

February 2005

FAHS-BECK FUND FOR RESEARCH AND EXPERIMENTATION

A Donor-Advisory Fund Established with The New York Community Trust

FACULTY RESEARCH GRANT PROGRAM

Application Guidelines

Areas of Funding:

Grants of up to \$15,000 are available to help support the research of faculty members in the United States and Canada. Areas of interest to the Fund are evaluations of innovative interventions designed to prevent or ameliorate major social, psychological, public health, or literacy problems of adults or children, or studies that have the potential for adding significantly to knowledge about those problems or in the development or refinement of interventions designed to address them.

Who May Apply:

Educational, public, or non-profit organizations in the United States and Canada, such as universities, colleges, social service or public health organizations are eligible to apply. The applicant organization must agree to accept administrative responsibility for the project, and submit financial forms and reports as required to the Fahs-Beck Fund.

Principal Investigator:

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 Evaluation Projects:

If the proposal is for a program evaluation, the service component of the project must represent an innovative approach to preventing or ameliorating a major social, psychological, public health, or literacy problem, and it must be provided by an organization that has the appropriate certification or accreditation or other independent evidence of quality, stability, and integrity.

Review Process:

The Fund observes two funding cycles annually, with deadlines of May 1 and November 1. It is anticipated that one grant will be available in each funding cycle. All complete applications received by the deadline will be reviewed by an advisory committee composed of persons knowledgeable in research design and 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 listed above.*
2. *The significance, impact, or potential payoff of the proposed work .*
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 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.

Allowable Expenses :

Grant funds are to be used for the research expenses of the project (e.g., data collection, data entry, and data analysis). Up to 10% of the grant award amount may be charged for administrative costs. Indirect costs, conference attendance, or travel abroad are **not** allowable expenses. Funds not expended within 24 months from receipt of the grant must be returned to the Fahs-Beck Fund.

Reporting Requirements :

At the end of the first year, a brief report on the progress of the project and the expenditure of grant funds must be submitted to the Fahs-Beck Fund. Upon completion of the project, a final report and accounting of the grant funds must be submitted to the Fahs-Beck Fund.

How to Apply:

The following items should be included in one package, and must be received at the Fahs-Beck Fund by the deadline for the funding cycle in which review is requested.

1. Application Form
2. Two copies of the project description (maximum 10 pages, double spaced) containing the following sections:
 - a. Statement of the problem
 - b. Brief review of literature
 - c. Description of intervention and setting (if the proposal is for a program evaluation)
 - d. Description of the research plan, including the measure to be used
 - e. Potential results, expected payoff

3. Documentation of official IRB approval
4. Letter from sponsoring organization affirming tax-exempt status and relevant accreditation or certification and agreeing to administer the grant, send necessary financial reports, and forego or limit administrative and overhead charges to 10% of the award
5. If the project is a program evaluation, letters of agreement from organizations that will be participating in the study by granting access to subjects
6. The curriculum vitae of the Principal Investigator and other relevant personnel on the project
7. A chart of the tasks and subtasks necessary for the conduct of the study, indication of the responsible parties, and time line for accomplishment
8. A detailed budget
9. Ten copies of a brief abstract (maximum 2 pages, double spaced) of the proposed project *(Include the applicant's name, institution, and department of the Principal Investigator and the title of the project at the top of the abstract.)*

The application form and all required supporting documents are to be sent to:

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

Application Processing:

Applications are reviewed by the Fahs -Beck Fund's Donor 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 two 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 consideration at a later time.

Later Communications:

Communications to the Fund (e.g., requests to alter the proposed schedule of work; progress and accounting reports; and reports of project completion) may be handled by U.S. mail, e-mail or fax. Phone calls cannot be accepted.

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

E-mail: fahsbeck@nonprofitpages.com

Fax: (212) 532-8528

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Application Form

Title of Project: _____

Amount Requested: \$ _____ Proposed Duration of Project: _____

Applicant Organization: _____

Tax Exempt Number: _____

Is applicant organization subject to accreditation or certification by some organization?

___ Yes, accreditation by: _____

___ Yes, certification by: _____

Is the accreditation or certification in effect? ___ Yes ___ No ___ Pending
(Please send proof of current accreditation or certification status .)

___ No, there is no accrediting or certifying body for the applicant organization.
(Please send independent evidence of the applicant organization's quality, stability, and integrity. These could be in the form of letters of support, annual reports, or other pertinent documents.)

Principal Investigator: _____ SS# _____

Employer: _____

Title: _____ Telephone Number: _____

Address: _____

_____ E-mail: _____

Administrative Manager of Project (*must be an employee of the applicant organization*):

Name: _____

Title: _____ Telephone Number: _____

Address: _____

_____ E-mail: _____

Is there a service component to the project? ___ Yes ___ No

If "Yes," is it being provided by the applicant organization? ___ Yes ___ No

If "No," who is providing it?

Name of organization: _____

Address: _____

Tax Exempt Number: _____

Is the agency providing the service subject to accreditation or certification by some organization?

___ Yes, accreditation by: _____

___ Yes, certification by: _____

Is the accreditation or certification in effect? ___ Yes ___ No ___ Pending

(Please send proof of current accreditation or certification status .)

___ No, there is no accrediting or certifying body for the organization providing the service.

(Please send independent evidence of the organization's quality, stability, and integrity. These could be in the form of letters of support, annual reports, or other pertinent documents.)

Name of Person Directing Service Component: _____

Position in Service Agency: _____ Telephone Number: _____

Signing this application form indicates acceptance of the provisions of the grant as set forth in the Application Guidelines.

Signature of Principal Investigator: _____ Date: _____

Signature of Administrative Manager: _____ Date: _____

Mail application package to:

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

IMPORTANT: Please retain a copy of the application form and all supporting documents.