

HHS APPLICATION FOR INDIVIDUAL RESEARCH-RELATED TRAINING, CONSULTATION, OR SPECIALIZED RESEARCH SERVICES

- Purpose:** Currently, much University-related funding for workshops/training programs/short courses/meetings/conferences and for travel is for presenting completed research at these events. Unmet needs include: (1) travel and/or registration fees to attend in-person or virtual research-related workshops, training programs, short courses, etc.; (2) expenses to coordinate in-person or virtual meetings with grant or foundation officers related to specific funding opportunities at agencies such as National Institutes of Health, National Science Foundation, Institute for Education Sciences, Robert Wood Johnson Foundation, Ford Foundation, etc.; (3) expenses to arrange in-person or virtual meetings with consultants or off-site mentors who may facilitate ongoing or planned research projects or grant proposals; and (4) unforeseen research expenses such as needing to contract out specialized research-related activities when it may not make sense for faculty or other personnel to conduct the tasks (e.g., transcription services) or they do not have the needed skills (e.g., translating questionnaires or interviews, technical services such as building web-based platforms.) These are intended to be examples, not an exhaustive list. Faculty should reach out if they have other needs related to research expertise and wish to discuss possible sources of funding.
- Deadline:** **Applications** will be accepted on a rolling basis through March 22, 2027. Applications must be received in advance of the training or consultation.
- Eligibility:** Full-time HHS faculty (Tenure Track and AP) are eligible to apply. Faculty may only receive this award once per academic year.
- Available support:** Funds are limited. Thus, efforts should be made to minimize the cost to the extent possible. Whenever possible, items listed in example 4 should be built into grant proposal budgets at the time of submission. If funds for this program become depleted, we may provide partial funding. Requests must be consistent with travel and other related financial guidelines accessed through the UNCG Finance policies, procedures, and guidelines as follows: [Controller's Office Policies & Procedures](#), [Travel Policy and Procedures](#), and [Procurement Policies & Procedures](#). Travel pre-approvals in Chrome River must be submitted and fully approved prior to purchasing any travel-related items for this trip. The majority of requested funds must be expended by May 24, 2027.
- How to Apply:** Send the completed/signed application form and required documents (noted below) in a single pdf file to Lisa Walker, lbwalke2@uncg.edu.
Individual applicants must include:
- Completed and signed application form
 - A current biosketch or brief CV (3 to 5 pages)

- A copy of the announcement, website, or email detailing the virtual training/workshop/meeting/services etc.
- A budget that details all expenses
- Other supporting information may be requested on a case-by-case basis

Review Process: **Individual applications** will be reviewed by the HHS Associate Dean for Research. Primary criteria include:

- Evidence that the speaker/topic/training experience or requested service is:
 - highly regarded/well-rated training or other experience;
 - clearly related to the faculty member's current or planned program of research; and
 - likely to facilitate new or ongoing research efforts that will lead to external funding.

Please note: Recipients will be expected to complete a brief post-training report.

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Applicant's Name: Click here to enter text. Department: Click here to enter text.

Event: Click here to enter text.

Planned event dates: Click here to enter text.

Total funds requested: Click here to enter text.

Describe the purpose/activities of the training/workshop/meeting/etc. and how it will facilitate your future research and grant-seeking efforts: Click here to enter text.

Signatures:

Applicant/date

Department Chair/date

Please attach the following:

1. A current biosketch or brief CV (3 to 5 pages)
2. A copy of the announcement, website, or email detailing the training/workshop/meeting/etc.
3. A budget that details all expenses (see next page)

Please email completed application, in a single pdf file, to Lisa Walker,
lbwalke2@uncg.edu.

**Budget: HHS Application For Individual Research-Related Training,
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DESCRIPTION	COST
Registration or Tuition	
Other:	
Other:	
Total Cost	
Total HHS Request	