Niner On-line Research Management (NORM)

University of North Carolina at Charlotte
Office of Research Services and Outreach
Type “NORM” in the search bar
Website Search

About 3,960 results (0.23 seconds)

NORM (Niner On-line Research Management) | Research... research.uncc.edu/departments/offices-research-services/...norm
Any UNC Charlotte faculty or staff member can log into NORM using their user name and password. ORSO no longer accepts paper Internal Processing Forms.

Global Norm-ing | Distance Education | UNC Charlotte
https://distanceed.uncc.edu/webform/global-norm-ing
Norm the Niner penny saving gold. As a UNC Charlotte distance education student, you could be living anywhere in North Carolina, taking a class in another state, ...

Overview of Niner Online Research Management (NORM... research.uncc.edu/overview-niner-online-research-management-norm
Nov 4, 2014 ... The Office of Research Services & Outreach (ORSO) will hold several one-hour NORM training sessions in computer labs during the months of ...

Grading Systems | The Center for Teaching and Learning | UNC...
teaching.uncc.edu/learning-resources/articles/grading-systems
The two most common types of grading systems used at the university level are norm-referenced and criterion-referenced. Many professors combine elements of ...

Global Norm-ing Gallery | Distance Education | UNC Charlotte
distanceed.uncc.edu/gallery/global-norm-ing-gallery
Global Norm-ing Gallery. See images below. Click on an image to see a slideshow. Norm in front of Monsters University. Norm at Disney. Norm in Stellenbosch ...

Niner On Line Research Management (NORM) | Information and...
services.uncc.edu/services/niner-line-research-management-norm
Requirements:

Niner Online Research Management (NORM) | College of Health...
health.uncc.edu/nodes/5232
Every principal investigator (PI) at the University of North Carolina Charlotte is required to complete NORM to obtain institutional approvals before a proposal ...

1.3.2 Combinations of triangular norms
coltweb.uncc.edu-ras/RDD-02/Norms.doc
File Format: Microsoft Word

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File Format: Microsoft Word
NORM (Niner On-line Research Management)

Click here for NORM

NORM (Niner Online Research Management), UNC Charlotte's comprehensive research proposal and award management system from pre-award to post-award with electronic signatures, also serves as a database repository with comprehensive reporting. It is accessible from the Research and Economic Development homepage and from the Research Services and Outreach (RSO) website. Any UNC Charlotte faculty or staff member can log into NORM using their user name and password.

ORSO no longer accepts paper Internal Processing Forms (IPFs). Proposals must be submitted to ORSO through NORM, which allows the office to retain an electronic copy of all documents associated with proposals and awards. This also allows the principal investigator (PI) to post drafts of the proposal and budget for review by the college-based research offices or ORSO in advance.

The IPFs are routed and approved electronically. The lead PI or departmental administrator should complete the Start New Proposal screen. Once completed, the system will automatically generate a proposal number. Faculty should complete this information in NORM as soon as possible and at least two weeks prior to the submission deadline. The earlier this is done, the better prepared the college-based research offices or ORSO will be to assist the faculty. Proposal files consisting of the proposal narrative, budget, budget justification, letters of support and other documents can be uploaded in the Attachments section within the system. Departmental, college and center/institute approvals will be routed electronically. Once approved, either the college-based research office or ORSO will approve and submit the final proposal.

Below are some tips for completing e-IPFs in NORM:

General Information Screen:

- Proposal Information
- Budget Information
- Attachments Information
- Letters of Support Information
- Other Information

Proposal Submission Information:

- Project Title
- PI Name
- Co-PIs
- Project Description
- Objectives
- Scope of Work
- Methods
- Expected Outcomes
- Budget
- Budget Justification

College-Based Research Officers:

- College Contact Information
- College Agreement
- College Approval

Department Reports:

- Department Contact Information
- Department Agreement
- Department Approval

News:

- Alerts
- Announcements
- News Releases
Log in using your UNCC email username and password.
This is your dashboard. Click Start New Proposal to begin creating an eIPF.
Welcome to NORM (Niner Online Research Management)

The NORM research proposal and award management information system provides a full range of functionalities - from pre-award (creation and electronic routing of proposals, including electronic departmental approval and PI certification) through post-award (account set-up and award management) - and also serves as a data repository with a comprehensive reporting functionality.

Proposal Dashboard

- **Start New Proposal** - initiates new proposals by creating and submitting sIPFs
- **My Proposals** - access proposals you initiated, or on which you are listed or have been designated as Primary Award Contact (via IPF General Information screen)
- **Proposals In My Dept** - access proposals in administering/approving departments for which you have been assigned the role of IPF Approver or Proposal Data Access*
- **Assumptions of Risk Inbox** - review, approve, and track Assumption of Risk in departments for which you have been assigned as a Assumption of Risk (AOR) Approver*

Award Dashboard

- **My Awards** - access Awards and Projects on which you are named, or have been designated as Primary Award Contact
- **Awards In my Dept** - access Awards and Projects for administering/approving departments for which you have been assigned the role of Research Account Manager or Award Data Access*
- **ARRA Submissions** - view and track departmental ARRA eProgress reports. Research Account Managers* also access ARRA eProgress reports from the Unsubmitted tab (for preparation and submission)

