



# **Staff Professional Development Grants**

## **Spring 2026**

# Important Dates



- Application open **December 8, 2025 - January 5, 2026 (11:59pm)**. Late applications will not be considered.
- Award letters sent by end of January
- For programs January 1 – June 30, 2026

Don't rush – all applications will be reviewed together after the application closes. No priority is given to applications received earlier.



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# Frequently Asked Questions



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# Who is eligible?

# Eligibility

- Permanent, full or part-time SHRA or EHRA Non-Faculty UNC SOM employees in good standing.
- Have over 12 months of service as regular/permanent SOM employee at the time of application

*(Not eligible)*

- Faculty
- UNC Health employees (there are similar programs offered)
- Student employee classifications
- Temporary classifications (this includes post doc)

# Eligibility: Received Funding FY26

## Eligible:

- If you received an award letter last cycle (summer/fall) for a continuous learning degree program, you are still eligible to apply for this cycle
- If you received an award letter for a non-continuous learning degree and declined the funds, you are still eligible to apply for this cycle

## NOT Eligible:

- If you received an award letter for a program in FY26 (1 program per FY)
- If you received an award letter for a non-continuous learning degree and did not use the funds or decline your award, you are NOT eligible this cycle



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**What kind of programs are  
covered? Which cycle do I apply?**

# Tuition Reimbursement

- For-credit courses pursuing an undergraduate or graduate degree during the grant period (Spring 2026).
- Funds will cover costs AFTER all tuition waiver benefits and any other scholarships have been applied.
- Books and course fees ARE covered. Application fees are NOT covered.
- Must follow steps as outlined in the University's Education Assistance Program. We'll provide you a checklist of forms/steps need to seek reimbursement.
- Up to \$4,000 will be covered (this will cover costs for most programs)
- **Reimbursement occurs AFTER successful completion of the course.**



# Tuition Reimbursement

## Application Timing

January

Classes start

Classes end

June 30,  
2026  
End of  
FY26

Standard Spring Term

“Maymester” or  
“Summer 1” Term

“Summer 2” or courses  
ending after June 30 and  
before Dec 31

Apply this cycle

Apply this cycle

Apply future cycle

Reimbursement

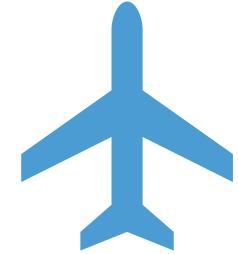


# Travel to Conferences/Programs

Grants awarded for travel to conferences or programs following University guidelines.

Some examples of conferences in 2025:

- NCURA
- AAMC
- Other research and professional society conferences



No grants available for international travel.

Must submit through Concur. For those new to travel, this may require some assistance and an application for a T&E card for hotel expenses.

# Travel Reimbursement Timing

January

June 30,  
2026  
End of  
FY26

Conference expenses Jan 1 – June 30

Conference is in July, but bulk of  
expenses (registration fees, hotel, airfare)  
are incurred before June 30

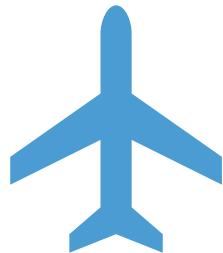
Fall conferences where bulk of  
expenses occur after June 30

Apply this cycle

Apply this cycle

Apply future cycle

Reimbursement



# Other Programs: Certification, Skills Development, and more

*How can you be better at what you do?*

- Certification programs (SPHR, research administration, project management...)
- Leadership workshops
- Bootcamps to learn/improve a skill
- Facilitation workshops
- Relational Leadership Institute (RLI)
- Data visualization courses
- Grant writing courses



