awards for faculty. The goal is for the UNC Nutrition Department faculty to gain additional skills needed for their research program that will allow them to submit even more competitive proposals to funding agencies.

Total Award

\$8,000 maximum per award

Timeline

Work to be completed in 1-4 months

Who Should Apply

In order to be eligible to apply, the faculty must meet the following criteria:

Research or Tenure Track professor at any rank with primary appointment in the UNC Nutrition Department

Required Items to Include in the Application:

- Aims document (one page max.) that include specific areas of expertise to be gained and details of any transdisciplinary skills to be learned
- Approach document including significance of the new skill(s) to be learned or developed, scientific innovation that will be made possible through the new skill(s), and how the new skill(s) will be implemented in planned research. (one to three pages)
 - New skill(s) must be executable at UNC following the visit/sabbatical
- Timeline (not included in the page count)
- Budget for up to \$8,000
 - One – Four months in duration
 - Faculty salary not permitted
 - May include travel and housing
- RFA(s) for the proposal(s) the faculty will submit or re-submit to as a result of the knowledge gained from the targeted sabbatical/visiting scholar.
 - Potential RFAs can be for a federal agency or an alternative funding source must be specified.
 - The date of the planned submission MUST be within 6 months of completion of the visit.

Additional Information:

- All submissions resulting from this program must be reviewed by Dr. Horita or by a senior investigator who is not part of the PI's research team. Contact Dr. Beck if you need help identifying a reviewer.
- Sabbaticals do not include release from the usual dept. norms for teaching. Teaching must be worked out with the Associate Chair for Academics
- Matching funds are not required but are encouraged. Document any matching funds.
- Awards must be expended within 6 months.

Key Dates

RFA released: June 19, 2015

Proposals Received: Rolling due date

Resulting proposal submitted within 6 months of award completion (required).

Questions

Contact Chris Anderson chris_anderson@unc.edu with any questions.

External Grant Review for Faculty

The process for paying external reviewers for reviewing grant submissions is detailed below. Payment to reviewer (\$500) is contingent on following the steps:

1. **Approval for the expenditure:** The UNC Nutrition faculty member should send a short paragraph to the Chair (and copy the Department Manager) requesting the external review. The paragraph should justify the choice of reviewer and include a timeline that is in accordance with the timeline below. The choice of reviewer should include the following criteria:
 - a. Review will be rigorous and constructive
 - b. Reviewer is not part of the committee that will ultimately review the proposal for the agency
 - c. Reviewer is not a likely competitor (will not benefit from early access to the proposal)
2. **Review submission:** Once approval is received from the Chair (within 2 business days), the UNC faculty member can send the review request to the external reviewer. Please cc the Department Manager. The review request must include the following text.

Review of the attached proposal is for the purpose of improving the quality of the application and its likelihood of funding. Reviews should be honest, rigorous, informative, and constructive. Think as though you were on an NIH review panel; be tough. Per our department policy, payment of \$500 is contingent upon return of the review within 2 weeks of receipt.

3. **Payment:** Once the review has been completed, the UNC faculty member will send an e-mail to the department manager requesting payment to the external reviewer. Request for payment should include the reviewer's contact information (e-mail, phone number, and address).

Review Timeline

The proposal sent to the external reviewer no later than **6-8 weeks** before the due date.

Proposal must be returned to the applicant within 2 weeks of receipt (no later than 4 weeks before due). This allows for a **two week turnaround** from the reviewer and a **4 week** revision process.