

## **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.

##### 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.

##### 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. 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, or expected benefit to the area of 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 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 further consideration.

### Allowable Expenses

Grant funds are to be used for the out-of-pocket research expenses of the project that are not already covered by the applicant organization or other sources of funding (e.g., data collection, data entry, data analysis). 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 grant award amount may be charged for administrative costs. Indirect costs, conference attendance, or travel abroad are **not** allowable expenses. Funds not expended within 2 years from receipt of the grant must be returned to the Fund.

## 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.

## 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 signatures
2. Project description (maximum 10 pages, double spaced) including the following:
  - a. Statement of the problem
  - 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
3. Copies of measures to be used
4. 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.*)
5. Evidence of official IRB approval
6. Letters of agreement from organizations that will be providing services that are part of the study or access to subjects
7. The curriculum vitae of the Principal Investigator and other relevant personnel on the project
8. A chart of the tasks and subtasks necessary for the conduct of the study, indication of the responsible parties, and time line for accomplishment
9. A detailed budget and a brief budget narrative
10. 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

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, 22<sup>nd</sup> 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 attention of Kimberly A. Floyd, Executive Assistant of the Fund. Ms. Floyd may be reached by e-mail, fax or U.S. mail. Phone calls cannot be accepted.

**E-mail:** [kim.floyd@fahsbeckfund.org](mailto: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, 22<sup>nd</sup> Floor  
New York, NY 10022

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**Abstract Cover Sheet**

A copy of this completed form should be attached to each of the 10 copies of your project abstract.

Applicant Name: \_\_\_\_\_

University/Employer: \_\_\_\_\_

Department: \_\_\_\_\_

Project Title: \_\_\_\_\_

\_\_\_\_\_

Type of Data:     \_\_\_\_\_ Qualitative  
                          \_\_\_\_\_ Quantitative  
                          \_\_\_\_\_ Combination

Type of Design:    \_\_\_\_\_ Experimental  
                          \_\_\_\_\_ Quasi-Experimental  
                          \_\_\_\_\_ Non-Experimental

Origin of Study:    \_\_\_\_\_ Original study  
                          \_\_\_\_\_ Part of a larger study  
                          \_\_\_\_\_ Secondary data analysis

Sample Size: \_\_\_\_\_

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**Application Form**

**Part 1: Project and Applicant Organization**

Title of Project: \_\_\_\_\_

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

Applicant Organization: (*Note: Only accredited educational and non-profit organizations may apply.*)

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

The Applicant Organization is a:

\_\_\_\_ College/University

\_\_\_\_ Non-Profit Human Service Organization

\_\_\_\_ Other Non-Profit Organization (Describe: \_\_\_\_\_)

Tax Exempt Number: \_\_\_\_\_

Is applicant organization subject to accreditation or certification? \_\_\_\_Yes \_\_\_\_No

If "Yes," indicate by which organization(s):

\_\_\_\_\_

\_\_\_\_\_

If "Yes," are the accreditations/certifications in order and in effect? \_\_\_\_Yes \_\_\_\_No

## Part 2: Principal Investigator and Administrative Manager

### **Principal Investigator**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Nature of doctoral degree (e.g. PhD, DSW, ED), field, date received and granting institution:

\_\_\_\_\_

\_\_\_\_\_

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_

### Part 3: Service Component of Project

Is there a service component to the project? \_\_\_Yes \_\_\_No (If "No," skip to Part 4)

If "Yes," is it being provided by the applicant organization? \_\_\_Yes \_\_\_No

If "No," what organization is providing it?

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name of Person Directing Service Component: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

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### Part 4: Signatures

Signing this application form indicates acceptance of the provisions of the grant as set forth in the Application Guidelines and affirms the accuracy of the information provided on the application.

Signature of Principal Investigator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Administrative Manager: \_\_\_\_\_ Date: \_\_\_\_\_

If the grant is approved, how should the check be made out and to whom should it be sent?

Payee: \_\_\_\_\_

Send to: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

## Part 5: Supporting items checklist

- Project description (maximum 10 pages, double spaced)
- Copies of measures to be used
- Documentation of official IRB approval
- Letters of agreement from organizations providing services or access to subjects
- Curriculum vitae of Principal Investigator and other relevant project personnel
- Chart of tasks and subtasks, indication of responsible parties, and timeline
- Detailed budget and brief budget narrative
- Letter from sponsoring organization affirming tax-exempt status and agreement to administer the grant
- 10 copies of a brief abstract (maximum 2 pages, double spaced) of proposed project

Mail application package to:

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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 Faculty/Post-Doctoral Grant Program?

\_\_\_\_\_ Internet search

\_\_\_\_\_ Colleague

\_\_\_\_\_ Professional association: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_