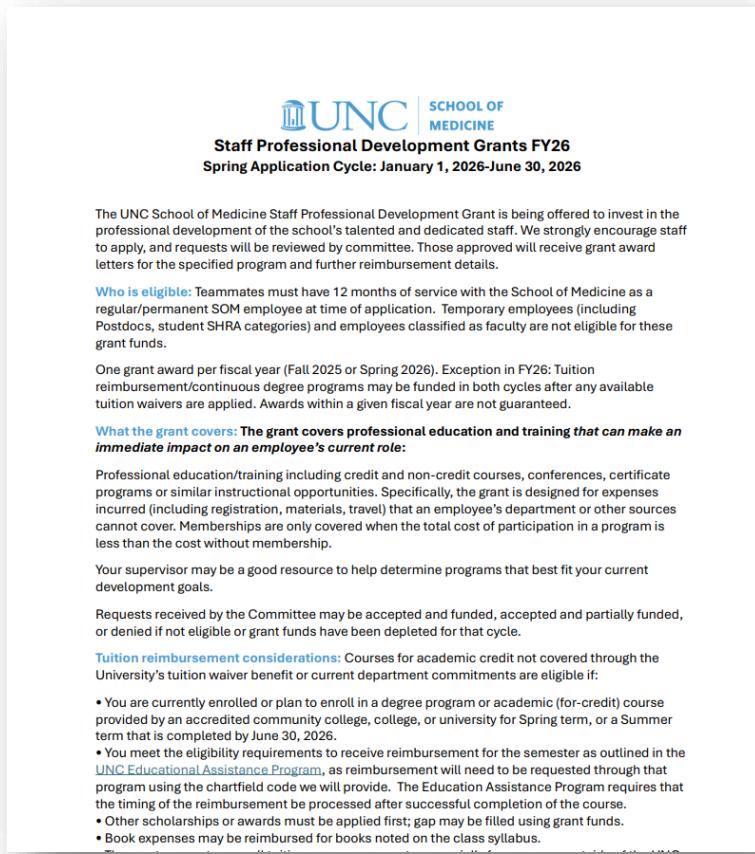
# Ask your supervisor

Your supervisor or others in your department may also be able to advise on programming that may give you a better understanding of our work or specific skills that may be beneficial in your career journey.



# Tips: start here

## READ THE GRANT APPLICATION INFORMATION FIRST!



The UNC School of Medicine Staff Professional Development Grants FY26 application information page. The page features the UNC School of Medicine logo at the top left, followed by the title "Staff Professional Development Grants FY26" and the "Spring Application Cycle: January 1, 2026-June 30, 2026". The main content area contains several paragraphs of text providing details about the grant, including eligibility, what the grant covers, tuition reimbursement considerations, and a list of requirements for reimbursement.

**Staff Professional Development Grants FY26**  
Spring Application Cycle: January 1, 2026-June 30, 2026

The UNC School of Medicine Staff Professional Development Grant is being offered to invest in the professional development of the school's talented and dedicated staff. We strongly encourage staff to apply, and requests will be reviewed by committee. Those approved will receive grant award letters for the specified program and further reimbursement details.

**Who is eligible:** Teammates must have 12 months of service with the School of Medicine as a regular/permanent SOM employee at time of application. Temporary employees (including Postdocs, student SHRA categories) and employees classified as faculty are not eligible for these grant funds.

One grant award per fiscal year (Fall 2025 or Spring 2026). Exception in FY26: Tuition reimbursement/continuous degree programs may be funded in both cycles after any available tuition waivers are applied. Awards within a given fiscal year are not guaranteed.

**What the grant covers:** The grant covers professional education and training that can make an immediate impact on an employee's current role:

Professional education/training including credit and non-credit courses, conferences, certificate programs or similar instructional opportunities. Specifically, the grant is designed for expenses incurred (including registration, materials, travel) that an employee's department or other sources cannot cover. Memberships are only covered when the total cost of participation in a program is less than the cost without membership.

Your supervisor may be a good resource to help determine programs that best fit your current development goals.

Requests received by the Committee may be accepted and funded, accepted and partially funded, or denied if not eligible or grant funds have been depleted for that cycle.

