

**UWM ADVANCING RESEARCH AND CREATIVITY GRANT
CYCLE 8
REQUEST FOR PROPOSALS**

DEADLINE: 5:00:00 PM CDT ON TUESDAY, OCTOBER 20, 2026

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Program Summary

The Advancing Research and Creativity (ARC) program supports research projects in all disciplines and at various stages of completion. Awards are expected to result in scholarly, scientific, or artistic outcomes. Subsequent external funding for the project is desirable, but not required. Work funded by the ARC award must be completed within 12 months.

For this application cycle, we anticipate making seven awards.

Cycle 8 Calendar

Application Available	Submission Deadline	Proposal Review	Award Announcement	Funds Available
By Sept 14	Tuesday, October 20, 2026, by 5:00:00pm CDT	November 2026- February 2027	Early April 2027	July 2027

Application Changes for Cycle 8

ORCID iD

ORCID iD is a new field in the Cover Page. It will be optional this year, and a required field next year.

Review Process

ARC will primarily use external review, as in cycles 1-6.

Review Criteria

The review criteria from cycle 6 have been reinstated (see p. 11).

Program Overview

1. Award Maximum

- \$20,000 (not including fringe)

2. Eligible Applicants

- Have a tenure-track or tenured faculty appointment or a research academic staff appointment of at least 50% and the expectation of continuation/renewal for at least three years.
- Have Principal Investigator (PI) status.
- Do not have primary budget authority (i.e., chancellor, vice chancellors, deans).
- Are not a PI on a UWM Advancing Research and Creativity (ARC) award that began July 2024 or September 2025 or July 2026.
- Are not a PI or Co-PI on an active/open UWM Discovery and Innovation Grant (DIG) award.
- Have satisfied the terms and conditions of previous internal awards, including submission of final reports.
- Have less than \$50,000 in uncommitted start-up funding.

3. Limit on Number of Proposal Submissions

Principal Investigators may submit **only one proposal** to the Advancing Research and Creativity (ARC) program or to the Discovery and Innovation Grant (DIG) program (not both) in a given cycle. PIs may serve as a Co-PI on other proposals to these programs, as long as there is no overlap in the proposal topic/content and they meet the eligibility rules in Item 2 above.

4. Limit on Proposal Resubmission

Proposals may be resubmitted twice (i.e., three total submissions of same proposal/topic).

5. Limit on the Number of Awards Per Person

Within the same award cycle, applicants may receive two internal awards, but must be Co-PI on at least one of the two:

1 internal award as PI + 1 internal award as Co-PI

OR

0 internal awards as PI + 2 internal awards as Co-PI

Once an application is submitted, a person's role on a project cannot be changed.

6. Minimum time commitment

UWM PIs and Co-PIs are expected to contribute at least 10% of their overall time to the project.

7. Ineligible Projects

- Curriculum development projects, including textbook development
- Public Service or Instruction projects

8. Eligible Project Expenses

- **UWM PI and Co-PI:** May request up to \$10,000 in summer salary support if a portion of the work will take place outside of the academic year (subject to award cap)
- **Other UWM personnel CHECK BUDGET FOR THIS**
- **Students:** Students (graduate or undergraduate) may be hired on hourly appointments. A one-semester Research Assistant appointment is also available. It is highly recommended that you already have students in mind when including an RA request in your budget.
- **Non-UWM Personnel:** External personnel may be included in the budget on a fee-for-service basis with a specific scope of work. Consultants and external Co-PIs are limited to a combined total of 50% of the budget. We do not issue subawards for this program. Consult your Divisional Finance Officer for the best payment option for external personnel included in the budget.
- **Other Expenses** such as materials and supplies, travel to conduct research, user fees, purchase of services, publication fees.

9. RAMP Record

A RAMP record is NOT required. A list of proposals within their respective units will be sent to deans and chairs via email for their approval.

10. Funding Decisions

All funding decisions are final; appeals are not allowed.

11. Required Deliverables

- Peer-reviewed journal articles, monographs, adjudicated or invited exhibitions
- Progress reports on outcomes of the seed funding for up to five years post-award

Other expected outcomes of the awards are sharing project results with study participants, if applicable, and other audiences beyond academia.

