



## **Large Grant RFP for January 15, 2016**

The NASPA Foundation, in collaboration 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 NASPA Foundation is soliciting proposals for a large grant, up to \$35,000 (\$5,000 reserved for publication of results) to conduct research in the following areas:

### **1. Student affairs practice at community colleges**

What services and programs best meet student needs as learners and how can they be delivered effectively in these environments? What does engagement and involvement look like for these students? What types of evidence can be used to confirm these best practices?

### **2. Student affairs practice in online and hybrid programs**

What services and programs best meet student needs as learners and how can they delivered effectively in these environments? What are the growth and developmental differences between traditionally-aged and adult students enrolled in less residential institutions, including online institutions and students in hybrid programs, and those enrolled in physical classroom based institutions?

### **3. Student affairs practice for post-traditional and non-traditionally prepared students**

How does student affairs support student success (retention, completion, etc.) for post-traditional students (adult learners, military-connected students, etc.), and non-traditionally prepared students (GED, transfer, military credits, dual credit, etc.)?

Proposals need to be submitted to the NASPA Foundation electronically no later than **January 15,**

**2016**, in order to receive consideration. Proposal submissions received after that date will be returned to the submitter without consideration. Completed submissions will be submitted online through the online application. Questions may be sent to Lucy Fort, [lfort@naspa.org](mailto:lfort@naspa.org).

**This document contains the details of the funding guidelines and application process.**

The grant is intended to cover expenses related to the proposed research project for the duration of up to two years in length. The proposal must address all of the outlined criteria and also provide specific information related to the budget. Notification of the grant(s) award will be announced at the NASPA Annual conference.

**General criteria for funding:**

- The grant will be awarded for the purpose of conducting research that is intended to have impact and influence on the profession of student affairs. It should expand the professional understanding of the issue/topic and contribute to the most current thinking and debate on the topic.
- At least one member of the grant team must be a current NASPA member.
- The final decision will focus on the quality of the overall proposal and the extent to which it addresses the following requirements:
  - The proposal will contain a brief literature review that supports the rationale for the proposed study and contains a clear statement of the intended research question.
  - The study's design, methods, and analysis plan appropriately fit the specific research questions under study and are clear and sound.
  - The proposal contains a discussion of the intended contributions of the study and its potential implication for enhancing the student affairs profession, as well as its application to future practice.
  - The project proposal demonstrates adequate consideration of gender and gender expression, ethnicity, sexual orientation, socioeconomic class and culture in the design and attention to the topic where appropriate.
  - The project is feasible and able to be completed successfully given the available

resources defined in the budget and the outlined timeframe.

- The research team possesses adequate expertise to successfully carry out the project. A brief research related vitae should be provided for each member of the proposed research team (no more than 3 pages for each person). Teams of more than one researcher are preferred, but not required.
- The proposal contains a detailed budget outlining the specific use of the awarded funds and any other sources of funding for the project. (The budget can be designed for either a single year or a two year allocation).

**Parameters for the funding request can include:**

- The direct costs of conducting the research, including purchasing of instrumentation and surveys, costs of transcription, and other direct costs of conducting the research.
- Costs of travel to collect data.
- Funding for a Graduate Assistant(s) 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.

### **Proposal Submission Process**

**All proposals will contain the following:**

- Project title
- Name, title, email, and phone contact information of the project principal investigator (PI) and names and titles of all research project team members. The NASPA membership number of at least one member of the research team should also be provided.
- A sound and clearly developed rationale that supports the purpose/ reason(s) for the research and the intended contributions of the study, its potential implications for enhancing the student affairs profession, as well as its application to future practice. This statement should also include how the project is related to the RFP chosen topic.
- A brief and well-constructed review of supporting literature that demonstrates detailed knowledge of the proposed topic.

- A discussion of the research methodology, design, procedures, and analysis plan for the study.
- A summary of the background of the members of the research team as it relates to the proposed project and a brief research oriented vitae of each member of the team (no more than 3 pages each).
- A description of how the researchers intend to address the topic within the parameters of the proposed time line.
- A detailed list of specific proposed expenditures, rationale for each, as well as any additional sources of funding related to the proposed project.
- The entire proposal is to be no more than 15 pages, double spaced, 12 point font, with budget pages, reference pages and project team vitae information not included in the 15 page limit. The submission should follow APA guidelines.
- A statement containing the following:
  - a) Agreement to acknowledge the NASPA Foundation funding support in all phases of the research project
  - b) Agreement to permit the NASPA 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 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) without explicit permission and collaboration with the NASPA Foundation.
  - d) Agreement to deposit the grant funds into an institutional account and identify where the account will be located.
  - e) Agreement to provide the Foundation with a complete summary of the project and the findings within 6 months of completion of the project. The results will be posted on the NASPA Foundation and NASPA web pages for general dissemination and/or otherwise widely published.
  - f) Agreement to provide the Foundation with a detailed accounting of how the funds

were expended no later than three months after the completion of the grant. Funds not used will be sent back to the NASPA Foundation.

- g) Agreement to submit the results of the research to a NASPA related journal in the form of a referred article and to submit a proposal for a presentation of the findings at the NASPA Annual conference, as appropriate, depending upon the plan for publication of the results by NASPA. Currently these 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 Large Grant Funding Process**

- An RFP will be developed and made available to the profession in the fall each year. The proposal will be announced with a deadline for proposals by January 15 following the fall that the grant RFP is solicited.
- Each RFP will be developed by the NASPA Foundation Board in consultation with the NASPA leadership and the NASPA Research and Policy Institute.
- The RFP will be posted on the NASPA Foundation and the NASPA web pages and will be widely disseminated to NASPA members.
- Generally, these Large Grant RFPs will incorporate a request that they be developed as a collaborative project from a research team consisting of at least two researchers. In all cases, at least one member of the research team must be a NASPA member.
- All proposals will be submitted electronically to the NASPA Foundation via an online submissions form. Questions may be sent to Lucy Fort at [lfort@naspa.org](mailto:lfort@naspa.org).
- Members of the Foundation Grants Committee, which consists of representation from the NASPA Foundation Board, the NASPA Faculty Fellows and the NASPA Research and Policy Division will review all proposals and make recommendations to the NASPA Foundation Board regarding the selected proposal(s) for funding.
- The NASPA Foundation Board will determine the proposal(s) to be funded and the amount(s). The award(s) will be announced at the NASPA Annual Conference.

**Dissemination of the Research Results**

The research team will make a final written report containing the research findings to the NASPA Foundation within three months of completing the research project. The findings from and implications of the study will be disseminated to members of NASPA and the profession of student affairs, and the mechanism and form of dissemination will be determined by the NASPA Foundation Board and NASPA. Following NASPA's dissemination of the work, the researchers may publish the findings or portions of the findings of the study provided credit is given to the NASPA Foundation as a funding source for the research. The results of the research cannot be used for commercial purposes by the researchers without involvement and permission of the NASPA Foundation Board. Failure to provide the required deliverables in a timely manner as required by the NASPA Foundation Board will necessitate the repayment of the granted funds and may preclude the investigators from further eligibility to receive Foundation grant funding.

Questions? Please contact Lucy Fort, Assistant Director of Educational Programs, [lfort@naspa.org](mailto:lfort@naspa.org)