TENURED FACULTY REASSIGNMENT OF DUTIES APPLICATION  
COVER SHEET

**Name**: **Date**:

**Rank:**

**Department:**

**Terminal Degree:**  **Year Received:**

**Year of Initial Appointment at UNC Charlotte:**

**Years of Previous RD/JFDA Awards, if any:**

**Semester(s) requested for RD: Fall 20\_\_\_ Spring 20\_\_\_**

**Title of Project:**

**Abstract (150-175 words):**

If this proposal involves research with any subject or substance that requires review by a designated individual, office, or committee, please check (X) as applicable.

|  | Human Subjects (any research involving interviews, surveys, etc.) |
| --- | --- |
|  | Animal Subjects |
|  | Radioactive Materials |
|  | Biological Hazards |
|  | Chemical Hazards |

Successful applicants must obtain all necessary approvals prior to receiving funds. Budget funds will not be released until a copy of your approved protocol has been submitted to the CHESS Dean’s Office (contact: Alexander Beets, abeets@charlotte.edu).

## BIOGRAPHICAL SKETCH *(Maximum two pages)*

**Investigator:** Name:

Rank:

Department:

**Education:**

*List degrees, institutions, and dates in reverse chronological order.*

**Publications*:***

*List books, academic journal articles, book chapters, and other publications in reverse chronological order. Supply full bibliographical references. (Do not list abstracts here.)*

Follow the format:

Author. Date. Book Title. Publisher.

Author. Date. Article title. Source. Volume. Issue. Pages.

Author. Date. Chapter title. Editor. Book Title. Publisher.

**Papers presented at meetings (selected):**

*List recent/relevant papers presented at professional meetings in reverse chronological order.*

**Exhibitions, performances, and readings:**

*Provide complete information for significant exhibitions, performances, poetry readings, etc.*

**Proposals submitted and research grants received from outside agencies:**

*List the granting agency and the dates of the grants/proposals in reverse chronological order. Indicate the amount of the grant and if it was approved, funded, or is currently under review.*

***NOTE:*** *Indicate with an asterisk (\*) the articles, presentations, exhibitions, etc., above which resulted from previous RD awards.*

## NARRATIVE *(maximum five double-spaced pages in 12-point font with 1” margins)*

* *Describe the project in non-technical terms, remembering that committee members are not likely to share the applicant’s area of expertise. Highly technical projects become more competitive if they are described in clear, concise, general statements understandable by the lay public.*
* *Demonstrate the ability to carry out the project. Indicate how the project relates to one’s previous work or how it represents a new research agenda.*
* *Indicate the work to be conducted in the project, providing a specific timetable for all stages of the project and an explanation of how the applicant will complete the various stages of the project within the timeframe of the Reassignment of Duties.*
* *Explain the importance of the project, and how it will increase knowledge in the field or have an impact on the field.*
* *Specify anticipated outcomes of the Reassignment of Duties, e.g., publication outlets, exhibits, performances, or other products. A copy of any existing documentation that supports anticipated outcomes, such as a book contract, should be appended to the end of the proposal document.*

*Recipients of previous Reassignment of Duties Awards or Junior Faculty Development Awards must append copies of their final reports to the proposal document. If applicable, the proposal should also be accompanied by statements from appropriate review committees, support services, and/or research collaborators.*