**Proposal Template**

*Tar Heel Bus Tour Partnership Program 2023*

*Final proposals should be uploaded as a single PDF to the* [*Collaboratory application portal*](https://projects.collaboratory.unc.edu/applications/)*.*

## Principal Investigator Information

|  |  |
| --- | --- |
| First Name\* |       |
| Last Name\* |       |
| Organization name\* |       |
| Department/Division |       |
| Position/Title\* |       |
| Email\* |       |

## Application Details

|  |  |
| --- | --- |
| Project Title\* |       |
| Proposed Start Date\* |       |
| Proposed End Date\* |       |
| Total Funds Requested\*  |       |
| Subaward Organization Name *(if applicable)* |       |
| IACUC/IRB  | [ ]  This project requires an IRB protocol[ ]  This project requires an IACUC protocol |

## Signatures

*By signing this application, I hereby declare the statements and information contained in this application are true, complete, and accurate to the best of my knowledge*.

|  |  |
| --- | --- |
| Signature\*  |  |
| Date Signed\* |       |
| Name\* |       |
| Position Title\* |       |
| Email\* |       |

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# Project Description

*Use the sections below to provide a* ***concise*** *description of the proposed project. All language should suit a broad, non-specialist audience. Do not include any confidential/proprietary information.*

**Maximum: 4 pages**

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| 1. **Describe the proposed research partnership between two or more passengers of the 2019 or 2022 Tar Heel Bus Tour, and how this idea was formed as a result of the bus tour.**
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| 1. **Explain how this research partnership has the potential to address an issue or need that is relevant to North Carolina, during and after the award period.**
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| 1. **Explain how this funding will be used to help either a) launch a new research partnership or b) advance an existing research partnership.**
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| 1. **Explain how you plan to work together after the award performance period by leveraging the outcomes of this award.**
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| 1. **List the aims of your partnership project.** *These aims should describe what you hope to achieve with this funding. Add more rows as necessary.*
 |
| Aim 1 |  |
| Aim 2 |  |

|  |
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| 1. **List the tasks, milestones, deliverables and estimated timeline for your project.** *Add more rows as necessary.*
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| **Task/Objective***E.g. Collect water samples from public drinking water reservoirs.* | **Milestone***E.g. Complete collection of 200 water samples and meta data.* | **Deliverable***E.g. Water sample repository and database.*  | **Estimated Timeline***E.g. Months 1-6.*  |
|  |  |  |  |
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| 1. **Will you engage with any of the following non-academic stakeholders during your proposed project?** Select all that apply. *(Engagement is not required for funding.) If you are proposing to engage with non-academic stakeholders (e.g. local government units, community organizations), letters of support MUST be appended to the end of the application PDF (****see final page of this template****).*
 |
| [ ]  Federal government.[ ]  State government.[ ]  Local government.[ ]  Industry or other private sector partner.[ ]  Intellectual property office.[ ]  Community-based organization or other nonprofit organization.[ ]  K-12 schools.[ ]  Other.[ ]  None of the above. |

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| 1. **If you selected any boxes in Question 9, provide concise answers to the following sections.** *Skip this question if you selected “None of the above” in Question 9.*
 |
| List the non-academic stakeholders you plan to engage with. |  |
| What are the goals of these stakeholders related to this project? |  |
| How will you engage with these stakeholders? |  |
| How will you ensure this was a mutually beneficial partnership (if applicable)?  |  |
| What do you hope to achieve by working together? |  |
| Describe any past engagement or work that you have performed with these stakeholders, if applicable. |  |

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| 1. **Describe any anticipated project and/or scientific challenges that might arise during this project.** *Explain how you will manage and mitigate these challenges to increase the likelihood of project success.*
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|  |

# Budget

*Use the tables below to provide detailed costs for your full project period. Add more rows as necessary.*

**Project Performance Period**

|  |  |
| --- | --- |
| Proposed start date *(mm/dd/yyyy)* |       |
| Proposed end date *(mm/dd/yyyy)* |       |

