

SCHOOL OF HEALTH AND HUMAN SCIENCES RESEARCH ASSIGNMENT DEADLINES

2023-2024

August 31, 2023	Completed research assignment applications must be submitted to the applicant's department chair (These instructions are on the application form.)
September 3, 2023	Completed research assignment applications and department chair recommendations are due to the dean.
September 4, 2023	The applications are available online for the HHS P&T Committee.
November 4, 2023	Recommendations and merit review rankings of the HHS P&T Committee are due to the dean.
November 15, 2023	The dean's recommendations for research assignments are due to the provost.
December 2023	The dean informs applicants of the provost's decision. Applicants must sign the notification letter and return it to the dean's office within one week.

Application Instructions for: Research Assignment

>>>Please consult the [Guidelines on Research Assignments](#)<<<

Please submit the signed, original application to your Department Chair/Head or School Director by the deadline set in your School or College. Proposals involving human or animal subjects need not be accompanied by the Institutional Review Board or Institutional Animal Care and Use Committee forms; these forms are to be submitted to the appropriate departmental representative on or before the deadline for submission of the proposal.

Please submit your application in the following order:

1. INSTRUCTIONS (please leave this sheet on top when forwarding your application).
2. COVER PAGE with applicant's signature.
3. PROJECT DESCRIPTION - Attach a project description of **no more than *four single-spaced pages***, explaining in *language that can be understood by non-specialists* what you plan to do, the significance of the work, the methods you will use, and what specifically you expect to be able to accomplish with the help of this award or assignment. Do not exceed the 4-page limit. *Any supplemental materials*, including a bibliography, may not exceed an additional 3 pages.
4. CURRICULUM VITAE - Attach a c.v. of *no more than 3 pages*.

APPLICATION FOR A RESEARCH ASSIGNMENT

Name _____ Phone: _____

School/College _____

Dept _____ Room _____ Bldg _____

Date of receipt of highest degree ___/___/___ Date appointed to UNCG faculty ___/___/___

Current rank _____ Title of proposed project: _____

Check Time Period Requested:

___ Fall 2024 ___ Spring 2025 ___ Academic Year 2024-2025

___ Check if this is a request for Research Assignment *without pay*

Are you requesting external support? ___ Yes ___ No

If Yes, from what source? _____

If you are requesting external support and *do not receive* such support, would that modify your application for a Research Assignment? Yes ___ No ___

If Yes, indicate how:

International Programs: Yes ___

The International Programs Center (IPC) has additional funding for international activities. If you would like IPC to also review this proposal, please check yes.

Previous Intramural Support:		On Research		
Faculty Research Grants:	Summer Research Grants:	Assignment	Year	Semester
___ 23-22	___ 23-22	___ 23-22	___	___
___ 22-21	___ 22-21	___ 22-21	___	___
___ 21-20	___ 21-20	___ 21-20	___	___
___ 20-19	___ 20-19	___ 20-19	___	___

I have examined the Provost's Memo and subscribe to it fully.

Signature

DEPARTMENTAL REVIEW

Department Head/Chair/Director:

Can you handle this Research Assignment without a full-time replacement?

Yes No

If no, please comment:

Department Head/Chair