NACADA: The Global Community for Academic Advising
APPLICATION FOR RESEARCH SUPPORT

Nomination ID #: _____

Complete title of the proposal:

_____

_____

Short proposal title (50 characters): _____

Principal Investigator (PI):

Name: _____
        First   **Middle Initial**   **Last**

Institution: _____

E-mail address: _____

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Research Grant Requests can include support of all post-baccalaureate research in academic advising. Investigators can include graduate students, practicing professionals, faculty, etc.

Proposal Type (check one):   **Single-Year Grant**   **Two-year Grant**

Total Requested amount of support: **Single-Year $_____**   **Two-year $_____**

List other sources/amounts of support for this project:

_____

Co-Investigators:

_____
Name   **Institution**

_____
Name   **Institution**

_____
Name   **Institution**

_____
Name   **Institution**

Have you or your co-researchers previously received a NACADA Research Grant? Yes   No

Upload a one-page curriculum vitae for each investigator as one pdf. The vitaes should include relevant publications, other research experience including thesis/dissertation and research grants. Be sure to include the nomination ID# and PI's last name on all uploaded documents.

In this space provide a one-paragraph biographical statement that identifies investigator experience relevant to this grant proposal:

Upload the following as one pdf entitled **"PROJECT PROPOSAL NARRATIVE"** (include the nomination ID# and PI's last name on the uploaded document):

PROJECT PROPOSAL NARRATIVE

Overview. The following sections should be included in an uploaded narrative of your project proposal:
- Abstract
- Introduction (including theory under review and relevant literature)
- Importance of the research question/results
- Procedures
- Outcomes
- References cited
- Timeline
- Budget
- Human Subjects (IRB) approval or progress towards those approvals

ABSTRACT

Provide a **200-word abstract** of your proposal (to be reprinted on the NACADA Web site if your proposal is funded). Describe:
- ♦ the focus of your research;
- ♦ the theory to be tested or described;
- ♦ the advising issues to be addressed;
- ♦ your design, methods, and analysis; or disciplinary approach and
- ♦ probable outcomes.

INTRODUCTION

1. Identify the primary theory/theoretical model(s) under review. Are you testing a new model? If so, describe. **(Length: one-half to one page.)**

2.   Provide a list of literature relevant to your proposed study (literature review). Given your theory/theoretical model, comment on the relative strengths or weaknesses of previous research or arguments. What are the implications of the research for your proposed study? **Length: One to one and one-half pages.**

IMPORTANCE OF THE RESEARCH QUESTION/RESULTS

Describe the implications of this proposed study for the field of academic advising. **Length: One page.**

PROCEDURES

Describe your method of inquiry and discuss the design of your study.   Include:

♦   The specific research question(s) / hypotheses to be answered by this research. These should relate directly to the model or theory under investigation;

♦   Methods/disciplinary approach. If social science approach include:
(1)   Measures, instruments to be used (if applicable);
(2)   Sampling techniques and controls (if applicable);
(3)   Procedures for gathering data, or steps to collect qualitative information, including a detailed description of your qualitative techniques; and,
(4)   Descriptions of analytical or evaluative procedures.
If other disciplinary approach (e.g. narrative analysis, historical research), include rationale consistent with the research tradition of that field.

Length: Two pages.

OUTCOMES
1)   Discuss the anticipated outcomes of your research.
-How do/will they relate to the hypotheses/research question?
-What are the implications for academic advising?
2)   Are there limitations to this study (e.g., only focused on one population of advisees)?
-Discuss the generalizability or impact of your findings to other institutions/other types of institutions?

Length: One page.

REFERENCES CITED WITHIN THE PROJECT PROPOSAL NARRATIVE

Upload a pdf of the references cited within the application narrative. This bibliography should also include any additional reference materials (as known) to be utilized within the study. **Length: as needed, determined by the references cited.**

TIME LINE

Provide a time-line for accomplishing each component of the study, including submission of periodic reports as well as the completed report to the NACADA Research Committee.

Length: One page. **Include start and end dates for intended research**

BUDGET

Itemize and describe the costs of your project in U.S. dollars. Include materials, mailing and support services (such as typing or clerical work). Indicate to what extent your institution will also contribute to this project (e.g., by providing computer funds, clerical support, printing, mailing, production and travel costs). Note: a budget example is provided by the Research Committee chair on the grant application website.

