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NASPA Research Grant Proposals

The NASPA Foundation, in conjunction with the NASPA Faculty Fellows and the NASPA Research Division welcomes proposals for research grants that support the discovery of new knowledge, new applications of theory to practice and innovation in the field of student affairs.

The Foundation is now making grant awards within two different grant processes. Please note these guidelines and structure are new as of March 2012 and will be implemented for all future grant proposals.

The Large Grant Funding Process

The first process will provide funding for a research project that is substantial, has a wide breath in terms of its impact and influence on the profession and is viewed as focusing on a needed and/or cutting edge issue within the field of student affairs. This grant can be up to \$30,000 annually for up to two years not to exceed \$60,000 for the entire project or as stipulated by the Research Funding Proposal (RFP) solicitation. It is hoped that at least one award will be made annually, or at least every other year. An RFP will be developed and made available to the profession at the initiation of the grant proposal request process. This RFP will be developed by the NASPA Foundation Board in consultation with the NASPA leadership. The deadlines for grant submission will be posted on the RFP solicitation. The RFP will be posted on the NASPA Foundation and the NASPA web pages and will be widely disseminated to NASPA members. The RFP will outline the subject and the guidelines for the application process and will provide the parameters and deadlines for grant submission. Generally, these Large Grant RFPs will incorporate a request that they will be developed as a collaborative project from a research team consisting of more than one researcher, and potentially from more than one institution. In all cases, at least one member of the research team must be a member of NASPA.

The criteria for awarding this grant will be clarified in the specific RFP, but will generally consist of the following:

- The quality of the overall proposal and the extent to which it addresses the requirements outlined in the RFP
- The research design and the expressed clarity of the design as well as adherence to sound methodology as a research study
- The contribution of the study and its potential implication for enhancing the student affairs profession, as well as its application to future practice

Members of the grants committee will review all proposals and make recommendations to the NASPA Foundation Board regarding the selected proposal (s) for funding. The NASPA Foundation Board will decide the proposal (s) to be funded and the amount.

In most cases the grant proposal will be permitted to request funding for the following:

The direct costs of conducting the research, including purchasing of instrumentation and surveys, costs of transcription, costs of travel to conduct the survey up to the amount outlined in the specific RFP, funding for a Graduate Assistant to conduct the research up to an amount not to exceed a third of the requested amount and not to include the costs of tuition or student fees. Generally, electronic equipment and faculty salaries will not be funded.

The Small Grant funding process

The Foundation will provide for the funding of smaller grants up to \$5,000. The deadline for applications for this review process will be July 1 of each year. Decisions will be made by the Foundation Board by early October of each year regarding grants to be funded and amounts for that year.

Applications for small grants can be submitted by a graduate student, student affairs professional or faculty as well as a research team. The applicant or at least one member of a research team must be a member of NASPA.

Grant applications should be no more than four narrative pages (the cover page and the project budget can be separate pages), 12 pt font, single spaced and should contain the following:

- 1) A cover page identifying the
 - a. The research proposal title
 - b. The primary investigator (s), NASPA membership number,
 - c. The investigative team names if others are included and their NASPA numbers
 - d. Mailing address, email address and telephone number of the primary investigator
- 2) The purpose and rationale for the study, and specifically how it is relevant to the profession of student affairs
- 3) A brief description of the study which should include a brief summary of the literature review and its proposed methodology and methods
- 4) An explanation as to how this project will address and or contribute to the discovery of new knowledge, new applications of theory to practice and/or innovation in the field of student affairs
- 5) A full budget for the project, as well as an indication of other sources of funding for the project if any has been solicited or obtained
- 6) An explanation of how the funds sought from NASPA will be used. (The foundation will only fund costs directly related to conducting the research project. See below for more details).

