

STUDENT RESEARCH/TRAVEL GRANT-IN-AID COMPETITIONS
SCHOOL OF HEALTH, PHYSICAL EDUCATION, AND RECREATION
INDIANA UNIVERSITY

The **PURPOSE** of **HPER** Student Research/Travel Grant-in-Aid support is to encourage research. Student research support is viewed as an essential component in an academic environment that encourages students to become actively engaged in research-related activities.

Students seeking support beyond normal departmental channels are encouraged to submit a grant-in-aid application to the HPER Research Council. The program of financial support for student research in Indiana University's School of Health, Physical Education and Recreation is intended to provide support for inquiry through the HPER Student **Research** Grant-In-Aid for doctoral dissertation, masters thesis, and research project support. A companion program, the HPER Student **Travel** Grant-In-Aid, provides funding for the dissemination of research results at professional conferences.

The **RESEARCH COUNCIL** of the School of Health, Physical Education and Recreation, in keeping with its mission of encouraging high quality research by faculty and students, has established these awards and the application procedures. A sub-committee of the full Council, appointed annually by the council chair, reviews all **HPER** Student Research Grant-In-Aid applications.

DEADLINES Two competitions are held annually; one during the fall semester and one in the spring semester. Application deadlines for HPER grant-in-aids are **January 15 and May 1**, respectively. Application deadline for HPER Travel grant-in-aid is **June 1, August 1, October 1, December 1, February 1 and April 1**. Award announcements will be made approximately 6-8 weeks after the deadline.

AWARD AMOUNTS **Research** proposals that have received funding from RUGS, will be considered for up to \$400 above the \$1000 RUGS limit. For proposals not funded by RUGS, graduate students may apply for a maximum of \$1000, and HPER undergraduate students may apply for a maximum of \$500. **Travel** proposals are limited to a maximum of \$200 per trip.

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RESEARCH GRANT-IN-AID GUIDELINES AND INSTRUCTIONS

Funding Priorities All proposals which demonstrate scientific merit will be considered. However, requests for funding normally exceed the supply of grant funds available. Funding considerations will therefore be prioritized according to the following criteria:

The scientific merit of the proposal, which must include methodology.

The level of study at which the research is being conducted: doctoral, master's, undergraduate. If necessary, further discrimination will be made as to the student's year in the degree program, provided the student has made timely progress (i.e., 3rd year in doctoral program, 2nd year, etc.). An undergraduate must major in one of the disciplines within the School of HPER; work with a research project faculty advisor/sponsor in developing the proposal; and enroll in an appropriate undergraduate research course with that research project faculty advisor/sponsor.

Applications supporting research for dissertation, thesis, or other degree projects will take precedence over research projects not targeting these outcomes.

Priority will be given to applicants who have not received HPER research awards previously during their IU career.

In case of submissions from students who have received HPER funding for previous proposals, priority will be given to proposals that have received some outside support or funding (e.g., RUGS, NIH, ACSM, etc.).

All doctoral candidates applying for a HPER Graduate Student Research Grant-In-Aid to fund dissertation research **must** also submit an application for the Research and University Graduate School (RUGS) Grant-In-Aid Competition **before** the HPER Research Council will consider funding the research proposal. Applications for the RUGS competition are available at <http://www.indiana.edu/~grdschl/internal-awards.php>.

Doctoral students may submit the same RUGS application to the HPER Grant-in-Aid competition with the HPER Grant-In-Aid cover page.

Accountability When a research project funded through this mechanism is complete, the recipient must inform the HPER Research Council of the completion of the research project or related activity. Copies of the Follow-Up Form will be mailed to the student and the faculty advisor by the Research Council. The form requests information regarding research papers, articles, presentations, and additional grants/contracts emanating from the funded research or related activity. The completed form will be maintained in a file in the Office of Academic Affairs and Research for use by the HPER Research Council in documenting HPER student research productivity. Faculty advisors are asked to ensure that follow-up reports are submitted.

Time Limitation Eligible expenses must be paid within a year from the end of the semester in which the award is received. Any remaining funds will be withheld unless a formal request is submitted for an extension of time.

Role of the Project Faculty Advisor/Sponsor

The project faculty advisor/sponsor will provide guidance on all aspects of the undergraduate research proposal, including all details related to methodology as well as budget. The advisor will monitor all aspects of the budget, and will advise the student on the revision of the project if cost overruns are projected.

Application Form and Supporting Materials:

A completed **Application** for a School of HPER Student Research Grant-In-Aid.

