

NATIONAL ACADEMIC ADVISING ASSOCIATION 2012 Application for Research Support

INTRODUCTION

NACADA research support is intended to facilitate research related to academic advising. Quantitative, qualitative, or mixed methodologies are welcome, as is research from a variety of disciplinary perspectives. Successful proposals will clearly describe the development, implementation, analysis, and reporting of rigorous inquiry that investigates academic advising's **impact, context, or theoretical basis**.

- The **impact** of academic advising on students and institutions, such as measurement of advising's impact on particular student populations or on institutional goals (such as retention or program implementation) or analysis of the impact of particular advising practices, models, or organizational structures on student learning and development
- The **context** of academic advising, which may include examination of institutional and cultural conditions that have an impact on student academic decision-making, institutional support, or reward and recognition of advising
- The **theoretical basis** of academic advising development and practice, including evaluation or analysis of advising-based theory from philosophical/theoretical perspectives informed by a variety of disciplines

Within these areas, the Research Committee has identified a research agenda of critical areas for research. Potential researchers should note this agenda. Researchers may also be interested in a list of research topics previously awarded NACADA grants as well as a sample grant evaluation checklist used by previous selection committees. These may be found on the NACADA Web site.

ELIGIBILITY

Practicing professionals and graduate students from any institution (US or international) seeking support for dissertation research in academic advising are eligible to apply. NACADA membership, while always encouraged, is not required. Grant recipients will be awarded a one year NACADA membership at the time of distribution of funds. NACADA membership information may be found at <http://www.nacada.ksu.edu/Membership/index.htm>

GRANTS AMOUNTS

Research grants fall into one of two categories—Single-Year Awards of up to \$5,000 and Multi-year Awards of up to \$5,000 (U.S. dollars) each year.

Dollar amounts of support for a project range from \$500 to \$5,000. Stipends are awarded to cover research costs, only. Stipends are not available to cover program costs. Funds may be used to cover release time and travel for research purposes. Strong justification needs to be included in the proposal if funds are requested for these purposes. Conference attendance is not funded.

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 above. Applicants may request a specific dollar amount (such as \$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. We will release funds in U.S. dollars following the research grantee's submission of the NACADA Research Agreement.

INDIRECT OR OVERHEAD COSTS

The NACADA Research Support Program does not provide funds to meet indirect or overhead costs assessed by institutions, agencies or individuals. We advise that research applicants discuss this policy with appropriate institutional or agency officials before submitting a research application. A letter to this effect can be provided to your research office.

APPLICATION PROCEDURES, DEADLINES AND GRANT DECISIONS

Complete proposals must be received no later than November 1, 2011, for the first round consideration and March 19, 2012 for the second round of 2012 grants. Submit proposals electronically **via e-mail attachment in Word .doc format or as a pdf**, with the exception of the Human Subjects Clearance Form since it requires signatures. E-mail all proposals to miller@ksu.edu with "Attn: Research Grants" in the subject line.

NOTE: Paper copies of research grant proposals are no longer accepted. All proposals must be submitted electronically via e-mail attachment in Word .doc format or as a pdf.

Only the Human Subjects Clearance Form contained in the application is required to be sent as a hard copy or as a fax to the NACADA Executive Office since it requires actual signatures from applicant's institutional review board. Send the *original* of this signed form to: **NACADA Executive Office, Attn: Research Grants, 2323 Anderson Ave., Suite 225, Manhattan, KS 66502-2912 or fax the signed document to 785-532-7732.**

Research award recipients will be notified of award and amount of support within 75 days of the submission deadline. Grant funding begins upon the receipt of the Human Subject Clearance and all required grant agreement paperwork. Failure to submit completed grant agreement paperwork within 45 days of the grant notification nullifies the grant award. Likewise, failure to submit the signed Human Subject Clearance (IRB) form within the award year nullifies the grant award.

RESPONSES TO PROPOSAL CATEGORIES

Responses to each item should be concise and to the point. **Please adhere to page specifications.** Bibliographies may be as lengthy as needed. **Proposals should include complete copies of all instruments, surveys or questionnaires to be used.**

- ◆ **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.

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/Journal/journal_guidelines.htm

Questions concerning the Research Support Program should be directed to Janet Schulenberg, NACADA Research Committee Chair, at jks142@psu.edu.

RECEIPT OF GRANT PROPOSALS

Email confirmation will be sent for all grant proposals received. Those submitting a grant and NOT receiving an email confirmation within one week should contact the NACADA Executive Office at miller@ksu.edu.

GRANT DECISIONS

Individuals submitting proposals will be notified within 75 days of the submission deadline as to the disposition of their proposal. If a grant is awarded, all funds will be disbursed to the successful awardee's institutional grants office, not directly to the individual. Research grant agreements will be sent to each recipient and must be signed

and returned within 45 calendar days in order to be eligible for funding. This form requires that recipients have signatures from individuals within their institutional grants office; recipients should contact their grants office as soon as possible after notification that their grant will be funded. The signed Human Subject Clearance (IRB) must be on file before any monies can be distributed. Monies must be dispersed within the same year as the grant award.

Proposal Type (check one): _____ **Single-Year Grant** _____ **Multiyear Grant**

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

List other sources/amounts of support for this project:

Co-Investigators:

Name	Title	Address	City	State/Province	Postal Code
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Name	Title	Address	City	State/Province	Postal Code
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Name	Title	Address	City	State/Province	Postal Code
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PI Last Name: _____

Have you or your co-researchers previously received a NACADA Research Grant?

Yes _____ No _____

Provide a one-paragraph biographical statement that identifies your experience relevant to this grant proposal:

Attach a one-page curriculum vitae (should include relevant publications, other research experience including thesis/dissertation and research grants).

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 review of literature relevant to your proposed study. 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.

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 date for intended research

First Quarter:
Second Quarter:
Third Quarter:
Fourth Quarter:

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).

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

- ◆ Costs of instruments, questionnaires, etc.
- ◆ Printing costs associated with data collection and analysis
- ◆ Mailing costs associated with data collection or analysis
- ◆ 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
- ◆ Software
- ◆ Staff In-service training
- ◆ Travel not relevant to actual data collection
- ◆ In-house consultant assistance
- ◆ Institutional overhead costs, including computer time

HUMAN SUBJECTS CLEARANCE

Research proposals submitted for NACADA research support must conform to human subjects standards and procedures in force at the applicant (s)'s institution (s), as well as to general standards and procedures deemed appropriate by the NACADA Research Committee. Before consideration of the proposal by the NACADA Research Committee, applicant(s) must secure the appropriate signatures listed below.

The attached proposal meets the human subjects standards and procedures in force at the applicant(s)'s institution(s) and has been cleared by the Human Subjects Officer(s) or Committee(s).

Name _____ **of** _____ **Study:** _____

Signature(s) of Applicant(s)

Print – Name of chief investigator

Print – Name of co-investigator

Signature of chief investigator

Signature of co-investigator

**Signature(s) of Human Subjects Officer(s)/Committee(s)/Institutional Review Board (IRB) chair
(include any supporting IRB documentation
(If proposal covers research at more than one institution, regardless of numbers of applicants,
Human Subjects approval must be obtained at all institutions.)**

NOTE: The signed Human Subjects Clearance Form must be sent in hard copy to the NACADA Executive Office. Send the *original* of this signed form to:

**NACADA Executive Office
Attn: Research Grants
2323 Anderson Ave., Suite 225
Manhattan, KS 66502-2912**