- 7) A statement containing the following:
- a. Acknowledgement of the NASPA Foundation funding support in all phases of the research project
 - b. Agreement to permit the Foundation and NASPA to post the awarding of the grant with a summary of the project and the list of the primary investigator and the project team on the appropriate web pages
 - c. Agreement not to use any part or portion of the project for commercial purposes (For example, not to sell an instrument for profit)
 - d. Agreement to deposit the grant funds into an institutional account and identification of where the account will be located
 - e. Agreement to provide the Foundation with a complete summary of project and the findings within 6 months of completion of the project. The results will be posted on the Foundation and NASPA web pages for general dissemination.
 - f. Agreement to provide the Foundation with a detailed account of how the funds were expended no later than 24 months after the receipt of the grant funds.
 - g. Agreement to submit the results of the research to a NASPA related journal in the form of a referred article and/or for a presentation of the findings at the NASPA national conference. Currently the journals include: *the Journal of Student Affairs Theory and Practice*, *the Journal of Women in Higher Education* and *the Journal of College and Character*.

The Foundation will only fund direct costs related to conducting the research project. This might include the costs of transportation to conduct the research, the purchase of instruments, the costs of transcription, costs of a graduate student to assist in conducting the research up to \$3,000 of the total amount requested. The costs of graduate tuition and fees will not be funded and should not be included. The Foundation will not fund the following: costs of travel to and from NASPA conferences or any other conference in order to gather data or present the findings; funding for salaries of faculty or staff conducting the research; a percent for institutional indirect cost recovery or overhead; provide funding for gifts, food or incentives to participate in the research study and funding for equipment used in the research.

Grants Selection Process

All NASPA Foundation grant proposals will be reviewed and evaluated by a grants committee composed of members from the NASPA Foundation Board, the NASPA Faculty Fellows and a member of the NASPA Research Division. The grants selection committee will consist of up to six members. The chair of the grants committee will be a member of the NASPA Foundation Board, appointed by the President of the Foundation. (This appointment can be for either a single or multiple years). Up to two other members of the NASPA Foundation will be appointed/ selected to serve on the grants committee. These appointments can be for either a single or multiple years, but should be staggered to provide for ongoing continuity within the grants committee.

Up to two members of the grants committee will be appointed/ selected from the NASPA Faculty Fellows. These appointments can be either a single or multiple years, but should be staggered to provide for ongoing continuity for the grants committee. A member of the NASPA Research Division will also be appointed to the grants committee to represent the NASPA Research Division. This appointment can be either a single or for multiple years.

Occasionally, it may be necessary to form subcommittees of the grants committee to assist in reviewing large numbers of grant submissions. These subcommittees will be chaired by members of the Foundation grants committee and may include members of the Foundation Board, Faculty Fellows members, and the NASPA Research Division as ad-hoc appointments as needed.

The NASPA Foundation will determine the amount made available for grant funding on an annual basis for both the large and small grant processes. The Foundation Board will determine how much funding to allocate each year up to the amount specified in these guidelines or in the specific grant RFPs, provide the dissemination of funds, and gather the required submission of deliverables at the completion of the projects. Failure to provide the required deliverables in a timely manner as required by the Foundation Board may preclude the investigators from further eligibility to receive Foundation grant funding.

The following criteria will be used to determine the funding of small grant proposal:

- **The Clarity of the Proposal:** to what extent is the proposal well written
- **The Purpose and Rationale of the Proposal:** How well defined is the study? Are the research questions clear? How is the study relevant to the profession of student affairs?
- **Research Design and Methodology:** To what extent is the study well crafted and the methodology appropriate to the research proposed?
- **Study's "Fit" to the Foundation grant guidelines:** The extent to which the study appears to contribute to the discovery of new knowledge, new applications of theory to practice and/or innovation in the field of student affairs. Do the resources that are requested fit within the guidelines of what the foundation will fund?
- **Creativity and Cutting Edge:** The extent to which the research shows originality and creativity. Is it cutting edge?
- **Impact on the Profession of Student Affairs:** To what extent does the research have potential to impact the student affairs profession?

All proposals should be submitted electronically to Lucy Fort, Assistant Director of Educational Programs and NASPA Foundation at lfort@naspa.org.

Approved March 2012