Letter of Support. Supporting statement from the faculty advisor who directs the student's dissertation, thesis, or research project. The letter of support should affirm that project is accurately described, meritorious in its potential contribution to the body of knowledge, and that the budget is accurate and necessary to complete the work. The faculty letter should also assure the Research Council that the student's research will be adequately monitored by the faculty member and that, when completed, a final Follow-Up Form will be submitted by the student to the Research Council and the Associate Dean for Academic Affairs & Research.

Evidence of appropriate safeguards concerning **Human Subjects, Animals, Biohazards, or Radiation**, including a copy of the letter of approval from Indiana University's Institutional Review Board (IRB). Where appropriate, other documentation should be included which assure the safeguarding of subjects when health-oriented procedures are included in the research (i.e., *Physician's Support Statement*). If IRB approval is pending at the time of grant submission, documented evidence of IRB submission must be included in the grant application. Note: for all funded grants, evidence of IRB approval must be provided to the HPER Dean's Office within 90 days of the award date.

Other materials which may be required are outlined below in the *Specific Instructions* section.

The completed application packet should be submitted to Reggie Graham, Dean's Office, HPER 121.

Sources of Financial Support

List all source(s) of financial support and indicate the amount received this year and anticipated next year. Include both IU assistantships, external grants, and fellowship support. In addition, if a departmental or faculty account will supply funds to cover a portion of your expenses, indicate amount. Please specify all additional sources from which funding will be requested for the research outlined in this proposal.

Brief Description of Research

Include an introduction to the problem, your research question, methodology, and any other information necessary for the reviewer to understand your project. Remember that your application will be reviewed by a multidisciplinary review committee. Explain your project in terms a non-specialist could understand. If technical or discipline-specific terms are used, either explain them in the narrative or attach a glossary of terms, (ex. *Cruising* is a term which refers to a child's walking while still holding on to some object for support). If acronyms are used, they should also be explained. If references are cited in the narrative, a reference list should be included. **Please do not attach another document in lieu of the grant-in-aid application. For example, do not submit a copy of a thesis proposal and refer the reviewers to that document for answers to questions.**

Budget

Your budget will consist of two parts:

- 1) The first section should outline expected costs, providing brief description, details, and summary figures (ex., ABusiness sized envelopes for recruitment letters, 100 @ \$.05 = \$5.00"). Rationale for equipment, copying expenses, expendables and other supplies must be provided.

Itemization of materials and supplies should be priced at costs through university sources. For example, photocopying costs will be considered at the rate charged by Maxi.

Requests will be carefully reviewed to eliminate any overlap for requests that may come from a single laboratory, and to maximize economic efficiency.

- 2) A second section should contain a budget justification explaining all budget items. Any budget items that do not have justification will **NOT** be funded. The narrative should also explain which items are supported by department, faculty or other accounts.

Ineligible Expenses

The Research Council will provide as much financial support of student proposals as possible. However, it will not fund those areas of the budget deemed excessive or unnecessary. In addition, certain expenses are ineligible for funding, including the following:

- payment to have envelopes stuffed
- payment to data collection assistants
- travel reimbursement for subjects
- miscellaneous expenses not itemized
- stipend (salary) for the student
- hourly wages for assistants
- payment for materials and supplies ordinarily available through the student's department (e.g., tape, staples, overhead transparencies)

If a compelling reason exists for exceptions to any of the above ineligible expenses (e.g., low-income subjects incurring considerable gasoline and parking expenses for coming to the laboratory) the student should provide in the budget narrative a statement of justification for inclusion of these items.

Specific budget requests should not exceed the maximum allowable Student Research Grant-In-Aid award stated elsewhere on this application.

Equipment Budgets

Requests for equipment should be accompanied by a rationale in the budget narrative. The statement should include verification that the equipment is not already owned by the department or otherwise available to the student.

- Equipment expenditures may not exceed \$500.00
- Equipment maintenance or repair will not be funded
- Equipment purchased with HPER Grants-in-Aid remains property of the School of HPER
- Equipment purchases will be carefully scrutinized by the review committee. Equipment is usually viewed as non expendable items that will permanently reside in a laboratory. These items are typically not funded.

Disbursement Procedures

Indicate the way in which the Grant-in-Aid will be disbursed. After awards are announced, the disbursement of funds may occur in one of the following ways:

- If grant-in-aid funds are to reimburse a department or faculty account, the award amount will be transferred administratively into the identified account. However, specific expenses applicable to the award must be identified as prior expenditures in the account before the transfer can be made.
- Funds may also be distributed on a reimbursement basis, whereby the student pays for items as indicated in the budget and submits the original receipts for reimbursement. If this method is used, the student will be reimbursed approximately two weeks after submitting receipts.