Other potential outcomes are support for graduate students and research experiences for undergraduate students.

Secure Online Application System

ARC applications must be prepared and submitted in the online application system. The application sections in the system may be completed in any order, but all sections need to be marked “Complete” before you will be able to submit the application. The PI must complete the application; completion by proxy is not allowed and will invalidate the application. To assist the PI, support staff may familiarize themselves with the online system by creating their own sample application.

- [ARC cycle 8 online application](#)

It is HIGHLY recommended that you log into the online submission system and familiarize yourself with the application tasks and forms at least one week before the submission deadline.

Required Application Sections

In addition to the project narrative, there are other application components that need to be completed. You should allow a few hours for collecting the information needed. You should also allow at least an hour for uploading and entering information in the online app.

The following chart summarizes the application sections and the process for developing the sections in the online submission portal. All sections are required unless otherwise noted. Detailed instructions for each section are provided in the “Application Instructions” section below.

Application Section/Task	How to complete
Terms and Conditions	You must review and accept the application terms and conditions before the rest of the sections will be displayed.
Number of Co-PIs	The first task also asks about Co-PIs on the project. An affirmative answer on Co-PIs will allow relevant application sections to be displayed later.
Cover Page	Enter text in online application.
Project Summary	Upload as PDF file.
Project Narrative	Upload as PDF file.
Justification for Internal Funding	Enter text in online application.
Budget	
A. Budget Planning Template	A. You MUST use the provided template. Download template, save, complete and upload.
B. Budget Justification	B. Enter text in online application.
PI biosketch	Upload as PDF file.
Co-PI biosketch(es) <i>Multi-investigator applications only.</i>	Upload as PDF files.
Supporting Documents (<i>Optional</i>)	Upload documents.
Suggested Reviewers	Enter text in online application.
Do not contact list (<i>Optional</i>)	Enter text in online application portal.

Application Instructions

Initial Task

A. Application Terms and Conditions

You must agree to the following to continue with the application process

I acknowledge and understand that my proposal will not be reviewed

- If it is submitted after the stated deadline.
- If it does not meet all requirements stated in the program guidelines, including formatting and the use of current forms and templates.

I acknowledge and understand that

- I am responsible for the accuracy and completeness of the application and all its components.
- I meet the eligibility criteria.
- Application sections that exceed the stated word or page limits will be truncated at the limit. Reviewers will only see the truncated version.
- Once submitted, the application is final and I cannot make any changes, nor request that any changes be made on my behalf.
- Funding decisions are final and cannot be appealed.
- I and any Co-PIs are expected to commit at least 10% of their overall time to the project.

B. Co-PIs

Answer the question about Co-PIs on the project. If you answer either “YES - UWM ONLY - I will have only UWM Co-PIs” or “YES – EXTERNAL ONLY – I will have only External Co-PIs”, you must also enter the number of Co-PIs you will have (maximum of two).

If you initially answer “No, I will not have any Co-PIs” and later change your mind (before submission), you must edit the answer to this question. A positive response to the question is required to display other relevant fields later in the application.

1. Cover Page (Enter the following information into the online application portal)

- **Project Title**
- **Principal Investigator:** Name, UWM email address, school/college, department, position title (e.g., Associate Professor, Scientist I), ORCID iD (optional)
- **UWM Co-PIs (if applicable):** Name, UWM email address, school/college, and department of UWM Co-PIs. (To see the Co-PI fields, you must answer “yes” to the Co-PI question in the initial task.) NOTE: There is a limit of two Co-PIs total between UWM and Non-UWM personnel.
- **Non-UWM (External) Co-PIs (if applicable):** Name, email address, and institution/organization name of external Co-PIs. (To see the Co-PI fields, you must answer “yes” to the Co-PI question in the initial task.) NOTE: There is a limit of two Co-PIs total between UWM and Non-UWM personnel.
- **Keywords/Search terms:** Enter at least three and up to six words or phrases not included in the project title that can be used to search for similar types of projects or for people who have appropriate review expertise. Including the name of your subdiscipline and the type of methodology (if applicable) used in the project would be helpful, e.g., “gravitation” (vs. “physics”); “sedimentology” (vs. “geosciences”); methods: quantitative, qualitative, ethnographic, etc.). After you enter the first three keywords or phrases, an additional blank field will appear (up to six).

