

# Request for Research Proposals and Application Guidelines

**THANK YOU FOR YOUR INTEREST IN THE NIRSA RESEARCH GRANT PROGRAM!  
WE ARE DELIGHTED YOU ARE CONSIDERING APPLYING FOR A 2016 GRANT.  
THIS DOCUMENT WILL ACT AS A GUIDE FOR THE APPLICATION PROCESS FOR  
2016 RESEARCH GRANTS.**

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This guide includes:

- **Purpose Statement** for the NIRSA Research Grant Program
  - **Selection criteria** for 2016 research grant projects
  - **Eligibility** for NIRSA research grants
  - A **grant application checklist**
  - A description of the **grant application review process**
  - A description of the **grant award process**
  - **Timeline**
  - The **budget worksheet** for the research project
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## Purpose

NIRSA supports high quality, empirical studies for the advancement of knowledge in the field of collegiate recreation. Newly re-launched at the 2016 Annual Conference, the small and large NIRSA collegiate recreation grants have been combined and re-imagined into the NIRSA Research Grant Program. Grants support original scholarly research conducted at or for NIRSA member institutions and which align with the crucial research priorities identified in the NIRSA Research Agenda. The NIRSA Foundation proudly supports the NIRSA Research Grant Program by providing funding and has made a multi-year commitment to fund the program.

## 2016 Awards

**For 2016, two grants will be awarded:**

- One grant not to exceed \$10,000 in total, that can be used over a two-year period.
- One grant not to exceed \$2,000 in total, that can be used over a two-year period.

## Selection Criteria

### Grants will be awarded for research that:

- Addresses one or more crucial research priorities identified in the NIRSA Research Agenda.
- Focuses on issue(s) related to campus recreation.
- Clearly articulates a strong research design. Qualitative, quantitative, and mixed-method studies will be considered. Methodology must be appropriate for the research question(s).
- Explores unique issues, subjects, analyses. Research must be the original work of the investigators and may not have been reported elsewhere.
- Has the potential to have a broad impact on campus recreation initiatives.

### Suggested areas of research focus for 2016 research grants include, but are not limited to:

- Summary data correlating participation with other indicators of collegiate success (such as GPA and retention rates)
- Changes in state funding of higher education through time
- Buying power of collegiate recreation
- Collegiate recreation and student development
- Innovative ways that health and wellness are being integrated under the recreation umbrella, such as how campus recreation is addressing the specific needs of students and staff in attaining overall wellness goals

## Eligibility

While an applicant does not need to be faculty, staff, or a student of a NIRSA member institution, all research must be conducted either at or for one or more of NIRSA member institutions. Applications from students must be supported by faculty or staff sponsors who have agreed to oversee the proposed research. Collaborative projects from a team of researchers from one or more institutions are encouraged to apply. Research & Assessment Committee members are not excluded from applying; applicants will be excused from participating in the selection process.

## Grant Application Checklist

1. **Cover page** which lists the title of the study, as well as the complete name, address, telephone number, email address, and institution of the principal investigator. If the principal investigator is a student, the cover page must also list the complete name, address, telephone number, email address, institution, department, and job title of the sponsor.

2. **Problem Statement:** A description of the problem that requires investigation.
3. **Connection to NIRSA Research and Assessment Agenda:** An explicit description of how the project will address the needs outlined in the NIRSA Research and Assessment Agenda.
4. **Research Question(s):** Include the hypotheses or elements which will guide the investigation in an effort to resolve the stated research problem. Study limitations, delimitations, assumptions, and definitions should accompany the research question(s).
5. **Literature Review:** Provide a brief summary of previous research, theories, and other relevant information that will provide the foundation for the study and demonstrate how the proposed study will contribute to the profession and fill any gaps in knowledge.
6. **Methodology:** Include the research design, specific procedures, instrumentation, data collection and treatment. State the anticipated start and completion dates. Justification should address how the selected methods are appropriate in answering the research questions.
7. **Research Team Qualifications:** For each team member include curriculum vitae or resume, any publications related to the proposed research project, any other significant publications (including those in press), experience in the area that is to be studied, the relative roles, responsibilities, contributions, and expertise of the applicant (principal investigator), and each co-applicant; and the relative proportion of each team member's contribution to the proposed research.
8. **Budget:** Using the worksheet included in this packet, prepare a project budget that is as detailed and accurate as possible. Be sure to include the rationale for each expense and the estimated timing that the funding is needed. In most cases the grant proposal will be permitted to request funding for the following: The direct costs which can be clearly identified and attributed to the expense of conducting the research, including purchasing of instrumentation and surveys, costs of transcription, costs of travel to conduct the survey up to the amount outlined in the Request for Research Proposals, electronic equipment, funding for a Graduate Assistant to conduct the research up to an amount not to exceed a third of the requested amount and not to include the costs of tuition or student fees.

