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# Faculty Research Awards Program (FRAP) in Collaboration with The Institute for Artificial Intelligence and Equity Research (IAIER)
## Proposal Review Process and Evaluation

**Proposal Review Process and Evaluation:** The proposals will be categorized into two distinct groups: STEM and non-STEM, ensuring a fair and equitable distribution of existing funding resources between these categories. The comprehensive evaluation of these proposals will be conducted by a dedicated Faculty Research Award Program (FRAP) Committee, supplemented by the inclusion of subject matter experts in the principal investigators' specific research or creative domains whenever necessary. IAIER will fund up to 5 AI-related proposals.

**Grant Timeline:** The FRAP/IAIER grant encompasses a duration of one (1) academic year, commencing with the Request for Proposals (RFP) issuance during the Spring semester and culminating with the proposal submission deadline on April 15. Notification of awards will be communicated by May 6. Principal investigators (PIs) are granted until May 15 in the subsequent year to finalize their projects and submit their comprehensive final reports.

**Award Notification:** After a rigorous review process, the FRAP Committee will make a recommendation to the Dean of the School of Graduate Studies and Director of IAIER. The Dean/Director will determine whether a proposal should be declined or approved for an award. The School of Graduate Studies Office and IAIER will notify the successful applicants.

**Proposal Submission:** Submit an electronic packet no later than 11:59 p.m. on Wednesday, April 15, 2026.

**Reports:** A mid-point progress report and a comprehensive final report will be required for every funded proposal.

**Required Documents and Organization:** The following pages and documents with the specified formatting are required:

1. Title and Abstract (1 page), including your name; rank and title; department; email address; title of the proposal; and abstract.
2. Table of Contents (1 page)
3. Text (1 – 5 pages): a summary of the research project References (at most 1 page)
4. Budget form (1 page)
5. Budget Narrative (1 page)
6. A copy of your most current CV

7. Formatting of the Text:
   a. Use a standard font like 12 pt. Times New Roman.
   b. Use 1-inch margins.
   c. Apply single-line spacing.
   d. Indent every new paragraph ½ inch.
   e. For page numbers and other details use APA, MLA, or Chicago styles as appropriate in your field.

**Evaluation:** The following evaluation criteria will be used in reviewing the applications:

1. **Significance of the Problem (30 points)**

   This criterion is used to assess the likelihood that the project will have an impact on the short-term and long-term goals and needs of the Department, School/College, University, and the state.

   - Does the research address a major issue/problem in the applicant's field of study?
   - Does the proposed project Identify the problem or issue to be addressed and state its impact, its innovation, expected results, and the continuation of the research plans?
   - Will the proposed project advance knowledge and understanding within its field of study or across different fields?
   - Does the proposed project provide and explore creative and original ideas?
   - Can the project serve as the basis for developing more extensive research?
   - Does the project show a clear connection to the goals and strategic plan of the Department, School/College, University, and/or State?

2. **Overall Approach, Cooperative Linkage(s), and Quality of the Proposal (25 points)**

   This criterion is used to measure the soundness of the proposal.

   - Does the proposal comply with the instructions (including the table of contents, organization, margin, font size, within the specified page limit, references, budget narrative, and well-prepared vitae)?
   - How well are the ideas presented, articulated, and explained?
   - Does the project have a clearly stated methodology, scholarly and/or pedagogical significance, plan of operation, and other relevant matters?
   - Does the project have an assessment plan?
   - Does the project have dissemination plans?
   - Does the proposal have a clearly stated timetable covering all project activities and major benchmarks for assessing progress?
   - Does the proposal state what future scholarly activities or pedagogical intervention/development might be expected as a result of the grant?

3. **Project Relevance (20 points)**

This criterion refers to the relevance of the project to the goals and objectives of the program, department, school/college, university, or state.

- What is the intellectual or creative merit of the proposed project?
- Does the proposal identify the goals and objectives of the program, department, school/college, university, or state that will be addressed by the proposed project?

4. **Personnel Resources (10 points)**

This criterion relates to the adequacy of the number and qualifications of the key persons, who will develop and implement the project.

- Are the roles of the key personnel clearly identified, including who will manage the project and be responsible for the various outcomes?
- Is there evidence of sufficient resources to achieve the goals of the project?
- Does the proposal explain the adequacy of the available resources (personnel, facilities, equipment/materials) to carry out the project?
- Does the proposal explain how the requested funds will be used to carry out the project?

5. **Budget and Cost-Effectiveness (15 points)**

This criterion relates to the extent to which the total budget adequately supports the project and how cost-effective it is. The funds should be designated for materials, supplies, travel, and other costs related to the project. The funds should not be used for salaries, pay supplements, food, etc. The budget, including a justification, will be awarded a maximum of 5 points, and its cost-effectiveness, a maximum of 10 points.

- Are the costs of the project activities reasonable?
- Does the project effectively maximize the use of the limited resources?
- Is the time committed to the project appropriate?

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**Reports:** There will be a **mid-point progress** report due on December 9, 2026, and a **final report** due on May 14, 2027

**Withdrawals:** A proposal may be withdrawn at any time prior to the FRAP Committee's final decision. A PI may submit a written request for the withdrawal of a proposal via e-mail to jcharper@nccu.edu or sday@nccu.edu.

**Returns:** Proposals will not be considered for review if they:

- Do not support research goals in fields that the Board of Governors, University, Department, or School/College identified as areas of State need,

- Do not meet the announced deadline; or,

- Do not meet the requirements for proposal content, page limitations, format, and electronic submission.

**Copies of Reviews:** After a decision has been made (for an award or a declination), copies of reviews, which will exclude the identities of the reviewers, may be provided at the PI's request.

**Time Extension:** If the approved funds are not fully encumbered by the grant's deadline, the PI may submit an Extension Request along with a justification.

**Important Dates**

- FRAP/IAIER Public Announcement (Call for Proposals): **February 5, 2026**

- Proposal Submission Deadline: **April 15, 2026**

- Awards Announcement: **May 6, 2025**

- Report Due Dates:
  - Mid-point progress report: **December 9, 2026**
  - Final report: **May 14, 2027**