Certifications / Approvals

- **PI Certification Inbox** - review, certify, and track proposals on which you serve as Lead or Principal Investigator
- **Dept Approval Inbox** - review, approve, and track proposals in departments for which you have been assigned as an IPF Approver*

For Help

- For technical questions or assistance please contact ORSO at 704.687.1800
- For policy and/or procedural questions or assistance, contact the Office of Research Services and Outreach at 704.687.1888
- Contact ORSO/Administrative Support - Select the topic you need help with to get the name and contact information of the person best-suited to assist you
- FAQ - NORM Frequently Asked Questions
- IPF Help - Questions and answers corresponding to each section of the IPF

Other Features

- **Report** - Generate Proposal, Award, and Project reports for a particular investigator, Department, School, Sponsor, etc. Report data may easily be exported into Excel on your desktop
Access certification and authorization requests here
Entries marked with * are required.
Click on the magnifying glass to search for a Funding Agency

Fill in the Prime Funding Agency if applicable. Leave blank otherwise.
Enter the sponsor name and click search
Select sponsor from the list.

If the sponsor is not listed, click here to add.
Enter an easy to remember title for your proposal.

Select the appropriate CHESS code for the activity proposed.

Use the calendar icon to enter the dates for the duration of the project.
Select the type of proposal.
Select the type of submission.
Select the type of award.
Indicate the method of submission
If a paper copy is requested fill out this section
Click on the magnifying glass to select award department
Select the primary award contact
After completing the entries, click save at the bottom of the screen. This is when your eIPF will be assigned a number.

Add an affiliated center if applicable. This must be an official Center/Institute of the university.

Enter the full title of the proposal.
All sections will need to be complete before you can submit. Each section should have a green check.

Your proposal number is listed here.
Click the magnifying glass to search for subcontractors.

Or click no subcontractors.
Type in subcontractors name and click search
If the subcontractor is not listed add it by clicking here.
To remove a subcontractor, click “reset” to remove all or click “remove” to remove just one.
Add the Lead Principal Investigator first

Enter the last name of Lead PI and click search
Click select, and some fields will automatically populate with the corresponding individuals information.
Enter effort, allocation of credit, and answer the questions for each.

Click save and you can then view the personnel at the bottom of the page.

NOTE: allocation of credit can be divided up between personnel but must equal 100%. This credit will determine how F&A is distributed.
You can calculate amounts and change the F&A rate (see next slide).

If it is a one year project click here to carry the information over. Otherwise, list the total budget.

Direct is the total direct costs associated with the project (total budget before F&A).

Enter the F&A base.

Year one

All years

Year one

All years
If there is no F&A allowed leave the F&A base at $0.00

If you select “change rate” a list of rates will be displayed
Make sure to enter the department, amount, and account to be charged

If the project involves cost share select “yes” and answer the questions

Indicate if you need additional resources not included in your proposal
You can remove or edit your entry.
If your project involves human or animal subjects, indicate here

If yes, answer the follow-up questions

Indicate potential Biological, Radioactive, or Chemical hazards

NOTE: If the project is awarded, appropriate IRB/IACUC applications must be complete before funds can be released
All questions must be answered.
All questions must be answered
Community Engagement describes the collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity. The purpose of community engagement is the partnership of college and university knowledge and resources with those of the public and private sectors to enrich scholarship, research, and creative activity; enhance curriculum, teaching, and learning; prepare educated, engaged citizens; strengthen democratic values and civic responsibility; address critical societal issues; and contribute to the public good. (Carnegie Foundation for the Advancement of Teaching)

* Indicates Required Fields

**Project Activity:**

* Can some or all of the proposed project activity be considered community engagement?
  - [ ] Yes
  - [x] No

What percentage of the overall project activity meets the definition of community engagement? [ ] %

Please distribute the percentage of community engaged activity by location. Total must equal 100%:

- [ ] % In North Carolina
- [ ] % Outside NC, but within US
- [ ] % Internationally

**Project Budget:**

* Will some or all of the proposed project budget be used for community engagement?
  - [ ] Yes
  - [x] No

What percentage of the overall project budget meets the definition of community engagement? [ ] %

Please distribute the community engaged budget by location. Total must equal 100%:

- [ ] % In North Carolina
- [ ] % Outside NC, but within US
- [ ] % Internationally
Indicate locations of budget expenditures