- **Project Budget Total:** Enter Total Direct Costs from the completed ARC budget planning template.
- **Sabbatical:** Indicate whether you will be requesting sabbatical leave during the funding period.
- **Resubmission:** Indicate whether you have submitted this proposal before to the DIG, RGI, RACAS, or ARC programs (under this or another title), and, if so, in what year(s).

2. Project Summary - 1 page maximum; upload as a PDF file; must include these sections, using these required headings:

1. Overview/Abstract.
 2. Project Significance.
 3. Impact of Project Results on the Field.
-

3. Project Narrative - *Upload as a PDF file*

The Project Narrative consists of seven components. With the exception of Section 7, start each component on a new page:

Required Components	Maximum Page Limit
1. Project Description	7 pages maximum
2. References Cited	No page limit; as needed in support of project description
3. Project Personnel Roles and Responsibilities	1 page maximum
4. Facilities and Physical or Intellectual Resources Needed	1 page maximum
5. Project Timeline	1 page maximum
6. Project Results (other than grants and publications)	Section 6 & 7 – maximum of 1 page combined
7. Dissemination Plan	Section 6 & 7 – maximum of 1 page combined

PROJECT NARRATIVE FORMAT REQUIREMENTS

- The Project Narrative must be single-spaced, and all margins (top, bottom, sides) must be at least one inch.
- Pages must be numbered continuously throughout the Project Narrative.
- Each section must begin on a new page, except for Sections 6 and 7, which combined will be one page.
- Allowable fonts are Arial, Georgia, Helvetica, Palatino Linotype, Times New Roman, Computer Modern; minimum font size is 11 points.
- The Project Narrative must be self-contained. Inclusion of URLs are not allowed.
- Figures, tables, graphs, and diagrams may be included and are subject to the page limit. Smaller text in figures, graphs, and diagrams is acceptable as long as it is legible when the page is viewed onscreen at 100%.

PROJECT NARRATIVE COMPONENTS

3.1 Project Description – 7 pages maximum; any additional pages will be deleted. Use the headings given below in the following order:

3.1.1. Project title

Begin the narrative with your project title.

3.1.2. Research Question and Objectives

Explain the ideas, problems, or questions to be explored, hypotheses to be tested, and/or creative product to be developed; include specific aims and objectives as appropriate. Be sufficiently ambitious, but realistic about what you can accomplish with the available resources during project period. If there are components of the project that have been or will be completed outside of the ARC funding period, clearly indicate those in the proposal.

3.1.3. Background and Significance of Topic

Provide relevant background information, including gaps in knowledge that support the need for the proposed project, and theoretical framework as applicable.

3.1.4. Significance and Innovation of Project

Describe the significance and innovative features of the proposed project. How will it complement, challenge, or expand relevant works, studies, or theories in the field? How will it contribute to a program of research beyond the ARC support period? How will results or products be used and by whom? Describe the extent to which outcomes are anticipated to improve the state-of-the-art in your field.

3.1.5. Approach

Describe the activities of the proposed work and explain how/why the proposed approach is feasible and optimal to address the research question(s) and/or specific aims. Include a description of the metrics you will use to determine project success. Content should be appropriate to the standards of your field. Examples include:

- Methods to be used in carrying out the proposed project; as applicable, specify qualitative, quantitative, historical, critical, mixed methods, etc.
- Process for data collection.
- Sample sizes with substantiation (e.g., power analysis).
- Survey design and summary of content.
- Limitations of proposed procedures and considerations of alternative methods.
- Means/metrics by which results will be analyzed, assessed, or interpreted.
- Improvement over state-of-the-art
- Chapter outlines.
- Definition of concepts.
- A short description of any preliminary work already performed.

3.2 References Cited - *Start a new page; no page limit*

Include as needed in support of the Project Narrative.

3.3 Project Personnel Roles and Responsibilities – *Start a new page; 1 page maximum*

Describe the contribution, roles, and responsibilities of all project personnel, including graduate and undergraduate students and post-docs.

