



2024 Professional Development Award

Award amount: Ranges from \$100 - \$500

Application Due Date: December 22 , 2023 by 5:00 pm EST

Professional Development activities must occur between January 15, 2023 and June 30, 2023

Purpose

The UNC Network for Research Professionals (NRP) Professional Development Award provides supplemental funding to help cover professional development opportunities for University of North Carolina at Chapel Hill or UNC Health employees whose work is focused on Human Subjects Research.

The award covers work-related education and training and can be used for conferences, certificates, continuing education, classes or seminars, or similar instructional opportunities that are not already covered by other resources. Specifically, the award is designed for expenses incurred prior to the opportunity (e.g., registration, materials, travel). Courses for academic credit are not eligible for this award but can be accessed through the University's [tuition waiver benefit](#).

Individual awards ranging from \$100 - \$500 will be granted depending on the strength of the application. Additional funding may be available depending on the number of qualified applicants and if there is funding left over. Left over funding will be awarded based on need at the discretion of the selection committee.

UNC Network for Research Professionals (NRP)

The UNC-NRP is a peer group that is open to all research personnel engaged in human subjects research to help increase awareness and communication of best practices through a series of educational seminars, resources, mentoring and networking programs.

Eligibility Criteria

Full or part-time permanent employees at the University of North Carolina at Chapel Hill (SHRA or EHRA non-faculty) or UNC Health who have been employed as a Research Professional for at least the past 1 year at the time of this application are eligible for this award. Examples of eligible research related positions include, but are not limited to, Social/Clinical Research



Assistants, Social/Clinical Research Specialists, Nurse Consultants who work as Clinical Research Coordinators, Clinical Research Associates, Regulatory Coordinators, Program Managers, and Research Associates. If you have any questions about whether you are eligible, please contact the NRP chair at erika_hanami@med.unc.edu.

NRP Steering Committee members that participate on the selection committee are ineligible to receive the award. In the event that a member of the selection committee has a conflict in reviewing an application, the selection committee member will not participate in the review of the specific applicant's file.

Application Instructions

Applications will be accepted until December 22, 2023. To be eligible, all of the following must be true. **Late applications will not be accepted.**

- Funding must be for individual benefit, relate to the employee's position, and meet a professional development purpose (not departmental).
- Applicant may not have received the UNC NRP Professional Development Award for the same or a different opportunity in the two years prior to the application.
- Applicants must indicate all other sources of funding they are pursuing and/or have already received (e.g., departmental funds, Employee Assistance Program, Janet B. Royster Scholarship, etc.).

Submission Guidelines

Submission must be complete, as below and submitted to erika_hanami@med.unc.edu.

- Application Form
- Current CV
- Letter of Support from current department, Supervisor, or Primary PI (*Please include full names and contact information*)

Deadline:

The application deadline for this opportunity is December 22, 2023 at 5pm. Awardees will be notified via email by January 12, 2023.

Requirements for Reimbursement:

Receipts must be submitted within 1 month after the Professional Development opportunity takes place. Travel related expenses must comply with University policies.

For questions concerning the application process, contact erika_hanami@med.unc.edu.

Application Form

Personal Information

Preferred First Name _____

Full Name _____
Last First Middle

Position Title _____ Work Telephone _____

Dept. Name _____ Dept. # _____ Years in Position _____

Years at the University _____ Local Telephone _____

E-mail Address _____

Personal Identification Number (PID) _____

Event Details

Name of Program/Event:

Travel Destination:

Beginning Date _____ Ending Date _____

Have you received the UNC NRP Professional Development Award in the last 2 years?

Yes

No

Development Opportunity Line Items	Amount
<u>Travel Costs</u>	
Airfare	\$
Ground Transportation	\$
Meals	\$
Lodging	\$
Other (Specify): _____	\$
Total Travel Costs	\$
<u>Fees</u>	
Registration Costs	\$
Membership Fees	\$
Other (Specify): _____	\$
Total Fees	\$
<u>Other Expenses</u>	
Other (Specify): _____	\$
Total Other Expenses	\$
Total Budget Amount <i>(sum of travel, fees, and other expenses)</i>	\$
Supplemental Funding	
University Funds	\$
Departmental Funds	\$
Outside Funding (including individual)	\$
Supplemental Funding Total	\$
Remaining Expenses <i>(Total Budget - Supplemental Funding)</i>	\$
Total Amount Requested	\$

I attest that everything included in the application is true and complete.

 Applicant Signature

 Date