**Personnel**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Project Role** | **Effort (% or months)** | **Salary Requested** | **Fringe Requested** | **Total Cost** |
|       | Principal investigator |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
| **SUBTOTAL** |  |  |  |

**Equipment**

|  |  |
| --- | --- |
| **Equipment items** | **Total Cost** |
|       |       |
|       |       |
| **SUBTOTAL** |  |

**Consultants**

|  |  |
| --- | --- |
| **Consultants** (describe role, hourly rate, number of days per project) | **Total Cost** |
|       |       |
|       |       |
| **SUBTOTAL** |  |

**Materials and Supplies**

|  |  |
| --- | --- |
| **Material/supply items**  | **Total Cost** |
|       |       |
|       |       |
| **SUBTOTAL** |  |

**Travel**

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| --- | --- |
| **Travel expenses** (provide quantities and rates where possible)*Note: State rates must be used where applicable.* | **Total Cost** |
|       |       |
|       |       |
| **SUBTOTAL** |  |

**Other Expenses**

|  |  |
| --- | --- |
| **Expense items**  | **Total Cost** |
|       |       |
|       |       |
| **SUBTOTAL** |  |

**Subaward Costs**

|  |  |
| --- | --- |
| **Subaward name and role**  | **Total Cost** |
|       |       |
|       |       |
| **SUBTOTAL** |  |

**Indirect Costs**

As per Article 31A of North Carolina General Statute (NCGS) of Chapter 116-255 subsection (c)(2), funds appropriated by the North Carolina General Assembly to the Collaboratory, including subawards of Collaboratory projects, may not be used for indirect (F&A) costs.

**Total Project Costs**

Use the subtotals above to provide the total project costs below.

|  |
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| $       |

# Budget Justification

*Provide detailed descriptions for each budget item listed in your budget (prime institution).*

**No page limit.**

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| **Personnel justification** |
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| **Equipment justification** |
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| **Consultants justification** |
|       |

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| **Materials and Supplies justification** |
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| --- |
| **Travel justification** |
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| **Other Expenses justification** |
|       |

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| **Subaward justification** |
|       |

**Indirect Costs justification**

As per Article 31A of North Carolina General Statute (NCGS) of Chapter 116-255 subsection (c)(2), funds appropriated by the North Carolina General Assembly to the Collaboratory, including subawards of Collaboratory projects, may not be used for indirect (F&A) costs.

# Human and Animal Subjects

*Complete the following sections to provide information about any proposed Human and/or Animal Subjects research. Note: IRB/IACUC approval is not required at time of submission, but if selected for funding and as applicable, must be obtained before project activities begin.*

***Human Subjects Research:***

[ ]  This proposal **DOES NOT** include Human Subjects research.

[ ]  This proposal **DOES** include Human Subjects research.

[ ]  I have **not yet received** IRB approval for this proposed work.

[ ]  I have **already received** IRB approval for this proposed work.

*If available, please complete the following sections:*

|  |  |
| --- | --- |
| IRB application number |       |
| IRB approval date |       |
| IRB protocol expiration date  |       |

***Animal Subjects Research:***

[ ]  This proposal **DOES NOT** include Animal Subjects research.

[ ]  This proposal **DOES** include Animal Subjects research.

[ ]  I have **not yet received** IACUC approval for this proposed work.

[ ]  I have **already received** IACUC approval for this proposed work.

*If available, please complete the following sections:*

|  |  |
| --- | --- |
| IACUC application number |       |
| IACUC approval date |       |
| IACUC protocol expiration date  |       |

# Letters of Support

***Letters of support MUST be included for any proposals involving engagement with non-academic stakeholders.*** *Letters of support are not required if the application does not include non-academic stakeholder engagement.*

*If applicable, append letters of support after this page to the final application PDF, and submit as a* ***single PDF*** *via the Collaboratory’s application portal.*