3.4 Facilities and Physical or Intellectual Resources Needed – *Start a new page; 1 page maximum*

Describe any specialized equipment or software or other resources necessary to complete this project (e.g., archives, collections, sites, institutions) and how you have, or will obtain, access to them.

3.5 Project Timeline – *Start a new page; 1 page maximum*

Provide a timeline for the major steps toward completion (tabular or bulleted format preferred). If other portions of project have been or will be completed outside of the ARC funding period, clarify the part(s) of the project that will be supported by the award.

3.6 Project results other than publications and grants – *Start a new page; 3.6 and 3.7 – maximum of 1 page combined*

Describe any anticipated outcomes or products of the project other than publications and grants. Examples include:

- Artistic works
- Data sets
- Evaluation/Assessment tools
- Licenses
- Patents
- Prototypes
- Spin-off companies

3.7 Dissemination Plan *3.6 and 3.7 – maximum of 1 page combined*

Describe how the project outcomes will be communicated to academic and non-academic audiences. Examples include:

- Books/book chapters
- Journal articles (name *anticipated* journals for article submission)
- Presentations (name specific venue/event)
- Social media
- Websites
- Other means of sharing results (e.g., with project participants or user groups)

4. Justification for Internal Funding (*Enter in application portal; 200 words maximum*)

Explain why internal funding is needed vs. submitting the proposal to an external funding agency.

5. ARC Budget and Budget Justification

5.A. Budget Planning Template (*Download the template provided in the application, save to your computer; open in Excel, complete and save the form, upload*)

- You MUST use the template provided through the application site, as it is customized for the current year of the ARC program.
- Detailed instructions are on the first worksheet of the template.
- Save the file in the .xlsx format.

5.A.1 Eligible Expenses

- UWM Personnel
 - UWM PI/Co-PIs may request up to \$10,000 each in summer salary if a portion of the work will take place outside of the academic year. Universities of Wisconsin policy regarding summer payments applies.

- University staff or academic staff who are not already full-time on GPR funding (pays a portion of an employee's time) or LTEs.
- One-semester Research Assistant. It is highly recommended that you already have a student in mind when including an RA request in your budget.
- Student hourly help (enter hours per week, number of weeks, and hourly rate for each student).
- External Co-PIs
Enter total amount (if any) for services of external Co-PIs. The combined line items for external Co-PIs and consultants cannot exceed 50% of the total budget. We do not issue subawards for internal programs. If an ARC award is received, consult your Divisional Finance Officer for the best payment option for external personnel included in the budget.
- Materials and supplies. Most supplies should be purchased within the first three months of the project start date.
- Non-capitalized equipment (items that cost less than \$5,000 per unit or system).

Note that:

- Equipment purchased with the award must be necessary for the project and used solely for the project for the life of the award. After the project ends, the equipment may be made available to others at UWM.
- Equipment should be purchased within three months of the project start date.
- All equipment purchased with university funds is property of UWM.

- Purchase of services needed for the project (e.g., lab fees, equipment use fees, interpretive or translation services)
- Consultants (The line items for external Co-PIs and consultants combined cannot exceed 50% of direct costs.) If an ARC award is received, consult your Divisional Finance Officer for the best payment option for external personnel included in the budget.
- Travel to conduct the project (travel to lab, archive, remote observation, or sampling site).
- Other (miscellaneous expenses not covered in categories above).

5.B. Budget Justification (Enter in application, 1200-word limit. Save a copy to upload to the WISPER record)

5.B.1 Provide description of and rationale for each item requested in your budget.

5.B.2 Specific details are required for certain items as follows:

5.B.2.2 Supplies and Equipment

Specify for which tasks the requested supplies or equipment will be used.

5.B.2.3 Electronic Equipment (e.g., computers, iPads, tablets, cell phones, etc.)

Describe how the equipment will be used and why the project cannot be completed without this equipment.

6. PI Biosketch (*Upload to application as PDF file*)

You may use the standard format required by the external agencies to which you normally apply; however, each biosketch must include professional preparation (undergraduate, graduate, and any post-doctoral degrees), all appointments since your terminal degree, and publications that are representative of your research.

