

# NIRSA Research Grant Program – Request for Proposals and Application Guidelines

Thank you for your interest in the NIRSA Research Grant Program. This document serves as a guide in the application process and includes the following:

- Purpose statement
- Eligibility & application instructions
- Proposal review process
- Award process
- Timeline
- Budget worksheet

## **PURPOSE STATEMENT**

The NIRSA Foundation established the research grant program to support high quality, empirical studies that advance knowledge and practices in the field of collegiate recreation. The NIRSA Foundation proudly supports this program through its multi-year funding commitment.

## **ELIGIBILITY & APPLICATION INSTRUCTIONS**

1. Applicants are not required to be NIRSA members however, all research must be conducted at or for a NIRSA member institution. Applications from students must be supported by faculty sponsors who have agreed to oversee the proposed research.
2. Research proposals should focus on the NIRSA research agenda. Projects focusing on **student health and wellbeing** will be given special consideration.
3. Members of the NIRSA Research & Assessment Committee are not excluded from applying but will be excused from the review process.
4. Proposals must include the following:
  - a. **Cover page:** Include the study title and name, address, phone number, email, and institution of the principal investigator (PI). If the PI is a student, include the same information for the sponsor.
  - b. **Introduction and Problem Statement**
  - c. **Research Questions, Objectives, Hypotheses**
  - d. **Connection to NIRSA Research Agenda**
  - e. **Literature Review**
  - f. **Method:** i) Participants; ii) Apparatus/Materials; iii) Procedure
  - g. **Timeline**
  - h. **Research Team Qualifications:** For each team member include a curriculum vitae or resume. The roles, responsibilities, and contributions of each team member should be included.
  - i. **Budget:** Use the worksheet to prepare an itemized budget that includes a rationale for each expense. Funding is allowed for the following: direct costs of conducting the research, including purchase of instrumentation, transcription, travel to conduct the research, and funding for students not to exceed a third of the total budget and not including the costs of tuition or student fees.

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## **PROPOSAL REVIEW PROCESS**

1. All materials must be submitted electronically to [nirsa.research@nirsa.org](mailto:nirsa.research@nirsa.org). To be considered for selection, proposals must be received by the submission deadline.
2. Applicants will receive a confirmation email for their submission. Complete and eligible applications will be forwarded to the NIRSA Research and Assessment Committee for further review.
3. The committee will review the proposals and will forward their recommendations to the NIRSA Executive Director, who will select the final grant recipients.
4. Grant awards are announced at the completion of the review process. All applicants will be notified.

## **TIMELINE**

- Applications open      May 1<sup>st</sup>
- Applications due      June 30<sup>th</sup>
- Application review    July 1<sup>st</sup> – July 30<sup>th</sup>
- Grant awarded        August 31<sup>st</sup>
- All research completed within two years of award date

## **AWARD PROCESS**

1. Grant funding will be awarded to recipients according to a mutually agreed upon schedule with 30% being withheld until the completion of the research project.
  - a. Projects must be completed within two years of the award.
2. If the research project involves human subjects, the grant funding is contingent upon receipt of documentation approving the study (e.g., IRB approval).
  - a. For information on human research, please contact the research ethics office or the equivalent at your home institution.
3. Grant recipients will be listed on the NIRSA website.
4. To receive the final payment of 30% at the completion of the research project, the grant recipient must submit:
  - a. An executive summary
  - b. A final reconciled budget
  - c. A presentation proposal for the NIRSA Annual Conference
  - d. A manuscript to the Recreational Sports Journal

