

Charles L. Cahill Awards

Purpose

Charles L. Cahill Awards are granted to full-time tenured and tenure-track faculty to (a) provide seed money for the initiation of projects that subsequently may attract funding from other sources, (b) encourage new research or artistic endeavors, (c) support travel to research collections, and (d) encourage the development of specific professional skills.

NOTE (for 2008 only): Up to four projects will be funded in a special category of the Cahill awards linked to the Evolution Learning Community (ELC) (<http://library.uncw.edu/web/outreach/evolution/>). Faculty wishing to have their project considered in this category should check the ELC box on the cover sheet. All disciplines (including humanities and social sciences) are eligible to compete in this category and proposals broadly connected to evolution are encouraged.

Examples of eligible projects

- Initial investigations of relevant literature or field research
- Organization of pilot projects
- Gaining access to specialized equipment, computer time or research facilities
- Work with a noted scholar or researcher to enhance professional skills which will facilitate the applicant's own research, scholarship, or instruction
- Enrollment as a learner/participant in courses, seminars or workshops to master an identifiable body of new material

Allowable Costs and Activities

- The maximum award is \$3,000
- Cost sharing by departments is encouraged (provide documentation)
- Allowable costs include: travel and equipment when inextricably bound to the project, supplies, phone charges for surveys, student wages.
- Unallowable costs include: secretarial support, faculty salary, expenses associated with completing degree requirements or meeting licensing/certification requirements; attendance at conferences, meetings, or symposia.
- All requested costs are to be detailed and justified in the budget and budget narrative.

Eligibility

- All full-time tenured and tenure-track faculty are eligible to apply.
- A faculty member, as principal or co-principal investigator, may submit only one proposal per year.
- Faculty members receiving an award in each of the two preceding years or three awards in the last five years are ineligible.

Application Information

Deadline

- An electronic copy (PDF) should be submitted to the Associate Dean of Research by October 15, 5:00 p.m. No paper copy is required. (Dr. Stephen Meinhold, meinholds@uncw.edu). If this date falls on a weekend, the next business day will be the deadline

Award Announcement

- Awards will be announced prior to end of the Fall Semester

Length of Award

- Awards will begin upon notice of funding and terminate in December of the following year. Requests for no-cost extensions must be approved by the Associate Dean of Research (Dr. Stephen Meinhold, meinholds@uncw.edu).

Proposal Format

The application must include the following:

- **Cover page.** The prescribed cover page (included at the end of this document).
- **Previous Cahill awards** (date and title) received by the applicant(s) during past five years. Please list on a separate sheet immediately after the cover page.
- **Narrative.** A proposal narrative that includes: a clear and concise statement of the nature and objectives of the proposed activity, written for a multi-disciplinary audience. This narrative must include discussion of the relationship of the project to one's discipline as well as to the individual's professional research agenda and to the university. The first paragraph should summarize why the funds are

needed, the importance of the project, and how much is being requested. Length should not exceed four double spaced pages.

- **Itemized budget.** An itemized line-item budget, submitted on a separate page. A one-page budget narrative must be included, providing justification of the types of funds requested, including a detailed explanation of each item. For example: student hours/rates; number of interviews; itemized travel costs (including airfare quotes from travel agencies), etc. A proposal including international travel should reference the Department of State travel rates for that country http://aoprals.state.gov/web920/per_diem.asp. If the proposed project and budget is larger than the requested amount, include the source(s) of other funds (obtained or proposed).
- **A brief curriculum vitae**, not to exceed two pages.
- **References and bibliography.**
- **Other materials.** Other materials such as workshop announcements, letters of invitation, and bids for major equipment may be included. This section may not be used to circumvent the page limitations of the narrative. If the proposed project/activity will lead to a request for external research support, information about potential sponsor(s) may be included in this section.

Selection of Recipients

Peer Review Committee

- The Associate Dean of Research (Dr. Stephen Meinhold, meinholds@uncw.edu) will convene a faculty review committee to evaluate the applications and make funding recommendations.

Criteria

- In evaluating proposals, the committee will consider the quality, merits, feasibility, and adequacy of the proposed project/activity along with potential benefits to the applicant's department, school or college, the university, and its students. Applications not following the guidelines may be returned without review. Faculty submitting proposals are strongly encouraged to seek the advice of colleagues who have previously received Cahill awards and other experienced faculty. Priority will be given to new investigators (especially junior faculty), faculty developing new research programs, and programs requiring funds to augment those received from external sources. Priority will also be given to those proposals requesting "seed money" where results will enable individuals to attract funds from other sources. The committee will seek a balance in making awards among discipline areas.

Subsequent Responsibilities

Reporting Requirements

- Recipient must file a final report to the Associate Dean of Research (Dr. Stephen Meinhold, meinholds@uncw.edu) within three months following the completion date of the project/activity. The final reporting guidelines are at <http://www.uncw.edu/orssp/forms.html>
- Acknowledge fund support in all publications resulting from the award.
- Provide the Office of Research Services and Sponsored Programs with a copy of each publication and grant application resulting from the award.
- Applicants who have not fulfilled subsequent responsibilities for previous awards will not be considered for future awards.

For Additional Information:

Dr. Stephen Meinhold
Associate Dean of Research
Office of Research Services and Sponsored Programs
meinholds@uncw.edu
962.3223

**Charles L. Cahill Award
Proposal Cover Sheet**

Name: _____

Department: _____

Title of Proposed Project/Activity:

Project/Activity to begin: _____

Project/Activity to end: _____

Total fund requested: _____ (\$3,000 maximum)

Evolution Learning Community (ELC) project (2008 only): ___yes ___no

Will the proposed project/activity lead to the submission of a request for external research support? ___yes ___no

If yes, include information about the proposed sponsor and deadline (if available): _____

Signature of applicant: _____ Date: _____

Signature of department chair: _____ Date: _____
(or appropriate supervisor)