7. Co-PI Biosketch(es) (*Multi-investigator applications only; upload to application as PDF file(s)*)

Same instructions as Item 5, above. This field will not display unless you have answered **Yes** to the Co-PI question in the initial task of the application.

8. Supporting Documents (*Optional, upload to application as PDF files*)

Optional, supporting documentation should be specific to the ARC application. It should not be used to bypass the stated page limits. Unacceptable documentation, including general letters of support from colleagues or potential business partners will be deleted by the ARC Program Officer.

Examples of appropriate documents include:

- Letters from collaborators documenting their tangible contribution to the project (e.g., data, access to space or equipment, access to patient populations).
- Letters confirming access to facilities/sites/equipment during the period indicated in the application. A published statement indicating the respective laboratory or collection will be accessible to researchers during the period requested (e.g., from a webpage) is acceptable.
- Vendor quotes.
- Letters of interest or invitation from publishers or exhibit or production sponsors.
- Publishing or other contracts.

Examples of **unacceptable** documents include:

- Copies of articles.
 - Copies of surveys/assessment tools/questionnaires. Provide a brief description of key survey items in the narrative instead.
 - Description of all facilities/equipment available to you. Summarize equipment and facilities required for the project in one page as part of the project narrative instead; see Section 3.4 above.
 - Support letters for other grants.
-

9. Suggested Reviewers (*Enter in application*)

To help ensure that well-qualified, knowledgeable reviewers will be chosen, applicants are required to identify **eight potential reviewers (up to four may be from UWM)**. **We recommend that you have additional names in reserve.** The reviewers should be nationally recognized in a field of expertise related to your work. Reviewers must have a webpage that contains their position title and area of research. Do not suggest more than two reviewers from the same external institution. If this proposal is a resubmission, please

suggest several different reviewers than those listed in your previous applications. Depending on the response rate, the Division of Research may contact you for additional names. The Division of Research also reserves the right to identify and use other qualified reviewers as necessary.

Conflict of Interest

Do not suggest individuals with whom you or any named person on the proposal may have a conflict of interest, which is defined for purposes of this program as any of the following:

- Known family relationship.
- Business or professional partnership.
- Having served as the PhD advisor or post-doctoral mentor for any of the applicants.
- Having been the PhD advisee or post-doctoral mentee of any of the applicants.
- Collaboration or co-authorship on a project or publication within the last 24 months.
- Competitive concerns.
- Reviewing prior versions of this proposal at the request of any of the applicants.

Do not contact potential reviewers regarding their willingness to review your proposal. Reviewers will be asked to verify that they have not been contacted by anyone other than the Division of Research staff about reviewing your proposal.

Required Information for Suggested Reviewers

- First name.
- Last name.
- Email (Reviewer's institutional/organizational contact email, not their personal email).
- Name of reviewer's university/business affiliation.
- URL for the reviewer's profile page on their university/business website (not their general institutional site). This allows ARC program staff to view the reviewers rank/title, institutional affiliation, area of expertise, and review experience. If you cannot provide a URL, you cannot include the person as a potential reviewer.

10. Do Not Contact List (*Optional; Enter in application*)

The Division of Research may have to go "off list" to find a sufficient number of reviewers. You may list information on those you do NOT want us to contact.

Application Submission Process

Submission Deadline: Tuesday, October 20, 2026, by 5:00:00pm CDT

It is HIGHLY recommended that you log into the online submission system and familiarize yourself with the application tasks and forms at least one week before the submission deadline.

Late applications and incomplete applications will not be accepted. Application sections that exceed the specified page or word limits will be truncated at the stated limit and reviewers will receive the truncated version.

In addition to the project narrative, there are other application components that need to be completed. You should also allow at least an hour for uploading and entering information in the online app.

To submit your proposal:

1. **In the online application system**, when all required tasks are complete, you will see options to review or submit. Please choose “review” and check your application for completeness, accuracy, and compliance with format requirements. Make any needed corrections, then submit.
 - You can change any component of the application until it is submitted.
 - To make changes at the applicant review stage, you must return to the application by clicking the **Back to Application** arrow in the upper-left portion of the screen, and then edit the relevant tasks.
 - When finished, click **Submit Your Application**. **Once submitted, no changes are allowed, even if it is before the deadline.**

You will receive an e-mail confirming the submission.