<table>
<thead>
<tr>
<th>Locations of Budget Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UNC Charlotte Locations:</strong></td>
</tr>
<tr>
<td>If any sponsored activity budget will be expended on campus, please enter the percentage of budget that will be expended there, and click 'Add'.</td>
</tr>
<tr>
<td><strong>Location:</strong> Select...</td>
</tr>
<tr>
<td><strong>Percent of Work:</strong></td>
</tr>
<tr>
<td>There are no on-campus locations added to the proposal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>In-State County Locations:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>If any sponsored activities occur in-state, please enter each in-state county location below, noting the percentage of budget that will be expended there, and click 'Add'.</td>
</tr>
<tr>
<td><strong>Location:</strong> Mecklenburg</td>
</tr>
<tr>
<td><strong>Percent of Work:</strong></td>
</tr>
<tr>
<td>There are no In-State County locations added to the proposal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Out-of-State Locations:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>If any sponsored activities occur in U.S. States other than North Carolina, please enter each state below, noting the percentage of budget that will be expended there, and click 'Add'.</td>
</tr>
<tr>
<td><strong>Location:</strong> Select...</td>
</tr>
<tr>
<td><strong>Percent of Work:</strong></td>
</tr>
<tr>
<td>There are no Out-of-State locations added to the proposal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>International Locations:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>If any sponsored activities occur in countries other than the United States, please enter each country below, noting the percentage of budget that will be expended there, and click 'Add'.</td>
</tr>
<tr>
<td><strong>Location:</strong> Select...</td>
</tr>
<tr>
<td><strong>Percent of Work:</strong></td>
</tr>
<tr>
<td>There are no Country locations added to the proposal</td>
</tr>
</tbody>
</table>
Indicate locations relevant to the project

Many projects are associated with a particular geographic location. For example, for projects involving or affecting human or animal populations (collecting new data or analyzing existing data), these geographic locations would be where the humans or animals live. For environmental studies, these geographic locations would include the site(s) of the phenomenon under study.

Please add geographic location(s) relevant to your project below. Ensuring that all pertinent locations are reflected allows UNC Charlotte to accurately map the areas relevant to this project.

In-State County Locations Relevant to Your Project:

If the locations relevant to your project are in-state, please select each in-state county location below, and click “Add.”

Location: Select  
Add

There are no In-State County locations relevant to the project.

Other State Locations Relevant to Your Project:

If the locations relevant to your project are in U.S. State(s) other than (or in addition to) North Carolina, please select each state below, and click “Add.”

Location: Select  
Add

There are no Other State locations relevant to the project.

International Locations Relevant to Your Project:

If the locations relevant to your project are outside of the U.S., please select each country below, and click “Add.”

Location: Select  
Add

There are no International locations relevant to the project.

This information is invaluable in demonstrating the broad reach and impact of UNC Charlotte’s work, and helping to further UNC Charlotte’s support and world-class status. If there are truly no locations relevant to this project, click “Locations Listing Complete” above to complete this section.
Select CIP code that best fits with your project

* Please select a CIP code (Science Code) that describes the type of research contained in this proposal:

- Agriculture, Agriculture Operations, and Related Sciences
- Architecture and Related Services
- Area, Ethnic, Cultural, and Gender Studies
- Biological and Biomedical Sciences
- Business, Management, Marketing, and Related Support Services
- Communication, Journalism, and Related Programs
- Computer and Information Sciences and Support Services
- Education
- Engineering
- English Language and Literature/Letters
- Family and Consumer Sciences/Human Sciences
- Foreign Languages, Literatures, and Linguistics
- Health Professions and Related Clinical Sciences
- Legal Professions and Studies
- Mathematics and Statistics
- Natural Resources and Conservation
- Parks, Recreation, Leisure and Fitness Studies
- Philosophy and Religious Studies
- Physical Sciences
- Psychology
- Public Administration and Social Service Professions/Human Services, General
- Public Service (Outreach, Non-instructional, Non-academic)
- Security and Protective Services
- Social Sciences
- Transportation and Materials Moving
- Visual and Performing Arts

R&D is a database designed to match faculty researchers with potential collaborators and funding resources and to help identify expertise and area skills, (b) the hypothesis or objectives, and (c) the methods of the projects.

If University or sponsor proprietary information, such as description of a potentially patentable invention (i.e., a new and useful process, machine, or should contact the Office of Technology Transfer at for invention management assistance.)
Indicate if the abstract can be published in the database. (If no, still include your abstract.)
Attachments can be uploaded and reviewed on this page.

NOTE: The project guidelines, budget, justification, and project narrative (a draft is ok) should be uploaded.

Find a file and select the document type.
You can change to concurrent or sequential routing.

These departments are automatically generated based on the information in the IPF. If additional units need to approve, please add them.
Enter any important submission notes
Click here to set the note as an alert which will show up in red on the main screen.
## Submission Notes

### Add a Note

Enter your note here.

### Notes List

<table>
<thead>
<tr>
<th>Note</th>
<th>Recorded By</th>
<th>Date</th>
<th>Note Type</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is a test</td>
<td>Stafford Farmer</td>
<td>3/02/2015 - 11:12 AM</td>
<td>Proposals</td>
<td>All Parties</td>
</tr>
</tbody>
</table>

View 1 - 1 of 1

Click Submit!
Office of Research Services and Outreach Contacts:

• Ellen Zavala, Director
  eezavala@uncc.edu  704-687-1881

• Stafford Farmer, Research Services & Outreach Specialist
  sfarme15@uncc.edu  704-687-1860

• Erica McDaniel, Research Services & Outreach Specialist
  emcdani9@uncc.edu  704-687-1706