The student may place orders directly through the Grant-In-Aid account. If this option is elected, items should be ordered three to five weeks before they are needed.

**SCHOOL OF HEALTH, PHYSICAL EDUCATION AND RECREATION
STUDENT RESEARCH GRANT-IN-AID APPLICATION FORM**

NAME _____ E-mail address _____

IUID _____ DEPT _____ ADVISOR _____

DEGREE SOUGHT _____ GPA _____ CREDIT HOURS COMPLETED _____

START DATE OF GRADUATE WORK AT IU (if applicable) _____

PRESENT LOCAL ADDRESS _____

LOCAL TELEPHONE NUMBER _____

PERMANENT ADDRESS _____

DATE OF APPLICATION FOR IU GRADUATE SCHOOL DOCTORAL STUDENT GRANT-IN-AID OF RESEARCH (if applicable) _____

Is the research outlined in this application for your dissertation, thesis or degree project? YES NO

On separate pages, using a computer, please provide the information required. Use the numbers and headings indicated below. Your specific responses to Items 1-7 should take no more than 5 pages, not counting any appendices or supplemental pages such as Glossary. Please see the *Specific Instructions* for details.

1. Source(s) of financial support.
2. Title of research project.
3. Description of project (including purpose, rationale and methods).
4. Presumed contribution to knowledge (implications and results dissemination plan: including targeted journal).
5. Date research commenced, progress to date, and expected date of completion.
6. Amount requested.
7. Detailed budget (identification and rationale for budget items). List expected costs detailing the purpose and amount of each expenditure. Be sure to include those items which are supported by department, faculty or other accounts.
8. Include a brief statement concerning IRB status (i.e., IRB approved or pending).
9. Preferred method of disbursement.
10. Student and Faculty Advisor Signatures.

Student

Date

Faculty Advisor

Date

TRAVEL GRANT-IN-AID GUIDELINES AND INSTRUCTIONS

Two of the goals of the faculty of the School of HPER are to promote and support the scholarly activities of students. While the first priority is providing funds for the supplies and materials necessary to complete student research projects, a secondary goal is to provide travel funds for the dissemination of research results at state/regional/national/international meetings. Because the source of these funds is limited, support is generally limited to \$200 per request. Costs related to actual conference travel and registration will be covered. Hotel costs will be considered on a case-by-case basis. Costs related to meals will not be funded.

Complete the Student Travel Grant-in-Aid Application Form and submit it along with all supporting materials to Reggie Graham, HPER 121 by **June 1, August 1, October 1, December 1, February 1 or April 1.**

Supporting Documents:

- 1) Presentation Abstract: A copy of the presentation abstract must accompany your application.
- 2) Presentation Confirmation: A copy of your presentation confirmation/acceptance is required.

Role of the Project Faculty Advisor/Sponsor

The project faculty advisor/sponsor will provide guidance on all aspects of the undergraduate research proposal, including all details related to methodology as well as budget. The advisor will monitor all aspects of the budget, and will advise the student on the revision of the project if cost overruns are projected. The faculty advisor/sponsor signature is required on the application.

Priority

The following will be given priority for consideration of travel awards:

1. Students listed as first author on an accepted presentation.
2. Student presenting data-based (qualitative or quantitative) research papers.

**SCHOOL OF HEALTH, PHYSICAL EDUCATION AND RECREATION
STUDENT TRAVEL GRANT-IN-AID APPLICATION FORM**

NAME _____ E-mail address _____

IUID _____ DEPT _____ ADVISOR _____

DEGREE SOUGHT _____ GPA _____ CREDIT HOURS COMPLETED _____

DATE BEGAN GRADUATE WORK AT IU (if applicable) _____

PRESENT LOCAL ADDRESS _____

LOCAL TELEPHONE NUMBER _____

PERMANENT ADDRESS _____

1. Purpose of travel: _____

2. Meeting level (check one): International/National Regional/State

3. Destination and dates: _____

4. Estimated costs: Air _____ Personal Vehicle _____ Lodging _____

Registration _____

5. Title of presentation: _____

6. Additional sources of funding: _____

7. Name of faculty sponsor, office address and telephone number: _____

Student and Faculty Advisor Signatures.

Student Date

Faculty Advisor Date