

School of Health and Human Sciences 2027 Research Grant Top-Off Program

For HHS 2027 Faculty Research Grants

APPLICATION GUIDELINES

This application is for the spring 2027 HHS Faculty Research Grants Top-Off Program ONLY; the application for the Top-Off Program for spring 2025 or spring 2026 HHS Faculty Research Grants, the fall 2024, fall 2025, and fall 2026 UCG ORE New or Regular Faculty Grants, and the UCG ORE P2 Grants is a separate document.

Purpose: The HHS Office of Research provides competitive internal research grants for which many HHS individuals may apply. HHS Faculty Research Grants have been capped at \$5,000 (single investigator) or \$10,000 (multiple investigators) for some time. 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 full-time faculty who receive the HHS Faculty Research Grant 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.

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

Review Criteria: Applications will be reviewed using criteria described for the HHS Faculty Research Grants; refer to the “Guidelines, HHS 2027 Faculty Research Grants” document for details. **The primary criterion for funding is strong potential for leading to subsequent external funding.**

Deadline: January 19, 2027 by 5:00 pm (original applications)
March 15, 2027 by 5:00 pm (revised applications, if requested)

Funding period: April 2027 through August 2028

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. As such, the limits are:

- Up to \$5,000 for individual HHS faculty projects
- Up to \$10,000 for collaborative projects involving 2 or more HHS faculty members

Application process:

Top-Off Program for HHS 2027 Faculty Research Grants
Through the InfoReady Review platform, please fill out the application information, indicate that you are seeking the HHS Faculty Research Grant Top-Off Funding, indicate the requested amount, and then 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 format page. Allowable and unallowable expenses are the same as those noted in guidelines for HHS Faculty Research Grants. This is a separate budget.

Application for this top-off funding mechanism is part of the HHS 2026 Faculty Research Grants application. To submit an application for the HHS 2027 Top-Off Funding Program for HHS 2026 Faculty Research Grants, access the HHS 2027 Faculty Research Grants application through the [InfoReady Review](#) platform.

- Log in/create an account on the [InfoReady Review](#) platform,
- Select 'HHS 2027 Faculty Research Grants' from the list of competitions,
- Choose the 'Apply' button on the right-side of the page,
- Fill out all electronic sections of your application,
- Choose 'Yes' in answer to the question, "Do you intend to apply for "Top-Off Program Funding" for this HHS Faculty Research Grant?" and indicate the amount of top-off funding being requested. Please request the minimum amount needed to achieve the desired goal. The maximum amounts available are -- Individual Projects, up to \$5,000; Collaborative Projects, up to \$10,000. Again, please only request the minimum amount needed.
- Upload the required proposal documents as one PDF document, and
- Submit your final application using the 'Submit Application' button at the bottom of the screen; your electronic application will be routed to the designated Dept. Chair(s) for their approval.

Application checklist (include these items with the HHS Faculty Research Grant application):

- ☐ 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 for top-off funds

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Combine all documents (the Top-Off Funds narrative and the separate Top-Off Fund budget summary) with the additional HHS Faculty Research Grant documents into one PDF document and upload it into your 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.