**Tuition reimbursement considerations:** Courses for academic credit not covered through the University's tuition waiver benefit or current department commitments are eligible if:

- You are currently enrolled or plan to enroll in a degree program or academic (for-credit) course provided by an accredited community college, college, or university for Spring term, or a Summer term that is completed by June 30, 2026.
- You meet the eligibility requirements to receive reimbursement for the semester as outlined in the [UNC Educational Assistance Program](#), as reimbursement will need to be requested through that program using the chartfield code we will provide. The Education Assistance Program requires that the timing of the reimbursement be processed after successful completion of the course.
- Other scholarships or awards must be applied first; gap may be filled using grant funds.
- Book expenses may be reimbursed for books noted on the class syllabus.

# Tips: pull together the information needed before you start the application

If you are applying for a travel award, pull together your estimates prior to starting the application



# New this year: Expense Worksheet Tool

You may download our optional budget worksheet to help you compile your budget of expenses (registration fees, airfare, lodging, per diem, ground transportation, etc.) Take your time – you'll want to ensure that funds requested will cover the total cost of your program.

## Tell us more about your development opportunity

Select type of program/event

- Credit-earning degree program (tuition reimbursement) - Term ending by June 30th
- Certification Preparation (with exam fee if required)
- Conference
- Other Non-credit Professional Development Program (leadership program, bootcamp, etc)

Name of Program/Event

Please share the link to conference/program information

Does your program selection require any travel expenses? This may include local travel/mileage, hotel, airfare, per diem, etc.

Yes

No

Beginning Date (MM/DD/YY)

Ending Date (MM/DD/YY)

For travel requests (you'll use this info for budget in Concur too)

LODGING: Total number of nights/hotel

LODGING: Total cost of hotel stay

AIRFARE: Total cost - Airfare, airline fees, taxes, etc.

GROUND

TRANSPORTATION:  
Car Rental,  
Taxi/Uber/Lyft, etc.

PARKING: Total cost

MEALS: Estimate total per diem costs based on travel location (per diem x number of days)

[More info here](#)

MILEAGE if using a personal vehicle;  
calculate  $$.65 \times$  total roundtrip mileage to provide estimate

MEMBERSHIP FEES  
(only reimbursable if cost of membership lowers total cost of the conference or program)

REGISTRATION FEES

EXAM FEES (1 ATTEMPT)

OTHER COSTS  
(please provide explanation and breakdown in question below)

TOTAL ESTIMATED COST (please calculate and enter)

MEMBERSHIP FEES

(only reimbursable if  
cost of membership  
lowers total cost of  
the conference or  
program)

MILEAGE if using a  
personal vehicle;  
calculate  $$.65 \times$  total  
roundtrip mileage to  
provide estimate

TOTAL ESTIMATED  
COST (please  
calculate and enter)

Enter “0” in fields you are not using (for  
example, mileage if not applicable)

# Budget for credit-earning degree program

Please detail your expected expenses for spring/summer session  
I terms ONLY (Terms must end by June 30th).

TUITION: COURSE 1

TUITION: COURSE 2

TUITION: COURSE 3

TUITION: COURSE 4

SEMESTER

ATTENDANCE FEES  
(DOES NOT INCLUDE  
APPLICATION FEES)

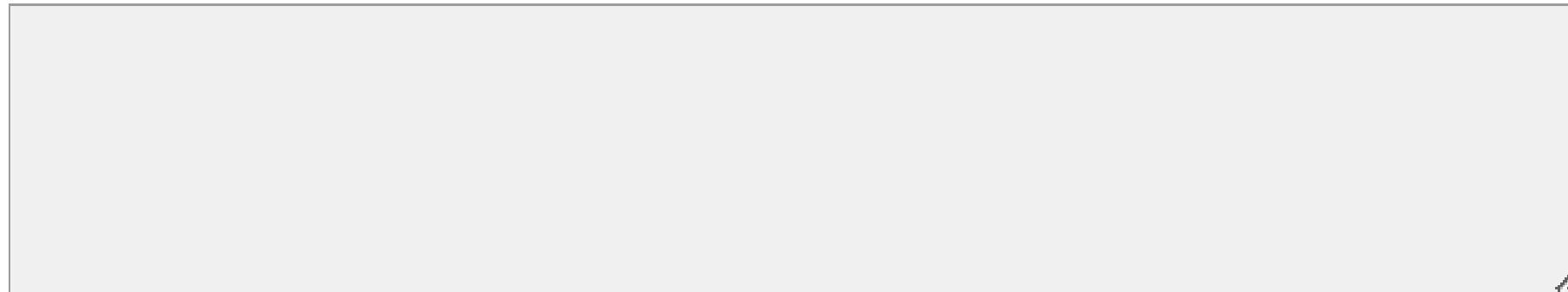
BOOK COST (FOR  
BOOKS OUTLINED IN  
THE COURSE  
SYLLABUS)

