

# FAHS-BECK FUND FOR RESEARCH AND EXPERIMENTATION

A Fund Established with The New York Community Trust

## FACULTY/POST-DOCTORAL RESEARCH GRANT PROGRAM

### Application Guidelines

#### Areas of Funding

Grants of up to \$20,000 are available to help support the research of faculty members or post-doctoral researchers affiliated with non-profit human service organizations in the United States and Canada. Areas of interest to the Fund are: studies to develop, refine, evaluate, or disseminate innovative interventions designed to prevent or ameliorate major social, psychological, behavioral or public health problems affecting children, adults, couples, families, or communities, or studies that have the potential for adding significantly to knowledge about 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

Faculty members of accredited colleges or universities or individuals affiliated with accredited non-profit human service organizations in the United States or Canada are eligible to apply. The applicant organization must agree to accept administrative responsibility for the project and submit required financial forms and reports to the Fund.

The principal investigator (PI) must have an earned doctorate in a relevant discipline and relevant experience. The PI must be in full control of the research and be the principal author of the final report.

#### Service Component of Proposed Research

If there is a service component of the proposed research, it must be provided by an organization or individual that has the appropriate accreditation, certification, or licensure.

#### 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. Applicants may submit only one proposal per funding cycle.

The committee considers four criteria in evaluating each proposal:

1. The compatibility of the proposed work with the areas of funding listed above.
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 or 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 problems 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 Administrative Manager of the project unless otherwise advised. 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

Grant funds are to be used for the out-of-pocket research expenses of the project (e.g., data collection, data entry, data analysis) that are not already covered by the sponsoring organization or other sources of funding. Salary for research assistants, consultants, interviewers and transcribers is allowable, but salary for the PI,

administrative manager, or the director of a service component is not. 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 \$20,000.

Funds not expended within 2 years from receipt of the grant must be returned to the Fund.

### Expenses **NOT** allowed

Fringe benefits, indirect costs, purchase of major equipment or furniture and conference attendance are **not** allowable expenses.

### Duration of Projects and Reporting Requirements

Projects may run for up to 2 years. At the end of the first year, a brief report on the progress of the study and the expenditure of grant funds must be submitted to the Fund. Upon completion of the project, a final report or publications resulting from the study and an accounting of the grant funds must be submitted.

### Application Requirements

1. Electronic submission of the 10-page project description (*please send as a PDF to [postdoc@fahsbeckfund.org](mailto:postdoc@fahsbeckfund.org) using the name of the PI 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 the day of the deadline:

2. Two copies of the completed application form with original signatures
3. A printed copy of the project description (*no longer than 10 pages, typed in 11 point Tahoma typeface, double spaced*) including the following:
  - a. Statement of the problem/purpose of the study
  - b. Brief review of literature
  - c. Description of intervention and setting (if applicable)
  - d. Description of the research plan, including the measures to be used
  - e. Significance, expected benefit
4. Copies of measures to be used
5. Ten (10) copies of a Project Summary Statement with a Project Summary Cover Sheet stapled to the top of each (*the Cover Sheet is p. 5 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
6. Evidence of official and final IRB approval (*proposals with provisional approval will not be reviewed*)
  7. Letters of agreement from organizations that will be providing services that are part of the study or access to subjects
  8. The curriculum vitae of the Principal Investigator and other relevant personnel on the project
  9. A chart of the tasks and subtasks necessary for the conduct of the study, indication of the responsible parties, and time line for accomplishment
  10. 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
  11. Letter from sponsoring organization indicating whether or not administrative charges (maximum 10%) will be assessed for administering the grant
  12. Letter from sponsoring organization affirming tax-exempt status, relevant accreditation or certification

Send the application form and all required supporting documents to:

Fahs-Beck Fund for Research and Experimentation  
c/o The New York Community Trust  
909 Third Avenue, 22<sup>nd</sup> 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) may be sent via email to the Chair of the National Advisory Committee for the Fund, James Herbert Williams, PhD., at [james.herbert@du.edu](mailto:james.herbert@du.edu).