Items that have typically been covered by the NACADA Research Support Program include:

♦   Costs of instruments, questionnaires, etc.
♦   Printing/mailing costs associated with data collection and analysis
♦   Reasonable and justifiable incentives for participation
♦   Travel necessary for data collection
♦   Stipends for clerical and research assistance directly related to study

Institutions would normally be expected to provide (without cost to NACADA):

- ♦ All necessary equipment, e.g., computers, computer accessories, etc.
- ♦ Permanent staff salaries
- ♦ Small equipment that becomes personal property (e.g., voice recorders)
- ♦ Software
- ♦ Staff In-service training
- ♦ Travel not relevant to actual data collection
- ♦ In-house consultant assistance
- ♦ Institutional overhead costs, including computer time

Length: As needed

HUMAN SUBJECTS CLEARANCE

Institutional Review Board (IRB) *approval* for the study is not required at the time of grant application submission.. IRB *approval* is required before distribution of grant funds.

NACADA accepts only Human Subjects Clearance letter(s) with signatures from the applicant's institutional review board (IRB) and the review boards of any other institutions involved in the proposed study.

Applicants should **upload** a pdf of the original, signed IRB letter when submitting the grant application. In cases where the IRB approval process is not yet complete, **upload** a pdf of the IRB application(s). IRB approvals issued after the grant application upload may be faxed to the NACADA Executive Office at 785-532-7732 with the notation "attention research grants" and the name of the study. The approval also may e-mailed as an attachment to nacada@ksu.edu with the same notation in the subject line.

IRB approval from all institutions involved in the proposed study should be sought prior to submitting a NACADA grant application. Preference during screening is given to grant applications with completed IRB approvals on file with NACADA. Submit questions regarding IRB approval to Research Committee chair (find contact information at http://www.nacada.ksu.edu/About-Us/NACADA-Leadership/Administrative-Division/Research-Committee.aspx)

Notes to applicants:

RESPONSES TO PROPOSAL CATEGORIES

- **Proposals should include complete copies of all instruments, surveys or questionnaires to be used. Reference list should include complete citations for all works cited within the narrative.**
- **Proposals unresponsive to the application items will not be read.**
- **Proposals written for another audience (e.g., dissertation proposals, grants prepared for other funding sources) will not be read by the Committee.**
- **Proposals for institutional assessment or evaluation will not be read.**

It is imperative that applicants describe their projects clearly, defining the objectives and the methodology they will employ. The project **must be placed in an academic advising context** (refer to relevant scholarship in advising) and must be supported both in its relevance to the field and to the applicant's personal or institutional goals. Applicants must explain how their background and experience are relevant to the proposed project. Comment on the feasibility of completing the project within the stated time-line and on the adequacy of resources and facilities to be found in your own or partner institutions necessary for the completion of the project (e.g., access to computing facilities). Budgets must provide an explanation of why each item is needed to conduct the proposed project. Find on the following page a sample **budget form** for your use.

Grant recipients are expected to present findings of the NACADA funded study at a NACADA-sponsored event and submit a manuscript based upon results for consideration by the *NACADA Journal*. Find *Journal* manuscript guidelines at http://www.nacada.ksu.edu/Resources/Journal/Publication-Guidelines.aspx

Questions concerning the Research Support Program should be directed to the Research Committee Chair http://www.nacada.ksu.edu/About-Us/NACADA-Leadership/Administrative-Division/Research-Committee.aspx

BUDGET FORM

Funds Requested

Item	Explanation (include brief justification for expense)	Amount*

*May be a specific amount or an anticipated range

TOTAL AMOUNT REQUESTED _____

Dollar amounts of support for a research project range from $500 to $5,000. Funds are awarded to cover research costs only, not program costs. Funds may not be used to cover researcher salaries. Funds may be used to cover release time with administrator support letter included in application packet. Reasonable travel expenses may be requested for research purposes. Conference attendance is not funded. Strong justification needs to be included in the proposal for all requested funds.

- See more at: http://www.nacada.ksu.edu/Resources/Research-Related/ResearchGrant.aspx

Note:
Since the purpose of NACADA Research Support is to promote research in academic advising, grants of $500 may be given to support development, distribution and analysis of small-scale survey research, while a grant of $5,000 might fund a full-scale study in one of the categories listed on the grant's website. Applicants may request a specific dollar amount (e.g., $1,800) or they may request a range (such as $500-$1,000); however, the NACADA Research Committee reserves the right to set both the amount and duration of the support.