

## **FAHS-BECK FUND FOR RESEARCH AND EXPERIMENTATION**

A Fund Established with The New York Community Trust

### **DOCTORAL DISSERTATION GRANT PROGRAM**

#### **Application Guidelines**

##### Areas of Funding

Grants of up to \$5,000 are available to help support dissertation expenses of doctoral students in the United States and Canada whose studies have the potential for adding significantly to knowledge about problems in the functioning or well-being of children, adults, couples, families, or communities, or about interventions designed to prevent or alleviate such problems. The research for which funding is requested must focus on the United States and/or Canada or on a comparison between the United States and/or Canada and one or more other countries.

##### Who May Apply

Applicants must be enrolled in an accredited doctoral program in the United States or Canada. The sponsoring organization must agree to accept administrative responsibility for the project and submit required financial forms and reports to the Fund.

##### Application Deadlines

The Fund observes two funding cycles annually. The deadlines are 5 p.m. Eastern Time April 1 and November 1, unless the deadline falls on a weekend, in which case the deadline will be the following Monday at 5 p.m. **Applications must be received (not postmarked) by the deadline.**

##### Review Process

All complete and appropriate applications will be reviewed by an advisory committee comprised of persons knowledgeable in research design/methodology and in the substantive areas supported by the Fund.

The committee considers four criteria in evaluating each proposal:

1. The compatibility of the proposed work with the areas of funding supported by the Fund.
2. The significance, impact, and expected benefit of the study.  
This includes the scope of the problem addressed (how many people are potentially affected?); salience or severity of the problem addressed (is this an issue of major importance in the lives of those affected?); and the certainty of the payoff (how likely is it that the study will have an impact on those affected by the issues addressed?).

3. The conceptual and technical merit of the proposed study.  
This includes the clarity and soundness of the logic of the study and the appropriateness of the methodology. The Fund welcomes both quantitative and qualitative approaches, as long as the approach taken is appropriate to the goals of the study. The Fund particularly encourages experimental designs, where appropriate.
4. The likelihood of successful and timely completion of the proposed work.  
This is based on an assessment of the applicant's education, experience, achievements, and ability, and on the feasibility of the proposed study.

Applications are reviewed by the Fahs-Beck Fund's National Advisory Committee. Final funding decisions are made by The New York Community Trust. Sponsoring institutions and candidates will be notified of this final decision approximately 3 months after the application deadline. If a grant is awarded, the check will be made payable to the applicant organization and sent to the attention and address of the university official designated in the application. It is not possible for the Fund to provide feedback on applications that are declined; nor may applications, once declined, be resubmitted to the Fund for further consideration.

### Allowable Expenses

Data Collection and Preparation, such as:

- Purchase or reproduction of instruments or tests
- Tape for and transcription of recorded interviews
- Research interviewers, case record readers, coders, scorers, or judges (excluding the applicant)
- Local travel to interview sites
- Small incentives or hospitality for subjects
- Supplies, photocopying, telephone, postage, etc.

Data Analysis, such as:

- Computer software
- Computer or statistical consultation or training

Preparation of Final Dissertation Copy, such as:

- Preparation of charts or illustrations
- Typing of text
- Photocopying for committee review

Administrative Costs:

- Up to 10% of the funds requested may be charged by the sponsoring institution to administer the grant. (It is requested that the institution waive this charge, if possible). If charged, this amount must be included in the budget, which may not exceed a total of \$5,000.

## Expenses **NOT** allowed

The following expenses are **not** allowed: salary, fringe benefits, tuition, or living expenses for the applicant; major travel, hotel costs, or conference attendance; purchase of major equipment or furniture; and expenses incurred prior to faculty approval of dissertation proposal or after faculty approval of completed dissertation.

## Application Requirements

1. Electronic submission of the dissertation proposal. Please send as a PDF to [dissertation@fahsbeckfund.org](mailto:dissertation@fahsbeckfund.org) with your name in the subject line.

The remaining items should be included in one package and must be received by the Fund by 5 p.m. Eastern Time on the day of the deadline for the funding cycle in which review is requested.

2. Two copies of the completed application form.
3. A printed copy of the dissertation proposal as approved by the IRB, including all research instruments. (*Proposals and attachments may be photocopied back-to-back.*)
4. Ten (10) copies of a Project Summary Statement with a completed Project Summary Cover Sheet stapled to the top of each. (*the Cover Sheet is page 4 of the application form.*)

The Project Summaries are read by all committee members to determine which applications will receive a full review. The Project Summary should be formatted using the headings below and should be no longer than 3 pages double-spaced and typed in 11-point Tahoma typeface.

- a. Background and Purpose of the Study
  - b. Methodology. Briefly describe the study design and methodology, including the unit(s) of analysis in the study, the sampling plan, and the nature of the data (quantitative/qualitative/ both). Also include the conceptual framework/ model of the study; the hypotheses/study questions guiding the study; the sources of data employed in the study and the methods of data collection; the major variables in the study and, if appropriate, the role each plays in the study, e.g. dependent, independent, mediating, etc., and how each major variable is operationalized.
  - c. The anticipated contribution of the study to Fahs-Beck funding priorities.
5. Evidence that the dissertation proposal has received official faculty approval.

6. Evidence that the dissertation proposal has received official final approval from the IRB of the sponsoring institution (*proposals with provisional approval will not be reviewed*).
7. Applicant's curriculum vitae.
8. A time schedule showing probable dates for completion of data collection, data analysis, and the dissertation.
9. A proposed budget listing the individual items for which funding is requested, the amount requested for each item, and a budget narrative justifying each item.
10. A letter of agreement from the applicant affirming that she/he will:
  - a. make all reasonable efforts to complete the dissertation on a timely basis;
  - b. send to the Fahs-Beck Fund a brief progress report and an interim accounting of expenditures from the Fund one year after the awarding of the grant;
  - c. notify the Fund of the date of acceptance of the dissertation by the sponsoring institution and submit at that time an abstract of the final dissertation (not the complete dissertation); and
  - d. submit a final financial report to the Fund on all expenditures from the grant award and return any unused portion of the grant to the Fund.
11. Letter from sponsoring organization indicating whether or not charges (maximum 10%) will be assessed for administering the grant
12. Letter from sponsoring organization affirming tax-exempt status, relevant accreditation or certification
13. Confidential letter from the applicant's primary faculty dissertation sponsor. The letter should include the faculty sponsor's judgment of the competence of the applicant to produce a quality product, the likelihood that the student will complete the dissertation in a timely manner, and the potential contribution of the dissertation. The letter must be written on official letterhead and have an original signature.

The faculty letter may either be included in the application package or mailed separately to the Fahs-Beck Fund for Research and Experimentation c/o The New York Community Trust. If included in the package, the letter should be placed in a sealed envelope with the faculty member's signature written over the seal.

Send the application form and all supporting documents to:

Fahs-Beck Fund for Research and Experimentation  
c/o The New York Community Trust  
909 Third Avenue, 22nd Floor  
New York, NY 10022

Communications to the Fund prior and subsequent to the submission of an application (e.g., requests to alter the proposed schedule of work; progress and accounting reports; and reports of project completion) should be sent via email to the Chair of the National Advisory Committee for the Fahs-Beck Fund, James Herbert Williams, PhD., [james.herbert@du.edu](mailto:james.herbert@du.edu).