A RAMP record is NOT required for this cycle of the ARC program.

ARC Review Process

The ARC program employs a four-stage review and selection process. **All funding decisions are final, no appeals are allowed.**

Stage 1: Administrative Review

Applications will be screened for completion and compliance with formatting requirements. Late, incomplete and/or non-compliant applications will not be accepted.

Stage 2: Scientific/Scholarly Review

All applications are externally reviewed for scientific/scholarly merit according to the following criteria:

Criterion	Description	Maximum Point Value
Significance/Impact	Potential impact of results on the field or society	40
Research Plan	Approach, design, methodology, timeline, resources, and assessment are effective and feasible to accomplish the aims	40
Outcomes and Dissemination	Anticipated project results and how they will be communicated	10
Quality of Writing	The proposal is clearly and carefully written	10
	TOTAL	100

Rating Scale for all criteria:

5: Excellent	Very Strong with few or no minor (easily addressed) weaknesses; reserved for proposals of the highest quality
4: Very Good	Strong, with several minor weaknesses
3: Good	Strong, with moderate weakness
2: Fair	Some strengths, with at least one major weakness
1: Poor	Very few strengths and several major weaknesses

Stage 3: Meetings with potential awardees

The ARC program director will meet with all potential awardees to assess current commitments and readiness for beginning the project, discuss the award budget and other potential funding sources for the project (including start-up funds), and request additional information if needed.

Stage 4: Award Decision

Funding decisions are made by Division of Research leadership based on final ratings, review comments, meetings with the potential awardees, and prior performance on internal awards. Additional considerations may include:

- Proposed projects that significantly overlap any of the PI's externally supported projects will not be funded.
- Awards will not be given to applicants who are on notice of non-retention or who have accepted offers at other institutions.
- In deciding among proposals with equivalent ratings near the funding cutoff, consideration will be given to a balanced award portfolio across disciplines.
- Budgets may be negotiated by the Division of Research.

Terms and Conditions of ARC Awards

The PI agrees to

1. Execute the project in compliance with all applicable federal and state laws and regulations and institutional policies, including but not limited to those concerning:
 - Rules and regulations governing research involving human subjects under the federal Common Rule (45 CFR 46) and U.S. Food and Drug Administration (FDA) regulations (21 CFR 50, 56, 312, 600, and 812)
 - Animal care and use
 - The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
 - Use of toxic, infectious, or carcinogenic/mutagenic materials, recombinant DNA, radioactive materials
 - Environmental impacts
 - Scuba diving
 - Travel
 - Purchasing
 - Hiring
2. Contribute at least 10% time to the project. (Also applies to UWM Co-PIs)
3. Actively seek funding opportunities and submit external grant proposals for continuing this research at a minimum of three times the award budget. If UWM is a subaward recipient on a grant, only the subaward amount will count towards this requirement.
4. Complete Outside Activities Reporting and all mandatory training (e.g., Information Security Awareness, Responsible Conduct of Research) by the deadline date(s).
5. Acknowledge the "UWM Discovery and Innovation Grant" in all publications resulting from the award.
6. Use any electronic equipment purchased with DIG funds solely for the funded project for the duration of the award.
7. Follow [Universities of Wisconsin policy](#) with regard to of all intellectual property conceived or reduced to practice as a result of a DIG award (applies to all project personnel).
8. Notify Research Development Services (or-osp-propdev@uwm.edu) of impending departure from the university during the performance period. (The Division of Research reserves the right to determine the disposition of any remaining project funds.)

9. Prepare a brief report for the Division of Research that describes the project activities during the award period, and outcomes attributable to the funding.
10. Retain the research records for three years beyond the conclusion of the project. ("Records" include the raw data, as well as any tables or schedules derived from the data; any video, or audio recording tape; any project-related source documents; and any reports or publications resulting from the project.).
11. Share reviewer comments with the Division of Research for DIG-related external grant submissions that are not successful, and work with the Research Development staff on resubmission and/or identifying other grants or sponsors.
12. Upon invitation, serve as an internal reviewer for award or professional development programs or as a presenter for workshops or training programs in the future.

Contact Us

Program Officer

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Assistance with online application

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