

School of Health and Human Sciences 2026 Research Grant Top-Off Program

For Spring 2024 or 2025 HHS Faculty Research Grants, or For Fall 2023, Fall 2024 or Fall 2025/Spring 2026 UNCG DORE New or Regular Faculty Grants, or For Any Active UNCG DORE P2 Grant Funding, or For the UNCG DORE \$25,000 Interdisciplinary Collaborative Project Grants

Application Guidelines

This HHS 2026 Research Grant Top-Off Program application is for researchers who received funding from: 1) a spring 2024 or 2025 HHS Faculty Research Grant; 2) a fall 2023, fall 2024 or fall 2025/spring 2026 UNCG DORE New or Regular Faculty Grant; 3) an UNCG DORE P2 Grant; or 4) an UNCG DORE \$25,000 Interdisciplinary Collaborative Project Grant. The application for the spring 2026 HHS Faculty Research Grants Top-Off Program is a separate document.

Purpose: The HHS Office of Research and UNCG Office of Research and Engagement (ORE) provide competitive internal research grants for which many individuals may apply. HHS Faculty Research Grants and DORE New and Regular Faculty Grants have been capped at \$5,000 (single investigator) or \$10,000 (multiple investigators) for some time, and the DORE P2 Grants are capped at \$6,000 in year 1, \$6,000 in year 2, and \$4,000 in year 3. The DORE Interdisciplinary Collaborative Project Grant is capped at \$25,000. Many types of research are costly, and costs have generally increased over time.

Thus, the purpose of this Top-Off Funding Program is to allow faculty to request additional funds to further enhance the quality or quantity of data they are able to collect/analyze in an effort to support projects that generate compelling data that will increase the likelihood of external funding and publications. HHS Faculty may apply for this supplemental funding if they have active funding from: 1) a spring 2024 or spring 2025 HHS Faculty Research Grant; 2) a fall 2023, fall 2024 or fall 2025/spring 2026 DORE New or Regular Faculty Grant; 3) any DORE P2 Grant; or 4) the DORE \$25,000 Interdisciplinary Collaborative Project Grant.

Eligibility: Full-time HHS tenured and tenure-track faculty and AP faculty whose positions require external research funding can apply.

Deadline: January 20, 2026 by 5:00 pm (original applications)
March 16, 2026 by 5:00 pm for newly (2026) awarded UNCG New/Regular Faculty Grants
March 16, 2026 by 5:00 pm (revised applications, if requested)

Funding period: The majority of funding will need to be spent by May 25, 2026.

Budget limit: Top-off funds are limited, so we ask that applicants request the minimum amount needed to achieve the desired goal. Top-off funds may not exceed the budget of the initial proposal or, in the case of P2 Grants, the current year's funding amount. As such, the limits are:

- Up to \$5,000 for individual HHS faculty projects for Spring 2024 or Spring 2025 HHS Faculty Research Grants or for Fall 2023, Fall 2024, or Fall 2025/Spring 2026 UNCG DORE New or Regular Faculty Grants

- Up to \$10,000 for collaborative projects involving 2 or more HHS faculty members for Spring 2024 or Spring 2025 HHS Faculty Research Grants or for Fall 2023, Fall 2024 or Fall 2025/Spring 2026 UNCG DORE New or Regular Faculty Grants
- Up to \$6,000 for HHS faculty projects which received funding from any UNCG DORE P2 Grant
- Up to \$10,000 for HHS faculty projects which received \$25,000 in funding from the UNCG DORE Interdisciplinary Collaborative Project Grant.

Application process:

HHS 2026 Research Grant Top-Off Program for Spring 2024 or Spring 2025 HHS Faculty Research Grants, for UNCG DORE New or Regular Faculty Grants (awarded Fall 2023, Fall 2024, or Fall 2025/Spring 2026), for UNCG DORE P2 Grants, or for the UNCG DORE Interdisciplinary Collaborative Project Grants

Through the InfoReady Review platform, please fill out the application information, submit your original Spring 2024 or Spring 2025 HHS Faculty Research Grant application and budget **OR** your original Fall 2023, Fall 2024, or Fall 2025/Spring 2026 UNCG DORE New or Regular Faculty Grant application and the respective award letter/notification **OR** your original UNCG DORE P2 Grant application and the respective award letter/notification **OR** your original UNCG DORE \$25,000 Interdisciplinary Collaborative Project Grant application and the respective award letter/notification.

Follow the below directions and those on InfoReady Review to complete the application process and begin the routing of your application.

Provide a one-page narrative explaining (a) how the top-off funds would be used, how doing so would (b) enhance the original project and (c) facilitate a stronger future application for external funding.

Complete a new budget solely for the requested top-off funds using the excel budget template. Allowable and unallowable expenses are the same as those noted in guidelines for HHS Faculty Research Grants.

Access these HHS 2026 Research Grant Top-Off Program guidelines and application via the [InfoReady Review](#) platform. Please log in/create an account, complete the electronic sections of your application, upload the required document, and begin the electronic routing process to submit your application prior to the deadline.

Application checklist:

- ☐ Originally submitted
 - a. Spring 2024 or Spring 2025 HHS Faculty Research Grant application and budget, OR
 - b. Fall 2023, Fall 2024, or Fall 2025/Spring 2026 UNCG DORE New or Regular Faculty Grant application and budget, OR
 - c. UNCG DORE P2 Grant application and budget
 - d. UNCG DORE Interdisciplinary Collaborative Project Grant application and budget
- ☐ Award letter/notification
- ☐ 1-page narrative

- a. How top-off funds will be used
 - b. How this enhances the original project
 - c. How this will facilitate a stronger future external grant application
- ☐ Budget summary on Excel form – this budget is solely for the requested top-off funds
 - ☐ Email confirmations from all co-applicants and all respective department chairs, as needed

Combine all documents (the Top-Off Funds narrative and the separate Top-Off Funds budget summary) with the originally submitted application and budget into one PDF document; be certain to include email confirmations from co-applicants and from the respective department chairs. Upload PDF into the application through the [InfoReady Review](#) platform.

Proposal Review Process

All proposals submitted to the internal grants' competition are reviewed by members of the HHS Research Advisory Committee and ad hoc reviewers or alternates when potential conflicts of interest arise.

Prior to the review meeting, initial ratings of the proposals are made on a 9-point scale by a primary and secondary reviewer, who then describe the application and its merits and limitations to the rest of the reviewers at the meeting of the full committee (including ad hoc reviewers and any alternates). Following group discussion, all reviewers provide a final anonymous rating that is averaged. Then, recommendations are made to the HHS Associate Dean for Research who notifies applicants of the results of the review. Applicants will receive feedback from the committee on their proposals.

All grants will be evaluated on merit. The following criteria are used:

- Is there a clear description of how the top-off funds will be used?
- Is there a clear description of how the proposed 'work' funded by top-off funds will enhance the original project?
- Is there a compelling case that the top-off funds will facilitate a stronger external grant application?

After initial review, revisions may be requested in a short time frame. The invitation to revise does not guarantee ultimate funding; revised applications will undergo review using the above-named criteria, with particular attention to the adequacy of the response to prior concerns or requests for additional information. The purpose is to use this mechanism as an opportunity for professional development related to grant writing. Revised applications must follow the same guidelines regarding page length and content and must be accompanied by a 1-page introduction to the revised application that summarizes responses to the prior review. Samples are available in the HHS Office of Research upon request.

Questions may be directed to Lisa Walker, HHS Assistant Dean for Research Finance and Operations, at lbwalke2@uncg.edu.