OTHER COSTS  
(PROVIDE DETAILS IN  
NEXT QUESTION)

TOTAL ESTIMATED  
COST (please  
calculate and enter)

# Other Costs

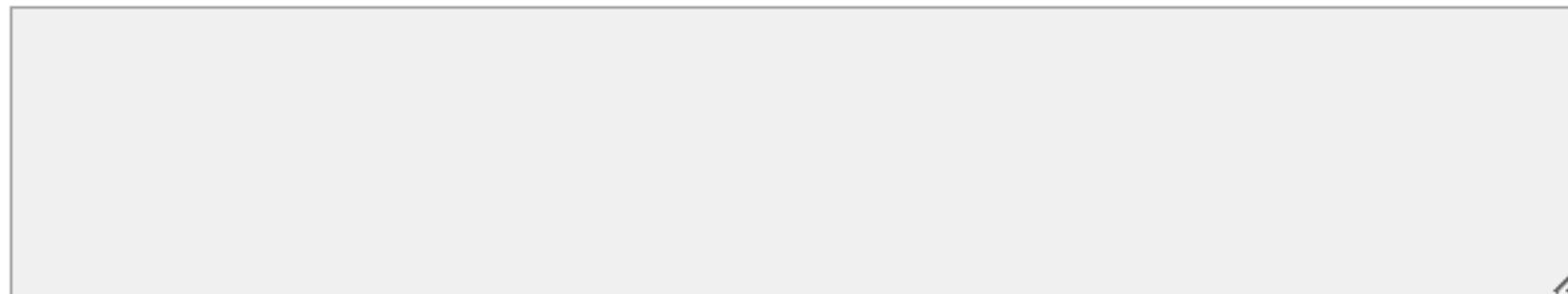
If you have included "Other Costs", please provide a breakdown and explanation of expenses. Are there any additional expenses or details that need to be included? If so, please add here.



# Essay

How does this opportunity relate to your current position, AND,  
how will this opportunity advance your professional goals?

(Maximum 400 words; can exceed if necessary – please answer both)



## Tips:

- Create in word first, then, cut and paste into your application
- Tell the committee about yourself and reflect on how this program will help you be even better in your current job, or prepare you for the next step in your career.
- The committee reviews these carefully – take your time and answer the question thoughtfully.

# Examples of requests that have not been approved

- Application submitted by employee type that is not eligible to receive this grant.
- Items that are not specifically tied to a course or program (books, software)
- Memberships (unless we can document that a membership decreases the total cost of the program)
- Subscriptions
- Conferences that are sponsored and promoted by vendors and may be covered under the vendors relations policy.
- Programs that don't align with current position
- Group applications
- Incomplete or rushed justification provided in application.



**Do I get a check for the  
amount of the award?**

# Funds through department prepayment or reimbursement

- Your award letter will provide more information.
- For non-travel, non-tuition programs, **we recommend that the department pay for your program using P-card** (we'll provide the code to cover the department's expense)
- For tuition and travel expenses, your department will process the actual cost of your reimbursement, and we will offer a code they can use to cover the costs. You may need to apply for a T&E card.
- Only actual costs that meet University policies for reimbursement and have a receipt will be reimbursed

## IRS Accountable Plan effective Jan. 1, 2024

- Expenses must be substantiated and adequately accounted for within 60 days from when the expenses are paid or incurred.
- Requests for expense or travel reimbursements submitted 180 days after expense is incurred will not be reimbursed.

# Questions?



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