

HHS 2027 Summer Grant Writing Fellows Program Guidelines

Office of Research

School of Health and Human Sciences

The Office of Research in the School of Health and Human Sciences is pleased to offer the Summer Grant Writing Fellows Program once again. The program is for full-time faculty who are ready to write a proposal for external funding, with the proposal to be submitted by June 30, 2028. The purpose of the program is to provide training, administrative support, mentoring, internal and external review of proposals and a structured writing schedule for faculty planning to submit external proposals in 2027/2028. Upon approval by the Provost, the selected fellows may be awarded \$2,000 at the outset of the program and \$2,000 at the end of the summer contingent upon successful completion of agreed upon summer trainings/activities, and an additional \$1,000 may be awarded upon grant submission if submitted by June 30, 2028. Each fellow will identify a mentor during the application process; mentors may receive \$500, upon Provost approval, if the grant is successfully submitted within the deadline. Any approved award payments will be made in the summer. We anticipate selecting 5 faculty fellows this year. Planned proposals that are new submissions and re-submissions will be considered.

Eligibility criteria for faculty fellows include a full-time faculty appointment in HHS, disclosure of other summer commitments, attestation to having sufficient time to devote to this program and the planned proposal, and availability to participate in person in planned activities during May and June 2027. Prior recipients are eligible to apply for the program to work on new grants or resubmissions but will be a lower priority than first-time applicants for any potential funding support. All HHS faculty may participate in some program workshops which will be advertised broadly within HHS.

Mentors may be from UNCG or external to UNCG, must have a prior history of grant funding, and must indicate their willingness to serve as a mentor. Mentor duties involve communicating with the participant about preferred roles and timing of those roles early in the summer to facilitate creation of a mentorship plan/timeline, providing advice and feedback at agreed upon check points during the summer and/or following academic year, and reviewing the entire proposal prior to submission.

Required summer activities include:

- Orientation meeting with HHS Office of Research Staff; overview of effective mentor-mentee roles and relationships
- Submitting a mentorship plan/timeline that is signed by faculty fellow and mentor (requirements will be discussed at orientation meeting)
- Attending a grant writing workshop in May

- Participating in at least 3 additional workshops throughout the summer. Example topics from the past are noted below. We may also plan new workshops based upon the needs of selected fellows.
 - biosketch workshop
 - specific aims workshop
 - resubmission workshop
 - the R15 mechanism
 - grant budgeting 101

Applications are due February 22, 2027 by 5:00 p.m. The application process is completed through the [InfoReady Review](#) platform.

Please direct any questions about the process to Lisa Walker at lbwalke2@uncg.edu.

HHS 2027 Summer Grant Writing Fellows Program Application Process

Applications are completed via the [InfoReady Review](#) platform; choose the 'HHS 2027 Summer Grant Writing Fellows Program' competition from the list of opportunities.

For the application, please provide the following details:

- your information (name, email address, etc.)
- the name of your mentor
 - Each applicant must secure a mentor for participation in this program. Please confirm their willingness to serve as your mentor prior to entering their name on your application.
- your mentor's affiliation
 - List your mentor's title and institutional/business/etc. affiliation.
- proof of your mentor's willingness to serve as a mentor and their history of grant funding; upload email confirmation and other documents as directed below
- the title of your planned proposal
- the type of submission – new or resubmission
- the targeted funding agency and targeted funding mechanism
- the submission due date for your targeted mechanism
 - List the specific date or simply list the first day of the month and year of the due date.
- the anticipated budget request/direct costs

The following documents need to be uploaded to your application:

1. A 1-page description of the planned project that includes the nature of the problem being addressed and its significance, the proposed specific aims, and a brief overview of the planned method
2. A current 3- to 5-page biosketch or CV
3. If the project is a resubmission, provide a one paragraph summary of the nature of the prior critiques and how participating in this program will assist in efforts to address them.
4. List of planned travel/vacation dates in May 2027 and June 2027
5. List of other summer commitments for the summer 2027
6. Upload an email confirmation from your chosen mentor; the email should indicate their willingness to serve as a mentor according to the following guidelines/conditions.

Eligibility for participation in the HHS Summer Grant Writing Fellows Program includes a full-time faculty appointment in HHS, disclosure of other summer commitments, attestation to having sufficient time to devote to this program and the planned proposal, and availability to participate in person in planned activities during May and June 2027. Please acknowledge this eligibility criterion by checking the corresponding box on the application.

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