## Grant Application Review Process

1. All application materials must be submitted electronically to [research@nirsa.org](mailto:research@nirsa.org). To be considered for funding, applications must be received on or before August 15th.
2. After assessing the completeness of each application, the NIRSA Research Coordinator will notify applicants of the status of their grant requests and will forward complete applications to the Research & Assessment Committee for review.
3. Committee members are required to abstain from reviewing the applications of students, faculty, or staff from their home institutions. The committee will forward their recommendations to the Research Coordinator, who will select the final applicant.
4. Eligible applications are evaluated based on the significance of the proposed research, the soundness of the proposed methodology, and the clarity and completeness of the proposal.
  - a. **Significance of the Proposed Research:** Are the study and research questions clear? What is the justification for the proposed research? How does the study address the NIRSA Research and Assessment Agenda?
  - b. **Soundness of the Research Design and Methodology:** To what extent is the study well organized and methodology appropriate?
  - c. **Clarity of the Proposed Research:** To what extent is the proposal well written?
5. The Research and Assessment Committee will evaluate grant applications received by **August 15<sup>th</sup>**. Grant awards are announced at the completion of the review process and no later than **October 1<sup>st</sup>**. All applicants are notified in writing by the Research Coordinator. Grant recipients are sent revised copies of the budget worksheets that note the total amount of the award as well as the amounts allowed for each of the itemized expenses.

## Grant Award Process

1. Grant funding will be awarded to the grant recipients according to a mutually agreed upon schedule with 30% being withheld until the final report is submitted.
2. Research projects must be completed within two years of the grant being awarded.

3. If the research project involves human subjects, the grant funding is contingent upon receipt of the document approving the protocol from the respective institution (Institutional Review Board approval). For additional information on submitting a research protocol involving human subjects, please contact the human subjects research department or the equivalent at the home institution.
4. Time extensions may be requested through the Research Coordinator, but will be considered only if received before the due date of the final report.
5. Grant recipients will be listed on the NIRSA website including information on the awardee, the research topic and the location where research was published.
6. To receive the final payment of 30%, the grant recipient must submit:
  - a. An abstract and executive summary
  - b. A final reconciled budget
  - c. Recommendations for future research projects on how to build upon the results of this study and what improvements can be made for future studies
7. At the completion of the research project, the grant recipient is expected to:
  - a. Submit a presentation proposal that highlights their research findings which will be presented at NIRSA's Annual Conference
  - b. Submit an article for publication in a peer-reviewed journal, such as NIRSA's Recreational Sports Journal (RSJ).
  - c. Include acknowledgment of the NIRSA Foundation grant when referencing this research project with the following statement of support: "This study was funded in part or total by a grant from the NIRSA Foundation."

## Timeline

June 1, 2016	Applications open
August 15, 2016	Applications due
August 16-September 30, 2016	Assessment period
October 1, 2016	Grant awards announced
Within two years (October 2018)	Research project completes

# 2016 NIRSA Research Grant Program Budget Worksheet

Please use this worksheet to prepare a detailed and accurate project budget.  
Be certain that all expenses listed are allowed under the NIRSA Research Grant Program.

TITLE OF PROJECT:		<i>For Office Use Only</i>	
		Date checked:	
Principal Investigator:		Initials:	
Sponsor:		Approved: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> in part	
Total Dollar Amount Requested: \$		Total Approved: \$	
<b>All Sources of Anticipated Funding</b>			
#	Source		Total
1			\$
2			
3			
4			
		Total	\$
Itemized Expenses (and rationale)		Funds Requested By Applicant	Funds Granted By NIRSA
		\$	\$



# 2016 NIRSA Research Grant Program Budget Worksheet

## Itemized Expenses continued

Itemized Expenses (and rationale)	Funds Requested By Applicant	Funds Granted By NIRSA
	\$	\$
<i>Total</i>		\$