

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.

Who May Apply

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

Review Process

The Fund observes two funding cycles annually, with deadlines of April 15 and November 1. All complete and appropriate applications received by each deadline 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, 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 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 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 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 total grant may be charged by the institution for Administrative Costs. (It is requested that the institution waive this charge, if possible.)

Expenses **NOT** allowed

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

How to Apply

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

1. Completed application form with original signature
2. A copy of the dissertation proposal as approved, including all research instruments. (*In the interest of saving paper and postage, proposals and attachments should be photocopied back-to-back whenever possible.*)
3. Ten copies of a brief abstract (maximum 2 pages, double spaced) of the proposed project. (*The Abstract Cover Sheet provided with the application must be completed and attached to the front of each of the 10 copies of the abstract.*)
4. Evidence that the dissertation proposal has received official faculty approval
5. Evidence that the dissertation proposal has received official approval from the IRB of the sponsoring institution
6. Applicant's curriculum vitae
7. A time schedule showing probable dates for completion of data collection, data analysis, and the dissertation itself
8. 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
9. Please indicate other sources of funding for this project which have already been secured or to which you have applied or intend to apply for support. Please also indicate the amount of support received or requested and the dates by which you will know if the other requests are successful. Finally, please indicate if the other requests are for the same expenses indicated above or for different expenses. If you do receive funding from the Fahs-Beck Fund and other sources for the same expenses, we request that you inform us. In that event you may propose that the Fahs-Beck funds be used for other expenses on your study or that the funds be returned to Fahs-Beck or the other grantor so that other students may have the benefit of the assistance.
10. A letter of agreement from the applicant affirming that he/she will:
 - a. make all reasonable efforts to complete the dissertation on a timely basis;
 - b. send to the Fahs-Beck Fund a one-page 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 affirming tax-exempt status and relevant accreditation or certification and agreement to administer the grant, send necessary financial reports, and forego or limit administrative charges to 10% of the award
12. Confidential letter from the applicant's primary faculty dissertation sponsor. It should not be shared with the applicant and should be placed in a sealed envelope with the faculty member's signature written over the seal of the envelope. 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 application form and all 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

Communications Prior and Subsequent to the Submission of an Application

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 to the Executive Assistant of the Fund, Kimberly A. Floyd. Ms. Floyd may be reached by e-mail, fax or U.S. mail. Phone calls cannot be accepted.

E-mail: kim.floyd@fahsbeckfund.org

Fax: (212) 532-8528

U.S. Mail: Kimberly A. Floyd
Fahs-Beck Fund for Research and Experimentation
c/o The New York Community Trust
909 Third Avenue, 22nd Floor
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Abstract Cover Sheet

A copy of this completed form must be attached to each of the 10 copies of the dissertation abstract.

Applicant Name: _____

University: _____

Graduate Department or School: _____

Dissertation Title: _____

Type of Data: _____ Qualitative
 _____ Quantitative
 _____ Combination

Type of Design: _____ Experimental
 _____ Quasi-Experimental
 _____ Non-Experimental

Origin of Study: _____ Original study designed by student
 _____ Part of a larger study
 _____ Secondary data analysis

Sample Size: _____

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Application Form

Applicant's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ E-mail: _____

University: _____

Graduate Department or School: _____

Dissertation Title: _____

Amount Requested: \$_____

Supporting items enclosed (*check only those included in this package*):

- | | |
|--|--|
| <input type="checkbox"/> Dissertation proposal | <input type="checkbox"/> Time schedule |
| <input type="checkbox"/> Abstract of dissertation proposal
(10 copies) with cover sheet | <input type="checkbox"/> Proposed budget and narrative |
| <input type="checkbox"/> Evidence of faculty approval of proposal | <input type="checkbox"/> Letter of agreement |
| <input type="checkbox"/> Evidence of official IRB approval | <input type="checkbox"/> Letter from university administration
regarding accounting arrangements
and costs, if any |
| <input type="checkbox"/> Applicant's curriculum vitae | <input type="checkbox"/> Confidential letter from primary
faculty sponsor |

If any of the above items cannot be included in this package, please explain alternate plan and mailing dates. (*NOTE: These items must be received by the application deadline for the proposal to be reviewed.*)

If a grant is approved, please indicate how should the check be made out and to whom should it be sent. (*NOTE: The Payee must be a tax-exempt institution, and the check must be sent to a university official.*)

Payee: _____

University official or office where check should be sent:

Name: _____

Title: _____

Address: _____

Applicant's Signature: _____ 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: Be certain to retain a copy of the completed application form and all supporting documents.

How did you hear about the Fahs-Beck Fund's Doctoral Dissertation Grant Program?

____ Internet search

____ Faculty member

____ Posting or notice at my school

____ Other students from my school have applied to the Fahs-Beck Fund

____ Professional association: _____

____ Other: _____